

## APPLICATION INSTRUCTIONS

**DEADLINE TO APPLY FOR FALL**  
**MARCH 1st 2024**

<https://www.dawsoncollege.qc.ca>

When applying to Dawson College:

1. Consult Dawson College publications or website for program descriptions.
2. Consult the Table of Programs Offered.
3. Read the following instructions carefully.
4. Submit all documents and fees as required. All documents and payment must be received by the deadline.

To be considered for admission to any CEGEP program for Fall 2024, applicants should:

- Have the Quebec Secondary School diploma or the equivalent.
- Satisfy the program specific prerequisites as established by the Ministry of Education.
- Satisfy the special admission criteria as established by the College.

**FOR FALL 2024 ADMISSION REQUIREMENTS PLEASE CONSULT TABLE OF PROGRAMS**

## DETAILED INSTRUCTIONS FOR DAWSON COLLEGE APPLICATION

### 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**. Go to <https://www.dawsoncollege.qc.ca> and click on the “apply now” button. Make sure to 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. (**Hotmail email addresses are not recommended**).

### STEP 2 – PAY 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 Dawson College**. If applicants wish to pay the fee with a debit card, they may do so in person at Dawson College; – please wait 24 hours after submitting the application to allow for processing time before coming to the Registrar Counter (2D.6). Payment must be received before March 1, 2024, and this fee is non-refundable.

**Applicants presenting academic credentials from outside Canada are required either:**

- To pay an additional non-refundable fee of \$50.00 for the evaluation of their secondary school credentials. This fee can be paid online using Visa or MasterCard or by certified cheque or money order made payable to Dawson College.
- OR to obtain and submit an official attestation of equivalence from the Ministère de l’Immigration, de la Diversité et de l’Inclusion, MIDI – formerly MICC (recommended).

### STEP 3 – UPLOAD REQUIRED LEGAL STATUS DOCUMENTS

**(All documents must be submitted electronically through the application – paper copies are NOT 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 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 clear copy of documents issued by Citizenship and Immigration Canada;
- where applicable, a clear copy of the *Certificat de sélection du Québec* (CSQ)

## **STEP 4 – UPLOAD 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 College for the electronic transfer of mid-year Secondary V grades. This is indicated when you select your school in the Academic Background section of the application.
- Applicants currently registered in a secondary Adult Education Centre must submit notice from the school indicating all 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, 2024.
- 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.

## **STEP 5 – UPLOAD OTHER REQUIRED DOCUMENTS IF APPLICABLE**

- **OTHER ADMISSION REQUIREMENTS:** See program chart for requirements and refer to program Web pages for guidelines on how and what to submit. Examples: letter of intent or portfolio.
- **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:** For non-permanent residents, 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 – Academic Version), or have the results sent directly, no later than March 1, 2024.
- **DELFL or TEF/TEFAQ:** If you completed your education outside of Quebec you must submit the results of the Diploma Of French Language Studies (DELFL) or French language proficiency test (TEF or TEFAQ), or have the results sent directly, no later than March 1st, 2024.
- **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 \$12,238 to \$18,972 per year depending on your program (fees are subject to change).

**NON-RESIDENTS OF QUEBEC:** Once you are accepted, a fee of \$3,080 per year (subject to change) will be charged if you are unable to prove your Quebec residency status. Please refer to your admission package for all the documents required.

**NOTE: This does not apply to international students 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, see the Financial Aid Office web page at <https://www.dawsoncollege.qc.ca/financial-aid/>.

**APPLICATION ASSISTANCE:** If you have questions concerning your application, contact the Admissions Office at [admissions@dawsoncollege.qc.ca](mailto:admissions@dawsoncollege.qc.ca).

**DEADLINE TO APPLY AND SUBMIT ALL REQUIRED DOCUMENTS AND PAYMENT(S):  
MARCH 1<sup>st</sup>, 2024**