

Dear Parents,

In regard to your child's student permit, **if this is a first-time application**, please first send a letter of intent to Antigua and Barbuda's Chief Immigration Officer, Ms. Yearwood. The email address to send this letter to is katrina.yearwood@ab.gov.ag. After you have received confirmation of receipt from Ms. Yearwood, please forward this to admin@islandacademy.com.

All applicants, whether first time or renewal, will need to collect two copies of a letter, produced by Island Academy, addressed to the Chief Immigration Officer. These, along with copies of your and your child's bio page from your passports, should then be taken to the Ministry of Education located just off Queen Elizabeth Highway. The Ministry of Education will keep one Island Academy letter and stamp another for you to take as part of your student permit application.

Once the Island Academy letter is stamped by the Ministry of Education, please call 562-7883 to book an appointment with the Department of Immigration located on Sir George Walter Highway (Airport Road). **First time applicants** must take, to your appointment, your child, the stamped IA letter, your child's passport, parents' passports, copies of both, copies of your original entry stamps, copies of birth certificates, a passport sized photo of your child, a doctor's letter confirming that your child is in good health, valid departure ticket details, proof of address in Antigua, EC\$300. **Renewals** must take your child, the stamped letter, your child's passport, parents' passports, copies of both, a passport sized photo of your child, a doctor's letter confirming that your child is in good health, valid departure ticket details, EC\$300. Once your appointment has been met and your child's student permit has been stamped into their passport, please provide us with a copy or bring the passport in to the office so that it can be photocopied.

There is an expedited, "corporate" service available for appointments at the Department of Immigration with a fee attached. If you would like to utilize this service, please call Ms. Crump at 562-1010, once you have all of the appropriate documents.

Please do not hesitate to contact the school office if you have any questions.

Yours Faithfully,

Administration