

Instructions – AEC Application Programs

**Refer to the Dawson website for program application deadlines*

Follow these steps to submit an application for admission to an AEC program:

1. **Complete the online application through the Dawson Application Centre.**

Note:

- Be sure to enter a valid email address as your Username and include a valid telephone number so that you can be contacted for required Admissions testing and/or the Admission interview;
- Your family name and given names should be entered exactly as they appear on your birth certificate. If you studied in Quebec, your names should be entered exactly as they appear on your MEQ bulletin (*Relevé de notes*).

2. **Upload Supporting Documents in the Dawson Application Centre¹:**

- a) If **born** in Canada, upload your **birth certificate** that includes the place of birth.
If **not born** in Canada, upload:
 - A clear photocopy of your official **birth certificate**, accompanied by the original of an official English or French translation (if necessary);
 - **Proof of your legal status in Canada** (i.e.: Permanent Residence card, Canadian Citizenship paper/card).
- b) Upload the completed Education and Employment Summary form or current resume.
- c) If you studied outside of Quebec, upload **ALL** academic transcripts (High School, College, University) translated into English or French, if necessary. Upload other documents that may be necessary, such as your IELTS, TOEFL or Duolingo report form.
- d) Upload a 1 – 2 page Letter of Intent indicating the following:
 - Reason for applying to your chosen program;
 - Relevant information regarding your academic record (e.g. if you had difficulties);
 - A brief description of your personal situation or principal occupation since leaving school;
 - Any work or volunteer experience related to your chosen program.
- e) International students must also upload a CAQ and Study Permit that is valid for the full duration of the chosen program of study.

3. **Pay the \$30.00 (non-refundable) application fee online.**

- The \$30 Application fee is not required for applicants to Services-Quebec sponsored programs/cohorts.
- Applicants whose academic transcripts are from outside of Canada (point c) will be required to pay an additional non- refundable online fee of \$50.00 for the evaluation and equivalency of their credentials. To obtain an official attestation of credential equivalence from the Ministère de l'Immigration, de la Francisation et de l'Intégration (MIFI) du Québec, apply [online](#).

REGISTRATION AND TUITION FEES

Students who are Permanent Residents of Québec will be assessed registration fees a rate of \$192 per semester.

Out-of-Province or International Students must consult the [Dawson College Student Fees webpage](#) for information on registration and tuition fees.

¹ Applicants who have submitted supporting documents in a previous application period may be required to do so again. **Applications that are missing documents and/or the fee payment may be cancelled.**

Application Checklist – AEC Programs

Have you uploaded the following?

- A copy of your original Birth certificate*
- If not born in Canada, proof of legal status in Canada
- Completed education and employment summary form and/or resume
- Letter of intent
- IELTS, TOEFL or duolingo report form, if applicable
- Portfolio, if applicable

For non-Services Québec programs

- Pay your application fee of \$30.00 online
- Pay your document fee of \$50.00 online if presenting academic credentials from outside Canada

Studies completed in Québec

- High School Transcript
- Transcripts from any studies in Higher Education (i.e. Cegep or University).

Studies completed outside Québec

- High School Transcript*
- Transcripts from any studies in Higher Education (i.e. College or University)*
- Comparative evaluation of studies completed outside of Quebec (official attestation of equivalence from Dawson College or [MIFI – Ministère de l'immigration, francization et integration Québec](#))

**If these documents are not in English or French, official translations into English or French must also be provided.*

Note: If you are unable to upload your documents, please reach out to us at aec@dawsoncollege.gc.ca or to admissions@dawsoncollege.gc.ca .