

Instruction for the admission of International and Canadian students in Vocational Training

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

1. Certificate or Original Birth Certificate * (scanned)
2. Change of name Certificate, scanned (applicable only if the name indicated on your diplomas and transcripts are different from those indicated on your birth certificate).
3. Official diploma issued by an educational institution, highest level obtained (digitized)
4. Transcript of last completed and successful academic year (digitized)
5. Document reporting your official results to a [language test](#) (digitized) (with the exception of French and Canadian citizens)
6. Motivation letter (signed and scanned)
7. Electronic Payment Confirmation Number (provided when you pay online)

Attention, you must pay a non refundable file management fee of \$100 (Canadian dollars). **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 compliant. We will contact you if this is not the case. The analysis of your Admission record, once complete, should take about 5 working days.



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

We ask you to indicate a preference for a region of Quebec where you would like to do your studies. Check in the tab of the program that you have chosen in which region it is offered. We can not guarantee, however, that you will be admitted to the area you have indicated as preferred.

We ask you to read **carefully** the Tuition fees Payment and Refund Policy for [international students](#) and [Canadians and permanent residents students](#).