

# APPLICATION INSTRUCTIONS

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## APPLICATION DEADLINE: MARCH 1ST, 2020

[champlainapplication.ca](http://champlainapplication.ca)

### STEP 1: COMPLETE THE ONLINE APPLICATION FORM

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 previous school record. You will be required to provide a valid e-mail address.

### STEP 2: PAY THE APPLICATION FEE

A non-refundable application fee of \$30.00 (Canadian) is required. Applicants can make their payment online using either Visa or MasterCard. Payment may also be made by a certified cheque or money order payable to Champlain College Saint-Lambert. Applicants who choose to pay by cash or debit card could do so in person at the Registrar's Office (F-103).

### STEP 3: SUBMIT REQUIRED DOCUMENTS (BIRTH CERTIFICATE AND/OR STATUS DOCUMENTS FROM CITIZENSHIP AND IMMIGRATION CANADA). APPLICANTS, PRESENTING ACADEMIC CREDENTIALS FROM OUTSIDE QUEBEC, ARE REQUIRED TO SUPPLY OFFICIAL ACADEMIC DOCUMENTS.

#### Applicants born in Canada must submit:

- Born in Quebec and studied in Quebec: It is not necessary to provide a copy of your birth certificate. However, in certain cases, we reserve the right to request the document.
- If born in another Canadian province: a legible 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 legible copy of official birth certificate issued by the state, indicating parents' names and accompanied by the official English or French translation if the document is in a language other than English or French;
- a legible copy of both sides of either the Canadian Citizenship document or the Permanent Resident card. (Note: a copy of a Canadian passport is not accepted)
- for applicants residing in Canada who are neither Canadian Citizens nor Permanent Residents: a legible copy of documents issued by Citizenship and Immigration Canada; where applicable, a legible copy of the Certificat de sélection du Québec (CSQ) or a copy of one parent's Quebec Medicare card;

## 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 legible copy of their most recent Secondary V results including provincial course codes. NOTE: Unless the high school/school board has an agreement with the College for the electronic transfer of mid-year Secondary V grades. [Click here for the "List of schools and school boards that transmit Sec V grades electronically"](#).
- 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, 2020
- For 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 transcripts for at least the last 2 years of high school (secondary) studies. The transcript must be accompanied by the official English or French translation if the document is in a language other than English or French;
- Must submit a legible 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. The transcript must be accompanied by the official English or French translation if the document is in a language other than English or French.

### 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 the Nursing Program. [Click here for more information about the "Guidelines for the Nursing Letter of Intent"](#).
- **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 advisors, 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 request that the results of the test are sent directly (Institution #: O19359201407), no later than March 1st, 2020.
- **DISABILITY:** Applicants with special needs should consult the College website for information on available services at the office of Adapted Services.

## ADDITIONAL INFORMATION

**TUITION FEES:** \$215 per semester (includes optional \$15 Foundation Fee).

**NON-RESIDENTS OF QUEBEC:** Once you are accepted, a fee of \$3,144 per year (subject to change).

**INTERNATIONAL STUDENTS:** Will be charged according to a Quebec government-regulated scale. The fee varies from \$12,360 to \$19,160 per year depending on your program (fees are subject to change).

**FINANCIAL AID:** Government loans and bursaries are available to qualified students (Canadian Citizens or Permanent Residents). For details, contact the Financial Aid Office at 450.672.7360 ext. 3248.

## APPLICATION ASSISTANCE

If you have any questions concerning your application, contact the Registrar's Office at (450) 672-7360 ext. 3217 or send an email to: [admissions@crcmail.net](mailto:admissions@crcmail.net)

## List of Schools and School Boards that transmit Sec V grades electronically to Champlain College

### School Boards (Public)

761000	Commission scolaire de la Pointe-de-l'Île
851000	Commission scolaire de la Seigneurie-des-Mille-Îles
831000	Commission scolaire de Laval
762000	Commission scolaire de Montréal
867000	Commission scolaire des Grandes-Seigneuries
863000	Commission scolaire des Hautes-Rivières
865000	Commission scolaire des Patriotes
883000a	Commission scolaire Eastern Townships
887000	Commission scolaire English-Montréal
888000	Commission scolaire Lester-B.-Pearson
864000	Commission scolaire Marie-Victorin
889000	Commission scolaire New Frontiers
884000	Commission scolaire Riverside
885000	Commission scolaire Sir-Wilfrid-Laurier
841000	Commission scolaire des Affluents
763000	Commission scolaire Marguerite Bourgeois
866000	Commission scolaire Val des cerfs

### English Private Schools

015503	Académie Kuper inc.
380501	Centennial Academy
075501	Collège de l'Ouest de l'Île
219501	École Miss Edgar et Miss Cramp
404503	École secondaire Bialik High School (section anglaise)
404506	École secondaire Bialik High School (section française)
382501	Hebrew Academy
388501	L'école Sacré-Coeur de Montréal
338501	L'École Selwyn House (campus 1)
338502	L'École Selwyn House (campus 2)
308501	L'École St-Georges de Montréal inc. (campus I)
408501	Lower Canada College
410501	Loyola High School
466501	The Study
467501	Trafalgar School For Girls
469501a	Villa Maria

# Champlain

COLLEGES SAINT-LAMBERT

## French Private Schools

026501	Academie Michele-Provost Inc.
056501	College Beaubois
057501	College Bourget
059501	College Charlemagne inc.
065505	College Charles-Lemoyne
324501	College d'Anjou
077501	College de Montreal
088501	College Durocher St-Lambert
096501	College Francais secondaire Montreal
096502	College Francais secondaire Longueuil
099501	College Héritage Valleyfield
107501	College Jean-de-la-Mennais (Laprairie)
114501	College Jean-Eudes
116501	College Laval
125501	College Mont-Saint-Louis
128501	College Notre Dame de Lourdes
126501	College Notre-Dame-du-Sacre-Coeur
139501	College Regina Assumpta
367501	College Reine-Marie
163501b	College Sainte-Anne de Lachine
164501	College Sainte-Marceline
149501	College Saint-Hilaire
158501	College Saint-Maurice
159501	College Saint-Paul
337501	College Saint-Sacrement
244503	Ecole Marie Clarac
321501	Ecole secondaire Jeanne-Normandin
323501	Ecole secondaire Marcellin-Champagnat
345502	Ecole Vanguard
229501	Maimonide
434501	Pensionnat du Saint-Nom-de-Marie
448501	Seminaire du Sacre-Coeur
445501	Seminaire Sainte-Trinite
469501b	Villa Maria
477501	Villa Sainte Marceline



## GUIDELINES

### Letter of intent for Nursing Admission

Please address the following questions in an essay format (600 words or less):

- Why do you want to be a nurse? Why do you want to study in the Nursing program at Champlain? Are you comfortable in both English and French (spoken and written) ? (100 words)
- What do you know about the profession of nursing? How does this tie to your desire to be a nurse? (100 words)
- What are some of the personal qualities of a good nurse? Pick one quality that you have and elaborate on it. Describe how you developed or demonstrated this trait. (100 words)
- Have you done any volunteer or community work? How is it relevant to being a good nurse and to your ability to succeed in our program? (100 words)
- Have you ever experienced a setback during your studies (High School, Cegep and/or University)? What did you do to resolve your issue and how this has changed your perspective of your education? (100 words)
- Is there anything else that you feel is relevant to your application for nursing? Feel free to tell us anything that is important for us to know. (100 words)

**Note:** The letter can be written in French or in English and can be sent by mail or email.