

# DEADLINE TO APPLY FOR FALL 2018: MARCH 1, 2018

## APPLICATION INSTRUCTIONS

### COMMON APPLICATION SYSTEM (CAS) FOR COLLEGES:

#### CHAMPLAIN COLLEGE SAINT-LAMBERT

<http://champlainonline.com> (450) 672-7360 Ext.: 217

#### DAWSON COLLEGE

<http://www.dawsoncollege.qc.ca> (514) 933-1234

1. Consult individual College publications or websites for program descriptions.
2. Complete only ONE application form. Separate Fall applications to both Colleges in the Common Application System will **not** be considered. (See chart inside for choice of College and/or program.) For Winter applications, you may submit separate applications to each College
3. Read and follow instructions carefully. Enclose all documents and fees as required. All documents and payment must be **received** at the first-choice College by the March 1<sup>st</sup> deadline. Send application documents to your first-choice College.
4. See below and back cover of booklet for step-by-step instructions.

Please use one of the following ways of making College/program choices. Consult the chart on the inside:

1. Same program at two different Colleges.\*
2. Two different programs at the same College.
3. Two different programs at two different Colleges.\*

It is strongly recommended that you include a 2<sup>nd</sup> choice, but if you wish not to do so, indicate "None" on the 2<sup>nd</sup> Choice line.

*\*NOTE: If your first-choice College is unable to accommodate your first-choice program, that College may offer another program before forwarding the application to your second-choice College.*

### ADMISSION REQUIREMENTS FOR FALL 2018

#### PLEASE CONSULT TABLE OF PROGRAMS INSIDE BOOKLET

For admission to any CEGEP program for Fall 2018, applicants should have the Quebec Secondary School diploma or the equivalent, including Secondary V Language of Instruction, Secondary V Second Language, Secondary IV Mathematics, Secondary IV Science or Applied Science\* and Secondary IV History.\*\*

\* or a minimum of four (4) Sec IV or V credits in Ministry established courses of Biology, Chemistry, Physics, Science and Technology or Physical Science

\*\* or a minimum of four (4) Sec IV or V credits in Ministry established courses in Geography, History, Social Science or Economics

**NOTE:** Applicants who are missing any of the above subjects may be admitted, space permitting, but will be required to complete remedial courses. **While some Colleges may offer summer courses in Math and Science equivalent to the secondary school courses at the enriched level, these cannot be used towards completion of the Quebec Secondary School diploma.**

### STEP-BY-STEP INSTRUCTIONS FOR THE CAS APPLICATION

APPLY ONLINE AT <http://commonapplication.qc.ca>

#### STEP 1 – COMPLETE THE ONLINE APPLICATION FORM CAREFULLY.

Before completing the online form, be sure to have on hand your birth certificate and your academic records. Answer every question. Your family name and given names should be entered exactly as they appear on your birth certificate. You will be required to provide a valid e-mail address.

#### STEP 2 – SUBMIT THE APPLICATION FEE (AND DOCUMENT FEE IF APPLICABLE)

Applicants can make their payment online using either Visa or MasterCard. Applicants can also pay by certified cheque or money order of **\$30.00 (Canadian) made payable to the first-choice College** on the application form. This fee is non-refundable.

Applicants, presenting academic credentials from outside Quebec, are required to supply official academic documents. **At Dawson College only**, students must pay an additional non-refundable fee of \$50.00 for the evaluation of their credentials from outside Canada. This fee can be paid online using Visa or Mastercard or by certified cheque or money order made payable to Dawson College.

APPLY ONLINE AT [HTTP://COMMONAPPLICATION.QC.CA](http://COMMONAPPLICATION.QC.CA)  
DEADLINE TO APPLY AND SUBMIT ALL REQUIRED DOCUMENTS AND PAYMENT(S):  
**MARCH 1, 2018**

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**STEP 3 – SUBMIT REQUIRED DOCUMENTS (BIRTH CERTIFICATE AND/OR STATUS DOCUMENTS FROM CITIZENSHIP AND IMMIGRATION CANADA) \*(for Dawson College: all documents must be submitted electronically through the application – no paper copies will be accepted)**

**Applicants born in Canada must submit:**

- Born in Quebec: a clear copy of birth certificate issued by the *Directeur de l'état civil* (<http://www.etatcivil.gouv.qc.ca>).
- Born in another Canadian province: a clear copy of birth certificate issued by the province. Include the full names of parents if not indicated on the certificate.

**Applicants born outside Canada must submit:**

- a clear copy of official birth certificate issued by the state, indicating parents' names and accompanied by the official English or French translation if applicable;
- a clear copy of **both** sides of **either** the Canadian Citizenship card or the Permanent Resident card. (Note: a copy of a Canadian passport is not accepted);
- where applicable, a clear copy of the *Certificat de sélection du Québec* (CSQ) **or** a copy of one parent's Quebec medicare card; for applicants residing in Canada who are neither Canadian Citizens nor Permanent Residents: a clear copy of documents issued by Citizenship and Immigration Canada and, if applicable, issued by the Quebec ministry of Immigration (MIDI) indicating status.

**STEP 4 – SUBMIT REQUIRED EDUCATIONAL DOCUMENTS**

Applications will be evaluated according to **ACADEMIC RECORD(S)**. Applicants must submit the following documents to prove their current and past schooling:

**Applicants with High School Studies in Quebec**

- Applicants currently registered in Secondary V (regular education) must submit a clear copy of their most recent Secondary V results including provincial course codes. **NOTE:** This is not required if the high school/school board has an agreement with the CAS Colleges for the electronic transfer of mid-year Secondary V grades. Please check with your school.
- Applicants currently registered in a secondary Adult Education Centre must submit notice from the school indicating all of the following:
  - list of current courses;
  - marks to date, if available;
  - the proposed date of completion;
  - confirmation that the course(s) will satisfy all Secondary School Diploma and CEGEP entrance requirements by June 30, 2018.
- Applicants who have already completed their Quebec Secondary School diploma – a report card is not required.
- Applicants with post-secondary (College or University) studies must submit official transcripts, including courses in progress.

**Applicants with High School Studies Outside Quebec**

- Must submit certified cumulative transcript for at least the last 2 years of high school (secondary) studies officially translated into English or French if necessary;
- Must submit a clear copy of the Diploma or Certificate of Studies, if completed;
- Applicants currently registered in secondary school must submit the mid-year report with grades, credits completed and to be completed, the class averages if available, the passing grade, your rank and the expected date of graduation;
- Applicants with post-secondary studies (College or University) must submit official transcripts, including courses in progress.

**You may also need to submit one or more of the following in addition to the above:**

- **LETTER OF INTENT:** A letter of intent is **mandatory** for admission to specific programs (see program chart inside and refer to program Web pages for guidelines on what the letter should contain).
- **LETTER OF INTENT FOR INTERRUPTED STUDIES:** For students who have not been studying full time for one semester or more, it is recommended to submit a letter of intent explaining why you interrupted your studies and what has motivated you to apply to your chosen program. You may also include any supporting information to clarify your academic record (e.g. medical certificates, notes from guidance counsellors or advisers, etc.).
- **TOEFL / IELTS:** If you completed your education outside Canada, and if both your mother tongue and your language of instruction are not English, you must submit the results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS), or have the results sent directly, no later than April 1<sup>st</sup>, 2018.
- **DISABILITY:** Applicants with special needs should consult the individual College websites for information on available services.

**ADDITIONAL INFORMATION**

**TUITION FEES** will be charged according to a Quebec government-regulated scale if you are an international student on a visa. The fee varies from \$12,118 to \$18,786 per year depending on your program (fees are subject to change).

**NON-RESIDENTS OF QUEBEC:** Once you are accepted, a fee of \$3,016 per year (subject to change) will be charged if you are unable to prove that either you or your parent/legal guardian is a Quebec resident. If you were born in Quebec you are exempt from the fee (your birth certificate will confirm this). The College will determine whether you need to submit proof of your status in Quebec. If so, you will either receive an appropriate form to complete and return with certain original documents, or you will receive an invoice. **NOTE:** This does not apply to international students who are required to pay the fees described in the previous paragraph.

**FINANCIAL ASSISTANCE:** Government loans and bursaries are available to qualified students (Canadian Citizens or Permanent Residents). For details, contact the Financial Aid Office at the individual Colleges.

**APPLICATION ASSISTANCE:** If you have questions concerning your application, contact the Admissions Office of your first-choice College.