

Custodian Procedures

There are 2 documents – one that the natural parents sign in front of a notary and one that the custodian signs in front of a notary. Both documents must be in the student's file (copies are fine) with the information entered into the database and sent to the appropriate school.

The custodian should(must be) be:

- A Canadian citizen or Landed Immigrant
- Resident in the Vancouver lower mainland
- Over 25 years of age
- Speak English

Natural Parents Steps:

1. Use the document entitled: Custodianship Declaration – Parents/Guardians for Minors Studying in Canada
2. Fill in the Student Information
3. Fill in the Parents/Guardians Information
4. Fill in the Custodian Information
5. Fill in the bottom section but do NOT sign the document
6. Go to a notary or lawyer to have parent signature witnessed and signed and stamped by notary/lawyer

Custodian Steps:

1. Use the document entitled: Custodianship Declaration – Custodian for Minors Studying in Canada
2. Fill in the Student Information (must match the information on the Parent's document)
3. Fill in the Parents/Guardians Information (must match the information on the Parent's document)
4. Fill in the Custodian Information
5. Fill in the bottom section but do NOT sign the document
6. Go to a notary to have custodians signature witnessed and signed and stamped by the notary

Once both documents are notarized, stamped and signed copies are to be given to the West Vancouver International Programs office staff.



CUSTODIANSHIP DECLARATION - CUSTODIAN FOR MINORS STUDYING IN CANADA

STUDENT INFORMATION

Family name	Given name(s)	Citizenship	Date of birth Y M D	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Name and address of school in Canada				
Address where student will reside in Canada				

PARENTS/GUARDIANS INFORMATION (Preferably from both parents/guardians)

	Parent/Guardian 1		Parent/Guardian 2	
Full name	Family name	Given name(s)	Family name	Given name(s)
Date of birth	Y M D		Y M D	
Home address				
Telephone number				

CUSTODIAN INFORMATION

Family name	Given name(s)	Status in Canada <input type="checkbox"/> Canadian citizen or <input type="checkbox"/> Permanent resident	Date of birth Y M D
Home address			Telephone no.

The application of the official seal below confirms that the notary public has received evidence that the custodian is a Canadian citizen or a permanent resident, is over 19 years of age, and currently resides at the home address stated above.

I, _____ (name of custodian), hereby solemnly declare that I will undertake the full custodianship for the said student, _____ (name of student), during his/her stay in Canada, while under the age of majority in the province in which he/she resides. As a custodian, I have made the necessary arrangements for the care and support of the said student in place of the parents as appropriate. By signing this custodian agreement, I certify that I reside within a reasonable distance of the student's intended residence and school and will be able to fulfil my obligations as a custodian in the event of an emergency.

Signature of custodian

Year Month Day

Date

Sworn before me at: _____ (city), in the province of _____ (province/territory), _____ country (if applicable).

This _____ day of _____ (month), _____ (year).

Signature of notary

OFFICIAL SEAL OF NOTARY PUBLIC



CUSTODIANSHIP DECLARATION - PARENTS/GUARDIANS FOR MINORS STUDYING IN CANADA

STUDENT INFORMATION

Family name	Given name(s)	Citizenship	Date of birth Y M D	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Name and address of school in Canada				
Address where student will reside in Canada				

PARENTS/GUARDIANS INFORMATION (Preferably from both parents/guardians)

Full name	Parent/Guardian 1		Parent/Guardian 2	
	Family name	Given name(s)	Family name	Given name(s)
Date of birth	Y M D		Y M D	
Home address				
Telephone number				

CUSTODIAN INFORMATION

Family name	Given name(s)	Status in Canada <input type="checkbox"/> Canadian citizen or <input type="checkbox"/> Permanent resident	Date of birth Y M D
Current residential address			Telephone no.

My/Our child will reside: with the appointed custodian, in the school dormitory, or
 with another person: _____ (please provide name and indicate relationship).

I/We, _____ and _____ (names of parents/guardians),

the parents/guardians of the said student, _____ (name of student), hereby grant full custodianship to

_____ (name of custodian), during the student's stay in Canada, while he/she is under the age of majority in the province in which he/she resides. I have made the necessary arrangements for the care and support of the said student such that the custodian should act in the place of me/us, the parents. By signing this custodian agreement, I/We affirm that I am/we are satisfied the above appointed custodian resides within a reasonable distance of my/our child's intended residence and school and will be able to fulfil his/her obligations as a custodian in the event of an emergency.

_____	Year Month Day	_____	Year Month Day
Signature of parent/guardian (1)	Date	Signature of parent/guardian (2)	Date

Sworn before me at: _____ (city), in the province of _____ (province/territory), _____ country (if applicable).

This _____ day of _____ (month), _____ (year).

Signature of notary

OFFICIAL SEAL OF NOTARY PUBLIC