



If you are applying for a Certificate of Eligibility, you must bring the documents (original) listed in the table below, to your appointment.

Note: These are the most common situations that allow a child to receive instruction in English in Quebec. If you are unsure about your situation, please call the Admissions team at 514-422-3022, or email [admissions@lbpsb.qc.ca](mailto:admissions@lbpsb.qc.ca), and we would be happy to help you.

	Required documents	
<p><b>Scenario 1:</b>  <b>Parent or sibling educated in Quebec (in English)</b></p>	<ol style="list-style-type: none"> <li>1. Child's birth certificate                             <ol style="list-style-type: none"> <li>a. If child is born in Canada: Canadian birth certificate (long form – showing parent's name) OR</li> <li>b. child is born outside of Canada: Foreign birth certificate (long form – showing parent's name), AND translated birth certificate (translated in ENG or FR) if applicable, AND child Canadian status (Canadian Citizenship, Permanent Resident Card)</li> </ol> </li> <li>2. Parent's Canadian Status:                             <ol style="list-style-type: none"> <li>a. Parent's Canadian birth certificate OR</li> <li>b. Canadian Citizenship OR</li> <li>c. Valid Canadian passport</li> </ol> </li> <li>3. Parent's or sibling's eligibility certificate or Quebec Permanent Code (QPC) (if available)</li> </ol>	<p>To note:</p> <ul style="list-style-type: none"> <li>• If using Parent's eligibility certificate, you must show Canadian Citizenship of <b>that</b> parent.</li> <li>• If using sibling's eligibility certificate, either parent's Canadian Citizenship is accepted or the <b>parent in common</b> if the brother or sister has only one parent in common.</li> </ul>
<p><b>Scenario 2: Parent, child, or sibling educated in Canada (in English)</b></p> <p><b>Specifically:</b></p> <ol style="list-style-type: none"> <li>1. A child who received the major part of their</li> </ol>	<ol style="list-style-type: none"> <li>1. Child's birth certificate                             <ol style="list-style-type: none"> <li>a. If child is born in Canada: Canadian birth certificate (long form – showing parent's name) OR</li> <li>b. child is born outside of Canada: Foreign birth certificate (long form – showing parent's name) AND translated birth certificate (translated in ENG or FR) if applicable, AND child's Canadian status (Canadian Citizenship, Permanent Resident Card)</li> </ol> </li> <li>2. Parent's Canadian Status:</li> </ol>	

<p>elementary or secondary school instruction in English in Canada;                  2. A child whose brother or sister did the major part of his or her elementary or secondary studies in English in Canada;                  3. A child whose father or mother did the major part of his or her elementary studies in English in Canada;</p> <p>In the first two cases, the father or mother of the child must be a Canadian citizen. In the third case, the parent who studied in Canada must be a Canadian citizen</p>	<ul style="list-style-type: none"> <li>a. Parent’s Canadian birth certificate OR</li> <li>b. Canadian Citizenship OR</li> <li>c. Valid Canadian passport</li> </ul> <p>3. An official original document indicating a proof of English education in another province</p> <ul style="list-style-type: none"> <li>a. Report cards (showing the majority of education done in English in Canada) OR</li> <li>b. Original letter from the school or school board attesting to the majority of the education done in Canada</li> </ul>
<p><b>Scenario 3: A child with serious learning disabilities (special exemption)</b></p>	<p>If applying for eligibility resulting from serious learning disabilities, please contact the Admissions team for guidance, 514-422-3022 or email <a href="mailto:admissions@lbpsb.qc.ca">admissions@lbpsb.qc.ca</a>.</p>
<p><b>Scenario 4: Grandparent clause</b></p>	<p>If applying for eligibility resulting from a grandparent clause, please contact the Admissions team for guidance, 514-422-3022 or email <a href="mailto:admissions@lbpsb.qc.ca">admissions@lbpsb.qc.ca</a>.</p>
<p><b>Scenario 5: Parents with a valid work permit</b></p>	<ul style="list-style-type: none"> <li>1. Child’s birth certificate (long form – showing parents names) from home country AND translated birth certificate (in ENG or FR), if applicable</li> <li>2. Child’s valid immigration document</li> </ul>

	<ul style="list-style-type: none"> <li>a. Canadian Visa OR</li> <li>b. Visitor record OR</li> <li>c. Refugee</li> </ul> <p>3. Parent Canadian valid work permit (AND letter from employer, if employer not stated on permit)</p>
<b>Scenario 6: Parents with a valid study permit</b>	<ul style="list-style-type: none"> <li>1. Child’s birth certificate (long form – showing parents’ names) from home country AND translated birth certificate (in ENG or FR), if applicable</li> <li>2. Child’s valid immigration document <ul style="list-style-type: none"> <li>a. Canadian Visa OR</li> <li>b. Visitor record OR</li> <li>c. Refugee</li> </ul> </li> <li>3. Parent Canadian valid study permit</li> <li>4. Certificat d’acceptation du Quebec (CAQ)</li> <li>5. Letter of acceptance from-Educational Institution</li> </ul>
<b>Scenario 7: Parents with diplomatic status</b>	<ul style="list-style-type: none"> <li>1. Child’s birth certificate (long form – showing parents’ names) from home country AND translated birth certificate (in ENG or FR), if applicable</li> <li>2. Letter of protocol</li> </ul>
<b>Scenario 8: A parent is a Canadian citizen or permanent resident domiciled in another Canadian province or a territory of Canada living in Quebec temporarily to study or work</b>	<p>Due to the complex nature of this request, please contact the Admissions team for guidance, 514-422-3022 or email <a href="mailto:admissions@lbpsb.qc.ca">admissions@lbpsb.qc.ca</a>.</p>
<b>Scenario 9: A parent is a member of the Canadian Armed</b>	<p>Due to the complex nature of this request, please contact the Admissions team for guidance, 514-422-3022 or email <a href="mailto:admissions@lbpsb.qc.ca">admissions@lbpsb.qc.ca</a>.</p>

<b>Forces who is posted in Quebec temporarily</b>	
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