

## Instruction for admission of International and Canadian students to Vocational Training

**Before completing the admission 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. Change of name certificate, scanned (applicable only if the names on your diplomas and transcripts are different from those on your birth certificate)
4. Official diploma issued by a recognized educational institution (highest level obtained)
5. Final transcript of the diploma
6. Official results of a recognized [language test](#) (if applicable)
7. Electronic Payment Confirmation Number (issued when you pay online)
8. Your proof of financial capacity documents (you must complete the Excel form and attach at least one proof document. Your QMA accompanying will then validate everything with you later)

**You can submit your documents in French or in English. If they are in another 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 4 to 10 working days to analyze your complete admission file.

You are advised to indicate a preferred region of Quebec 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 fees Payment and Refund Policy for [international students](#) and [Canadians and permanent residents students](#).