

# APPLICATION INSTRUCTIONS

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## APPLICATION DEADLINE: NOVEMBER 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 must make their payment online using either Visa, MasterCard, Debit Visa, Debit Mastercard or a Prepaid Credit Card.

### 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 January 1, 2021.

- 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 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 November 1st, 2021.
- **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:** \$220 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.

\*Fees are subject to change without notice

## 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)