



RICHMOND
INTERNATIONAL EDUCATION
ENRICHING GLOBAL MINDS

Change of Information Procedure and Form

It is **IMPORTANT** the RIE Office and our school have accurate and up-to-date contact information of the international student. We may have to contact the custodian, responsible person (RP), and/or parent/legal guardian anytime regarding the student or in case of emergency.

The student must return the signed form to the RIE Office with the following documents **BEFORE** moving to the new residential address.

- Notarized custodianship declaration – Parents
- Notarized custodianship declaration – **New** Custodian
- Proof of residential address of the **New** Responsible Person (RP)(government-issued ID with address or utility bill within recent three (3) months)
- Proof of citizenship of the **New** Responsible Person (RP)
- Passport copy of signing parent/legal guardian (personal information page and signature page)

NOTE: A RIE Administrator may request a meeting with the new RP and/or custodian for verification.

Please complete Section A, B, C, D, and E. The custodian and the legal guardians/parents must read, sign, and date the form.

Section A – STUDENT INFORMATION

Current School Attending _____

Legal Last Name _____ Legal First Name _____

English Name _____ Date of Birth (DD/MM/YY) _____

Cell Phone _____ Email _____

Apartment # _____ Street # _____ Street _____ City _____

Province **BC** Postal Code _____

Section B – **NEW** CUSTODIAN INFORMATION (The adult, Canadian or Permanent Resident over the age of 25, living within a reasonable distance from the student at all times.)

Relationship with student _____

Legal Last Name _____ Legal First Name _____

English Name _____ Date of Birth (DD/MM/YY) _____

Home Phone _____ Cell Phone _____

Work Phone _____ Email _____

Apartment # _____ Street # _____ Street _____ City _____

Province **BC** Postal Code _____

Language(s) Spoken: English / French / Cantonese / Japanese/ Korean/ Mandarin / Portuguese /Punjabi /Spanish/ Others _____

- I have read the Immigration, Refugee and Citizenship Canada (IRCC) website regarding **Study permits: Guidelines on minor children** (<http://www.cic.gc.ca/english/resources/tools/temp/students/minor.asp>), and I understand and accept the guidelines. 我已经阅读、明白和接受加拿大移民部(IRCC)的 **学生签证：未成年儿童的指南**。

Custodian Print Name _____ Custodian Signature _____ Date _____

Section C – NEW RESPONSIBLE PERSON INFORMATION (The adult, Canadian or Permanent Resident over the age of 25, living with the student at all times.)

Relationship with student _____

Legal Last Name _____ Legal First Name _____

English Name _____ Date of Birth (DD/MM/YY) _____

Home Phone _____ Cell Phone _____

Work Phone _____ Email _____

Apartment # _____ Street # _____ Street _____ City _____

Province BC Postal Code _____

Language(s) Spoken: English / French / Cantonese / Japanese/ Korean/ Mandarin / Portuguese /Punjabi /Spanish/ Others _____

I have read the **BC K-12 International Student Homestay Guidelines** (www2.gov.bc.ca/assets/gov/education/administration/childcare-to-grade-12/internationaleducation/home_stay_guidelines.pdf), and I understand and accept the guidelines.
我已经阅读、明白和接受卑诗省教育厅订立的 K-12 国际学生寄宿指南。

Responsible Person (RP) Print Name _____ RP Signature _____ Date _____

Section D – PARENT (1) / LEGAL GUARDIAN (1) INFORMATION

Relationship with student _____

Legal Last Name _____ Legal First Name _____

English Name _____ Date of Birth (DD/MM/YY) _____

Home Phone _____ Cell Phone _____

Work Phone _____ Email _____

Apartment # _____ Street # _____ Street _____ City _____

Province _____ Country _____ Postal Code _____

Language(s) Spoken: English / French / Cantonese / Japanese/ Korean/ Mandarin / Portuguese /Punjabi /Spanish/ Others _____

Section E – PARENT (2) / LEGAL GUARDIAN (2) INFORMATION

Relationship with student _____

Legal Last Name _____ Legal First Name _____

English Name _____ Date of Birth (DD/MM/YY) _____

Home Phone _____ Cell Phone _____

Work Phone _____ Email _____

Apartment # _____ Street # _____ Street _____ City _____

Province _____ Country _____ Postal Code _____

Language(s) Spoken: English / French / Cantonese / Japanese/ Korean/ Mandarin / Portuguese /Punjabi /Spanish/ Others _____

- I/We have made the above new arrangement for our child. 我/我们已经为孩子作出上述新安排。
- I/We certify that the information provided above is truthful, accurate and complete. 我/我们特此证明以上资料是真实，准确和完整。

Parent (1) Print Name _____ Parent Signature _____ Date _____

Parent (2) Print Name _____ Parent Signature _____ Date _____