

Procedure Name:	ELIGIBILITY FOR ENROLMENT AS A DOMESTIC STUDENT	
Approved By:	President's Council	
Approval Date:	August 28, 2017	
Next Scheduled Renewal Date:	July 2022	
Procedure Holder:	VP, Corporate	
Operational Lead:	Registrar and Director of Institutional Research	
Procedure Number:	EDU-011P	

PROCEDURE NAME

1.00 PURPOSE

- 1.1 This procedure specifies the documentation required for an international student to be enrolled as a domestic student and the process involved.

2.00 DEFINITIONS

- 2.1 None

3.00 APPLICATION CRITERIA

- 3.1 International students who wish to be considered as domestic students must still apply, pay application fees, and meet all applicable admission requirements associated with international students.
- 3.2 A written request for enrolment as a domestic student, along with supporting citizenship documentation, must be submitted to the Registrar and Enrolment Services before the start of classes.
- 3.3 Official documentation issued by the applicable Canadian government agency which confirms the student's status under one of the categories stated in the policy must be provided.
 - a) The documentation must confirm date of issuance and dates of validity.

4.00 THE APPLICATION PROCESS

- 4.1 Students applying under a formal agreement approved by CMTN must follow the application process and submit all documents specified by the agreement.
- 4.2 The required documentation must be received by Registrar's Office prior to registration.
 - a) Registration as a domestic student will only be possible once the request and required documentation are received and confirmed as acceptable.
- 4.3 If a student previously enrolled as an international student is now eligible for enrolment as a domestic student, the citizenship status and change in tuition rates will apply for the next registration term.

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- 4.4 Documentation must be valid until at least the first day of classes for the semester in question in order for the student to be considered a domestic student for that semester.
- 4.5 Should documentation confirming eligibility as a domestic student expire, the student is responsible for submitting new documentation, otherwise the status will revert to international status. If documentation is received after start of class, status will revert back in the next term.
- 4.6 Domestic fee status must be renewed each academic year.

5.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 5.1 [EDU-011, Eligibility for Enrolment as a Domestic Student Policy](#)

6.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Jan 31, 2017		President's Council