

Instructions for the registration of international and Canadian students in vocational training

Before completing the registration form, make sure that you have all the following documents (completed, signed and scanned in low resolution PDF format).

1. Original birth certificate or record of birth registration
2. Valid passport
3. Official diploma issued by a recognized educational institution (highest level obtained) with the report cards related
4. Official results of a recognized [language test](#) (if applicable)
5. Your Paypal payment receipt for the file processing fee (issued when you pay online)*
6. Your [proof of financial capacity documents](#) (your QMA accompanying will then validate everything with you later)

You can submit your documents in French or in English. If they are in any other language, you will need to provide a translated copy endorsed by a certified translator.

***PLEASE NOTE:** You must pay a non refundable file processing fee. **Your file will not be processed until this fee has been paid.**

Once we have received your payment, we will verify that your file is complete and acceptable. We will contact you if this is not the case. It should take us about 5 to 10 working days to analyze your complete admission file.

You are advised to indicate a preferred region of Québec where you would like to carry out your studies. Check in the tab of the program that you have chosen to know in which region(s) it is being offered. However, we cannot guarantee that you will be admitted to the region you have indicated as your preference.

Please, **carefully** read the Tuition fee Payment and Refund Policy [for international students](#) and [for Canadians and permanent resident students](#).