

APPLICATION INSTRUCTIONS – A.E.C. Programs

Applications received after the deadline will only be considered, if space permits.

(Please refer to the Dawson website for application deadlines)

Please complete the application form online and upload all required documents and pay all required fees.

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, will be delayed)

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 and telephone number. We contact applicants by e-mail and /or telephone.
2. Pay the **\$30.00 (non-refundable)** application fee online or by certified cheque or money order. EXCEPTION: If you are applying to an EMPLOI-QUEBEC sponsored group, fees are NOT required. **Applicants presenting academic credentials from outside Canada will be required to pay an additional non-refundable fee of \$50.00 online 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 or go online to: <https://www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/>
3. 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** issued by the state, accompanied by the original of an official English or French translation (if necessary) and also a clear **proof of status in Canada**. (Permanent Residence card, Canadian Citizenship paper/card)
4. Upload the completed Education and Employment Summary form or current resume.
5. If you studied outside of Quebec, upload **ALL** academic transcripts (High School, CEGEP, University) translated into English or French, if necessary. Upload other documents that may be necessary, such as IELTS report form.
6. Upload a letter of intent indicating the following:
 - Reasons for applying to your chosen program;
 - Relevant information regarding your academic record, if you have had difficulties; e.g. problems that have affected your academic performance and how these have been resolved, medical certificates, proof of employment and working hours;
 - A brief description of your personal situation or principal occupation since leaving school;
 - Any work or volunteer experience related to your program.

International students must also upload:

- Study Permit and CAQ 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.

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.

Name: _____ Phone Number: _____

EDUCATION AND EMPLOYMENT SUMMARY FORM

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

Part One: Education Summary

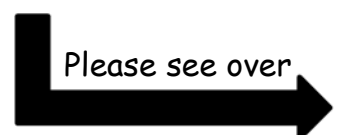
Please upload your university records. Please upload your secondary and post-secondary academic records from institutions outside of Quebec or Canada

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**.

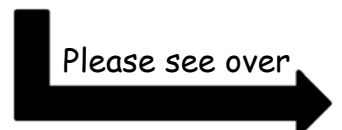
(Failure to do so may result in delays in the processing of your application and/or may jeopardize your chances of admission to the program)

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. Programs

HAVE YOU UPLOADED THE FOLLOWING?

- 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

- 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

- CUMULATIVE REPORT OR TRANSCRIPT OF 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)

Note: If you do not have a scanner and are unable to scan and upload all of your documents, please go the Admission Office room 2D.6 and they will allow you to scan and upload your documents. You will need your Transaction and Verification code provided to you when you submitted your application.