



2021-2022 Study Abroad Program Registration Information and Instructions

PLEASE READ CAREFULLY!

Section A: Instructions to apply to a program

Section B: Instructions for all students

A) PROGRAMS

1. Completing the Application Form

Complete the **Program_Application Form - Step 1** by selecting the program you are interested in pursuing.

2. Required Documents

As stated in the application form, please include the following:

- a) Undergraduate-level students: Applicants between the ages of 18-21 must provide photocopies of transcripts showing 1-year of university-level studies in a program.
- b) Graduate-level students: Photocopy of all transcripts (e.g. If you are applying to a graduate program, we are assuming that you successfully completed an undergraduate-level program" (or equivalent). Therefore, we must receive the grades per semester that led to the completion of the degree.
- c) Proof of degree completion (photocopy of your diplomas)
- d) Photocopy of your English proficiency test result (if needed)

Once your application is accepted, you will be asked to apply online, and to submit all documents officially. Official documents must be sent directly to McGill University SCS by the issuing institutions.

Transcripts and Diplomas:

- **Option 1 by mail:** Photocopies bearing a new signature and date, sent in a sealed and stamped envelope by the issuing institutions of the original documents. All documents must be sent to:

**McGill School of Continuing Studies
Client Services – Admissions and Convocation
3465 Durocher, Room 13
Montreal, Quebec, Canada H2X 0A8**

- **Option 2 by email:** Once you have applied online, a staff member of the SCS Admissions Office will communicate with you to provide you with the email address the schools may use to send official documentation (transcripts, diplomas, etc.), and how they should do so.

English test result: The result has to be sent by the parent organization administering the test directly to McGill University.

Should you have any questions about the required official documentation to complete your admission process, we invite you to contact the SCS Admissions Office at admissions.conted@mcgill.ca.

3. How to send your documents

- Please complete all documents on a computer, otherwise, if completing by hand, print legibly and in block letters. Make sure you collect all the necessary additional documents, scan all documents and forms, and submit them by email to: studyabroad.scs@mcgill.ca
- Ensure that the **Subject line of your email shows: *Registration: 2020-2021 Study Abroad Program.***

B) FOR ALL STUDENTS

1. Completing the Permanent Code Data Form

- The Quebec Permanent Code is a Government identification number issued by the Quebec Ministry of Education (Ministère de l'Éducation, de l'Enseignement Supérieur et de la Recherche, i.e. MEESR). It is a unique code assigned by MEESR to all students who attend an educational institution in Quebec regardless of where they come from and regardless of their residency status.
- Please complete the Permanent Code Data Form by clearly and legibly printing the required information. Note: If you do not have a permanent code and/or McGill ID number, please leave those fields blank, but you must still complete the rest of the form.

Required documents

- **Include a clear photocopy of the photo and information pages of your passport.**

Note: Upon your arrival, we will require a copy of the stamped page in your passport at the point of entry into Canada. Once we finalize your registration, we will send you an email about administrative procedures that you will need to carry out upon arriving at McGill.

2. Consent for Release of Official Document and Sharing of Information

- Complete the form entitled ***Consent for Release of Official Document and Sharing Information*** so that we may communicate with your Home University Representative (e.g. International Relations Coordinator) about your academic record, including your student accounts and disciplinary record, during the application process and throughout your studies at McGill.
- Do not forget to sign and date the form in the student's signature section. Please note that if you are under 18 years old, your parent or legal guardian must also sign the form.