

APPLICATION INSTRUCTIONS – A.E.C. Program

Applications received after the deadline will only be considered, if space permits.
(Please refer to the Dawson website for application deadlines)

All applicants must proceed with the following steps: (Students who have submitted these documents in previous applications **must submit them again. Applications which do not include all the appropriate documents and/or fee(s) will be returned.**)

1. Complete all sections. Please note that your family name and given names should be entered exactly as they appear on your birth certificate. However, if you studied in **Quebec, your names should be entered exactly as they appear on your MEQ bulletin (*Relevé de notes*)**. Please enter a valid email address as we may be contacting applicants by email.
2. Enclose a **money order or certified cheque** for **\$30.00 (non-refundable)** made to the order of **DAWSON COLLEGE**.
Applicants presenting academic credentials from outside Canada will be required to pay an additional non-refundable fee of \$50.00 for the evaluation of their credentials (for internal use only); or to obtain an official attestation of equivalence from the Ministère des relations avec les citoyens et de l'immigration (**MRCI**). Please call (514) 864-9191 to arrange an appointment.
3. If **born** in Canada, enclose a clear photocopy of **birth certificate** that includes your place of birth.
If **not born** in Canada, enclose a clear photocopy of your official **birth certificate** issued by the state, accompanied by the original of an official English or French translation (if necessary) and also a clear photocopy of **proof of status in Canada**.
4. Enclose the completed Education and Employment Summary form or current resume.
5. Enclose proof of completion of the Secondary V diploma or equivalent.
6. Enclose photocopy of **ALL** academic transcripts (High School, CEGEP, University) translated into English or French, if necessary. Enclose other documents that may be necessary, such as IELTS report form.
7. Enclose a **letter of intent** as per instructions on next page.

International students must also provide:

- Visa valid throughout the program duration;
- Official translations of educational documents, in English or French;
- A course description for Mathematics, Chemistry, and Physics, if applying to Sciences.

Please return the completed application form, with all required documents to:

DAWSON COLLEGE, ADMISSIONS OFFICE
3040 SHERBROOKE ST. WEST, WESTMOUNT, QC H3Z 1A4

TUITION FEES

NON-RESIDENTS OF QUEBEC: Once you are accepted, a fee of \$1,124 per semester 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 status in Quebec.

INTERNATIONAL STUDENTS: International students will be charged tuition fees according to a government-regulated scale. The fee varies from \$4,644 to \$7,198 per semester depending on the program and is subject to change.

Note: If application is not complete, i.e. missing information or documents, your chances of being accepted into the program will be jeopardized.

Letter of Intent

Please present your letter of intent with the following elements:

We leave it up to you to structure your letter.

All about you:

Tell us about yourself as a creative graduate or professional. Feel free to include any details you like about your practice, your educational and work background as well as your achievements. Tell us about your talents, technical expertise and personal strengths. We're interested in knowing as much about you as we can to better assist you in this program.

What are you really good at? It could be one thing, it could be many.

If you own or have owned a business, please tell us about it.

If you have taken some business-related courses in the past, let us know. Describe your level of business knowledge as it relates to your creative practice.

Explain your work method. Do you like working alone, in groups, both?

Have you ever initiated a project or launched a company? Tell us about it.

Describe any volunteer experiences you've had in the past.

If you have a LinkedIn profile, Twitter and Facebook account and/or website, please list these.

All about your reasons for wanting this

Tell us why you are interested in taking this program. What do you wish to gain from this program and what is of the most interest to you in the curriculum. What are you eager to learn?

Tell us why you want to start a company or social enterprise.

If you already have an idea for a business, please outline it briefly explaining how it came about and why you think it has the potential for success. If you do not have a business idea, please indicate what field interests you the most.

Make sure you include your name, address, phone number and email in your letter so that it is easily identified.

Name: _____ Phone Number: _____

EDUCATION AND EMPLOYMENT SUMMARY FORM

Important: this form does not replace the letter of intent.

Part One: Education Summary

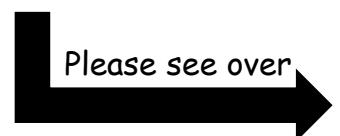
List all secondary (high schools) and post-secondary (e.g. university, cegep) schools attended, including those outside of Quebec or Canada.

DATES	NAME	LOCATION	PROGRAM AND/OR CERTIFICATION

Part Two: Employment Summary

Please be sure to list all your work experience, including experience gained outside of Quebec or Canada

DATES	EMPLOYER	BRIEF JOB DESCRIPTION



Name: _____

Phone Number: _____

Part Three: Supplemental Information

Please complete the following **where applicable**.

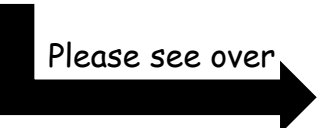
(Failure to do so may result in delays in the processing of your application and/or may jeopardize your chances of admission to the program)

If you have already completed a program similar to the one for which you are applying, please explain how you feel admission to this particular full-time program will benefit you.

If your educational record indicates that you have had difficulty successfully completing courses and/or programs in the past, please explain and address what has changed since then and why you now feel that you are now ready to successfully pursue your studies.

If you have no formal documented high school, college, or university education, please explain how you think your past experience (paid or volunteer work, personal projects or endeavors, etc.) has prepared you for this program.

Please attach a separate sheet if you need more space.





APPLICATION CHECKLIST – A.E.C. Program

HAVE YOU ENCLOSED THE FOLLOWING IN THE ENVELOPE OR ONLINE?

- BIRTH CERTIFICATE INCLUDING NAMES OF PARENTS AND PLACE OF BIRTH
- IF NOT BORN IN CANADA, PROOF OF LEGAL STATUS IN CANADA COMPLETED
- EDUCATION AND EMPLOYMENT SUMMARY FORM AND/OR RESUMÉ
- LETTER OF INTENT
- IELTS REPORT FORM, IF APPLICABLE

FOR NON EMPLOI - QUÉBEC PROGRAMS

- APPLICATION FEE OF \$30.00 (CERTIFIED CHEQUE OR MONEY ORDER) PAYABLE TO: **DAWSON COLLEGE**
- DOCUMENT FEE OF \$50.00 IF PRESENTING ACADEMIC CREDENTIALS FROM OUTSIDE CANADA.

STUDIES COMPLETED IN QUÉBEC

- CUMULATIVE REPORT OR TRANSCRIPT FROM COLLEGES OR UNIVERSITIES ATTENDED

STUDIES COMPLETED OUTSIDE QUÉBEC

- CUMULATIVE REPORT FROM THE LAST TWO YEARS OF SECONDARY STUDIES AND POST-SECONDARY STUDIES IF APPLICABLE
- CERTIFIED TRANSLATION IN ENGLISH OR FRENCH OF THE ABOVE DOCUMENTS IF APPLICABLE
- COMPARATIVE EVALUATION OF STUDIES COMPLETED OUTSIDE OF QUEBEC (OFFICIAL ATTESTATION OF EQUIVALENCE FROM MCRI)

ON THE FRONT OF THE ENVELOPE, HAVE YOU?

- INDICATED YOUR NAME, RETURN ADDRESS AND CHOICE OF PROGRAM? **(THIS MUST BE FILLED OUT EVEN IF IT IS SUBMITTED IN PERSON)**
- VERIFIED THE POSTAGE WITH THE POST OFFICE IF MAILING? OTHERWISE, YOU MAY HAND IN YOUR APPLICATION DOCUMENTS, ON OR BEFORE THE APPLICATION DEADLINE.**

Family Name : _____
 First Name : _____
 Address : _____

AEC PROGRAM _____

- EDUCATION IN QUÉBEC
- EDUCATION OUTSIDE QUÉBEC

DAWSON COLLEGE
ADMISSIONS OFFICE (room 2D.6)
 3040 SHERBROOKE STREET WEST
 WESTMOUNT, QUÉBEC
 CANADA
 H3Z 1A4