

## APPLICATION INSTRUCTIONS

### DEADLINE TO APPLY FOR Fall 2019: MARCH 1, 2019

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

See below for detailed instructions.

## ADMISSION REQUIREMENTS FOR FALL 2019

### PLEASE CONSULT TABLE OF PROGRAMS

For admission to any CEGEP program for Fall 2019, applicants should have the Quebec Secondary School diploma or the equivalent.

## DETAILED INSTRUCTIONS: 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. 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 address 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 (2.D.6). This fee is non-refundable.

Applicants, presenting academic credentials from outside Quebec, are required to supply official academic documents. Students must pay an additional non-refundable fee of \$50.00 for the evaluation of their credentials for studies completed outside Canada. This fee can be paid online using Visa or MasterCard or by certified cheque or money order made payable to Dawson College.

### STEP 3 – UPLOAD REQUIRED DOCUMENTS (BIRTH CERTIFICATE AND/OR STATUS DOCUMENTS FROM CITIZENSHIP AND IMMIGRATION CANADA)

**(All documents are submitted electronically through the application – no paper copies are 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) or a copy of one parent's Quebec medicare card;

**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 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 June 30, 2019.
- 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.

**You may also need to submit one or more of the following in addition to the above:**

- **LETTER OF INTENT:** A letter of intent is mandatory for admission to specific programs (see program chart inside and refer to program Web pages for guidelines on what the letter should contain).
- **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), or have the results sent directly, no later than March 1st, 2019.
- **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 \$3,016 per year (subject to change) 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 your status in Quebec. If so, you will receive an appropriate form to complete and return with certain original documents, or you will receive an invoice. **NOTE:** This does not apply to international students who are 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, contact the Financial Aid Office at the individual Colleges.

**APPLICATION ASSISTANCE:** If you have questions concerning your application, contact the Admissions Office.

**DEADLINE TO APPLY AND SUBMIT ALL REQUIRED DOCUMENTS AND PAYMENT(S):  
MARCH 1, 2019**