Application Form
For Independent Studies
English translation

Université de Montréal
The University of Montreal and of the world.

Bureau du registraire
Université de Montréal

November 2019
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Introduction

This guide was created to help you fill out the application form, which is available only in French. It provides official English translations of the words, instructions and messages appearing in the form. We recommend that you keep this guide handy as you complete the form.

Before beginning, please consider using Google Chrome to benefit from its page translation feature. This feature will allow you to fill out the form as if it were in English. Although the translation will be computer generated, using this method might simplify the process. Discover how it’s done:

• If Chrome is not already installed on your computer, go to www.google.com/Chrome to download it, and follow the on-screen installation instructions.

• Using Chrome, go to the Admissions page of our English website admission.umontreal.ca/en/admissions. Access the application form.

• Click “Translate”.

Online help:
If you experience any problems with the form, use the Aide (Help) button to access the online help feature. At the top of the page, click “English” to see the contextual help text in English.

Error messages:
For your convenience, we have also provided the translation to many error messages, organized by page, in the last section of this guide.

Thank you for your interest in UdeM.
Important messages

1 Ready to submit your application?
If you already have a Université de Montréal identification code (login) and password (UNIP), you may use these. If this is your first visit, you must first create a user account.

2 Log in to your user account
Login:
Password:
Forgot your password?

3 Save your application
Save your application regularly. After 10 minutes of inactivity, you will be asked to log in again.

4 Required settings
Your browser settings must have JavaScript, cookies, and popups enabled. Consult the General Help page to make sure your browser is compatible before continuing.

5 Create a new user account
Create an account

6 Privacy
To keep your information confidential, close all tabs and windows of your browser once you log out, particularly if you are using a public computer.

7 Mandatory online payment by credit card
Université de Montréal cannot process your application unless you have paid the application fees by credit card. These fees are non-refundable. Note that if you want to apply for different levels of study, you must submit an application to an undergraduate program (or programs) and then submit another application for a graduate program (or programs). You will be charged fees for each of these applications.
Account creation

 Créer un compte

1. Note: If you are a student or an employee, you may log in using your usual identification code (login) and password (UNIP).

2. *Login: Mandatory (maximum of 30 characters)

3. *Password: Mandatory (Between 6 and 18 alphanumeric characters)

4. *Email address: Mandatory (maximum of 70 characters)

5. *Confirm password: Mandatory

6. Warning: Make sure you enter a valid personal email address. This email will let you recover a lost password.

Regular application

1. Hello, To start a new application, click the “Submit an application” button.

   Note: that only one application per level is accepted per session. If you submit more than one application per level for a particular session (for example, two undergraduate applications for the fall session), your second application will not be processed or refunded.

2. Submit an application

3. Finalize an application

4. Any recently saved applications that you haven’t completed will appear in the table below. To select an incomplete application, click on its confirmation number.

5. Confirmation number   Level   Session   Choice 1   Choice 2   Choice 3

   Demandes inachevées

   Si vous avez récemment sauvegardé une demande d’admission inachevée, elle sera affichée ci-dessous. Pour sélectionner une demande sauvegardée, cliquez sur son numéro de confirmation.
Choosing a program

1. **Program selection**
   - *Level*
     - Undergraduate - Graduate - Postdoctoral medicine
   - Are you applying as an independent student? Find out more about independent studies
   - *Start session and year*
   - *Have you submitted a prior application to Université de Montréal for this session?*
     - No | No level
   - If yes,
     - Undergraduate – Graduate – Postdoctoral medicine – All levels

2. **Attention**
   - Les renseignements obligatoires sont indiqués d’un astérisque (*). 
     - Your application will be saved each time you change the page, as long as the mandatory information is entered.
     - If you encounter difficulties in filling out the form, locate the Help button at the top of each page.
Choosing a program – Undergraduate level - Graduate levels

Programme #1

*Programme
Etudes libres cours 1er cycle

*Statut d'étudiant
Campus
T. plein
Campus Montréal

Program #1
Program
Choose program #1

Next page
Program selection (continued)

1. *Program
   - Études libres français-anglais

2. *Student status: Full-time

3. Campus
   - Location: (Specify)
   - Select if location not available

4. *In the field below, explain why you are applying to this program.

5. If a placement test is one of the prerequisites of the Faculty of Continuing Education program you have applied to, please answer the following questions:

6. *Have you taken the mandatory test for this program?
   - Oui
   - Non

7. If so, in which year (yyyy)?
   - 2019
## Identity information

### Identification
- **Last name at birth**
- **Legal last name**
- **Given name**
- **Legal first name**
- **Sex**: Male  Female
- **Date of birth**: 
- **Place of birth**:
  - **Country**: 
  - **Province or state**: (Mandatory for Canada and the United States)
  - **Municipality or city**

### Place of birth

### Language
- **First language learned and still understood**
- **Language spoken at home**

### Family relationship: Father
- **Last name at birth**
- **First name**
- **Last name (at birth)** (enter "Unknown" if applicable)

### Family relationship: Mother
- **Last name at birth**
- **First name**
- **Last name (at birth)** (enter "Unknown" if applicable)
Identity information (CONTINUED)

Permanent address

*Country
*No. Street, Apartment
P.O. Box and station, if applicable
*Municipality or city
Province or State
(Mandatory for Canada and the United States)
Postal code
(Mandatory for Canada and the United States)
For security reasons, you must provide a personal email address that does not end with umontreal.ca. Please note that if you have an umontreal.ca email address, it will be used for communications regarding your application. No correspondence is sent by post.

*Email
*Confirm your email

Mailing address

*Is your mailing address the same as your permanent address?  Yes  No
*Country
*No. Street, Apartment
P.O. Box and station, if applicable
*Municipality or city
Province or state
Postal code

Phone number(s):
Primary phone number  Extension
Secondary phone number  Extension

Status in Canada

*Status in Canada:
[Canadian citizen] [Foreign student] [Refugee] [Permanent resident] [Native]

If you are not a Canadian citizen, please indicate your country of citizenship.
Country

If you were not born in Canada, please indicate the Canadian province you moved to when you arrived in the country.
Province
Previous studies

1. **Code permanent du ministère de l’Éducation du Québec?**

   Si vous avez fait des études au Québec, indiquez votre code permanent attribué par le ministère de l’Éducation.

   Code permanent

2. **Do you have a permanent code from the Quebec ministry of education (MELS)?**

   Permanent code

3. **Vous avez des études universitaires?**

   Vous devez inclure vos études libres ou hors programme, les cours d’été, les cours abandonnés ou échoués.

4. *Have you attended a university other than Université de Montréal?*

   Oui  Non

5. *Have you ever been enrolled at Université de Montréal?*

   Oui  Non

6. Si oui, inscrivez le numéro d’étudiant qui vous a été attribué par l’UdeM.
### Previous studies (CONTINUED)

1. **Previous studies**
   - (Undergraduate Studies) If you have completed college or university studies in Quebec, whether completed or not, you must report only your postsecondary studies, including studies done at the Université de Montréal.
   - If you studied outside Quebec, you must report all your pre-university and university studies, including the studies done at the Université de Montréal.
   - (Graduate Studies) Please report only your university studies, including studies done at the Université de Montréal.
   - (Independent Studies) Please report your current education, your last degree and your university education, if any.

2. **Declaration #1**
   - Start with the last institution you attended.
   - Sequence number:
     *Start (yyyy/mm): Mandatory  *End (yyyy/mm): Mandatory
   - From the drop-down list below, select the country for the educational institution you would like to add. Then enter the first letter of the name of the city where this institution is located, and select the city. A list of all educational institutions in this city should appear.
   - **Country:*
   - **First letter in the city:*
   - **City:*
   - **Institution:*
   - **Select if the institution is not listed:*
   - **Note that it may take longer to process your application if you manually enter the name of your educational institution instead of selecting it from the drop-down list.**

<table>
<thead>
<tr>
<th>Country</th>
<th>First letter in the city</th>
<th>City</th>
<th>Institution</th>
<th>Select if the institution is not listed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: If you have completed studies at the Université de Montréal, you must report them as undergraduate studies or graduate studies, depending on whether you completed them or not.

Please report your current education, your last degree, and your university education, if any.
Previous studies (CONTINUED)

1. **Name of program:**

   Diploma:

   If other diploma:

   *Details on the diploma:

   *Date of issue if you have your diploma or expected date of issue if you are currently working towards this diploma.

2. **Interruption of studies**

   *After you finished secondary school, was there a period when you were not enrolled in school, excluding summer vacation, (e.g., for work, travel, parental leave, sabbatical leave)? Yes No

   If yes, please indicate in chronological order of your schedule, specifying the dates (year-month) of the beginning and the end of each of these periods. The schedule must cover all years from the end of secondary school to the present.

---

2. **Emploi du temps**

   *Depuis la fin de vos études secondaires, y a-t-il eu une ou des période(s) pendant laquelle (lorsqu'elle) vous n'étiez pas aux études (à l'exclusion des vacances d'été)? Par exemple, vous deviez déclarer toutes les périodes durant lesquelles vous étiez au travail, en voyage, en congé parental, en congé sabbatique, etc.

   Si oui, indiquez en ordre chronologique votre emploi du temps en précisant les dates (année-mois) de début et de fin de chacune de ces périodes. L'emploi du temps doit couvrir toutes les années depuis la fin des études secondaires jusqu'à ce jour.

   (un maximum de 2000 caractères est permis)

---

Page suivante
Other information

Please include any other information that you believe would be relevant to your application.
A maximum of 1000 characters is allowed.

Notes additionnelles

Veuillez ajouter toute autre information que vous jugez pertinente dans le cadre de la présente demande d'admission.

Un maximum de 1000 caractères est permis.
1 **Summary of your application**

Confirmation number: 50233595 (note down and save)

Application for: xxxxxx, xxxxxxxx    DOB: xxxx-xx-xx

For the following choices for the 2018 summer session:

<table>
<thead>
<tr>
<th>Choice</th>
<th>Program number</th>
<th>Program name</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>246510</td>
<td>Biochime</td>
<td></td>
</tr>
</tbody>
</table>

2 **Warning**

To help us review your application as quickly as possible, please perform the following important steps:

- Verify the information entered in this form and submit it by clicking to the next page.
- Pay the application fees by credit card immediately after you submit your application.

3 **Documentation:**

- You must provide documentation relating to your identity, previous studies and specific program-specific documents. These documents must be forwarded without delay. Visit admission.umontreal.ca to find out which documents you need to send.
- With your documents, enclose a copy of this page or the personal identification form available from admission.umontreal.ca, and provide your application confirmation number exactly as it appears above.
- You may be asked to provide other documentation as your application is processed. Please regularly check the “À faire” section in the Centre étudiant.

4 If you want to keep a copy of your application, you can print it by clicking the following button:

5 **Print Application**

6 If you skip any of these steps, we cannot review your application and will close your request.

Please continue to the next page to submit your application.
Authorization

Utilisation des renseignements personnels

En transmettant une demande d’information, vous autorisez Université de Montréal (ci-après désignée “l’Université”) à collecter les renseignements personnels qui vous ont été fournis à votre sujet. Ces renseignements sont colorés de bleu. Ils sont utilisés en vertu des lois d’éthique, de la gestion de votre dossier de demande et de l’admissibilité aux sessions actuelles et futures de diplômes de l’Université. Les renseignements recueillis sous l’autorisation de l’Université sont nécessairement obligatoires et sont révélés sans préavis à l’Université. Les renseignements personnels ou autres accessibles peuvent être rectifiés sur demande à l’Université. 

Communication en vertu de la Loi sur l’accès

Dans le respect de la Loi sur l’accès aux documents des organismes publics et sur la protection des renseignements personnels établie (ci-après “Loi sur l’accès”), la communication de certains renseignements personnels vous concernant peut être effectuée de la façon suivante :

- Établissements d’enseignement liés au Québec :
  Œuvrent et transmettent des résultats académiques des établissements d’enseignement liés au Québec;

- Ministère responsable de l’enseignement supérieur :
  Œuvrent des résultats académiques du ministère responsable de l’enseignement supérieur;

- Transmettent et utilisent des renseignements nécessaires à la création et à la validation du code permanent.

- Bureaux de consultation interdépartemental (BCD) :
  Transmettent des renseignements nécessaires à la gestion des admissions et à la production de diplômes;

- Ministère et autorité en matière d’éducation du Québec et du Canada :
  Œuvrent de la conférences d’ouvrage et de la réalisation d’un compteur d’acceptation du Québec;

- Associations d’étudiants :
  Transmettent, aux fins de l’utilisation d’une curriculaire ou de la réalisation d’un compteur d’acceptation du Canada;

- Statistiques Canada :
  Transmettent des renseignements relatifs en vertu de la Loi sur la statistique. Si vous ne souhaitez pas que vos renseignements personnels soient utilisés, vous pouvez demander à Statistiques Canada de les retirer de la base de données nationales;

- Autres ministères et organismes gouvernementaux (par ex., Éducation et de l’Enseignement supérieur, Travail, Emploi et Solidarité sociale, Service de revenu) :
  Transmettent des renseignements relatifs en vertu des pouvoirs d’interrogation et de vérification qui leur sont accordés par la Loi;

- Personnel autorisé de l’Université :
  Assis aux renseignements personnels nécessaires à l’exécution des fonctions et à l’accréditation de la revue de l’Université;

- Université de Montréal :
  Aux fins de constitution d’un répertoire électronique, ainsi qu’à des fins philanthropiques;

- Organisme gouvernemental d’aide financière aux études : aux fins d’attribution d’une aide financière (vérification, analyse ou autre mesure);

- Établissements d’enseignement supérieur et d’enseignement supérieur professionnel (notamment ordre ou association professionnelle) : aux fins de l’accès à la pratique;

- Associations de diplômés reconnues par l’Université : aux fins de travaux de recherche approuvés par un comité d’ethique de l’Université de Montréal;

- Chrétiens : aux fins de travaux de recherche approuvés par un comité d’ethique de l’Université de Montréal;

- Le plus, vous autorisez l’Université ainsi que la ou les associations de diplômés reconnues par l’Université à rendre public le fait que vous êtes étudiants ou que vous avez diplômé de l’Université, ainsi que le programme d’études auquel vous avez été admis et les diplômes obtenus.

Engagement

La transmission de la demande d’admission de même que les informations subséquentes à l’Université de Montréal concernent l’engagement de chaque personne à conformer aux dispositions de la Charte, des Statuts, des règlements, des résolutions, des politiques, des directives et pratiques de l’Université et en vigueur au moment de la demande d’admission et pendant la durée de vos études ainsi qu’aux dépositions vous concernant découlant des ententes qui peuvent intervenir entre l’Université et toute association professionnelle de même qu’à tout autre établissement accueillant des étudiants ou étudiantes de l’Université de Montréal qui permette d’atteindre les objectifs de leurs programmes d’études.

Avis

Soyez avisés que :

- L’Université n’a aucune obligation d’admettre une personne qui a déposé une demande d’admission;

- Les programmes et la description des cours sont publiés à titre indicatif. L’Université se réserve le droit de les modifier;

- La vérification des antécédents judiciaires ou de la vaccination peuvent être obligatoires pour la réalisation de certaines activités d’enseignement (ex. stages), ou pour l’admission à des ordres ou associations professionnels, ou à l’embauche;

- L’Université n’exerce aucune responsabilité, en raison de circonstances indépendantes de sa volonté, un cours ou un examen peut-il être donné, un examen suivant dans l’évaluation des apprenants et dans la révision des notes ou des diplômes;

- L’Université ne garantit pas la reconnaissance de l’un ou de l’autre de ses diplômes par un ordre ou association professionnels.

Déclaration

Je déclare avoir pris connaissance des renseignements que comporte le formulaire de demande d’admission. Je declare au moins ma connaissance, les renseignements fournis dans la cadre de ma demande d’admission sont exacts et complets. Je reconnais que toute déclaration mensongère et toute omission de fournir un document (bilingue ou original) ou un renseignement exigible dans un document relatif à ma admission ou à mon inscription, dans les délais requis, peut rendre nulle ma admission, mon inscription, ou l’obtention d’un diplôme.

Authorization and declaration

As per the agreement authorized by the Commission d’accès à l’information, the information required to create and validate my permanent code will be sent to the MESRST; I hereby authorize Université de Montréal to obtain this information from the MESRST. I also authorize the MESRST to validate any information required to manage my application in relation to the institutions I have attended and any information about my citizenship in order to establish the tuition fees to which I am eligible.

An Act respecting Access to Documents Held by Public Bodies and the Protection of Personal Information (CQLR, c A-2.1).

In accordance with An Act respecting Access to Documents Held by Public Bodies and the Protection of Personal Information (hereinafter referred to as the “Access Act”), the University hereby informs you that any personally identifiable information that it requests as well as any information in your record are kept confidential and shall only be used to manage your studies and your status by staff with the authority to do so for legitimate and recognized purposes. You must provide the requested information with your application. Anyone who refuses to comply with this requirement will not be admitted to the University. Your right to access your own personally identifiable information is set forth in sections 83 to 85 in the Access Act. Your right to correct this information is set forth in sections 89 to 93.
Authorization (continued)

List of organizations or individuals to whom we will send personal information for the specific purposes listed below:

1. The student or alumni association(s) recognized by the University for the student or alumni category to which you belong.
2. Employment and Social Development Canada, for the purposes of the job placement service.
3. The school, college or CEGEP where you studied, for statistical purposes.
4. A professional organization or corporation, for the purposes of registering with this body or corporation.
5. An organization or company, for the purposes of recruiting candidates for jobs or sending out noncommercial information.
6. A medical association recognized by the University, for statistical purposes.
7. A professor, a researcher at the University or a graduate student, for the specific purposes of his or her research, curriculum or program.
8. An authorized officer (judge, court clerk or lawyer), for the purposes of communicating information required by subpoena.
9. The Université de Montréal Development Fund, for the purposes of canvassing for future donations.

I hereby authorize the educational institutions that I have attended as well as the Ministère de l’Enseignement supérieur, de la Recherche, de la Science et de la Technologie (MESRST) to forward my transcripts to Université de Montréal.

I hereby authorize Université de Montréal to forward to the CRÉPUQ all information required to manage my applications and produce statistics that may require data linkage between institutional files.

If applicable, I hereby authorize the Ministère de l’Immigration, de la Diversité et de l’Inclusion to forward on my behalf to Université de Montréal confirmation that I have received an Acceptance Certificate for studies.

I hereby authorize Université de Montréal to communicate any personal information as required through subpoena.

Every person working in health, social and educational services has the obligation of performing a criminal record background check, including any student undergoing a clinical practicum course. Hereby, I authorize, if necessary, the Université de Montréal to make such investigation.

I understand that some vaccinations will be mandatory for any person willing to work in health or social services, including any student undergoing a clinical practicum course.

I have read the instructions accompanying this application form.

I declare that, to my knowledge, the information that I have provided in my application is accurate and complete.

I understand that any false statements or the failure to provide any required information in a document regarding my application or enrollment may result in my expulsion.

As per An Act respecting Access to Documents Held by Public Bodies and the Protection of Personal Information, that any personal information be transferred to the individuals or organizations listed in the section below.

Important notice

Any student who submits an application and who is subsequently admitted to Université de Montréal agrees to adhere to the provisions of the charter, statutes, regulations, resolutions, policies, guidelines and practices of the University that are in force at the time the application is submitted and thereafter, as well as to the provisions regarding the student as a result of agreements that Université de Montréal may have reached with any professional corporation or with any other institution that hosts students from the University to help students fulfill the requirements of the programs in which they are registered.

Programs and course descriptions are published for information purposes only. The University reserves the right to change them.

The University is under no obligation to admit an applicant. It does not assume any liability if, due to circumstances beyond its control, a course or exam cannot be given, or if there is a delay in the handing back of assignments or in the delivery of grades or diplomas. The University in no way guarantees the acceptance of any of its graduates in a professional corporation.

Notice from Statistics Canada

In accordance with the federal Privacy Act, individuals may request access to their personal information stored in federal information databases, including the databases of Statistics Canada.

Students who do not want their information to be used may ask Statistics Canada to remove their personal information from the national database.
After you submit

- Track your application
- You’re waiting for a decision
- You’ve received an answer
- You’ve been admitted
- You have more choices to make

Thank you for your interest in UdeM!

You have exited the Université de Montréal application form. Choose one of the following options to continue.

Resume my application

Make sure you finalize everything and submit your application before the deadline.

To find out the application deadline for your chosen program, refer to the information page for this program.

Continue my application
Check whether your application has been submitted
Before the Office of Admissions and Recruitment can review your application, you must finalize your application and pay the fees online.

To check whether your application has been submitted, return to your user account from the application form. If your application has been submitted and paid for, it will appear in your list of applications, but you will no longer be able to change it.

If you are still able to modify your application by clicking on the confirmation number, this means that you have not finalized the process online. To definitively submit your application, make sure you click the “Next page” buttons until you reach the payment confirmation page.

Note that you will receive a confirmation email within 24 to 48 hours after your application has been submitted and paid for.

2 Check my application

Send the supporting documents
Refer to the list in the “À faire” section in the Centre étudiant to find out exactly which documents are required. If you have already sent the documents indicated, simply ignore this list.

Ensure that you send all documents as quickly as possible to avoid any delays in the processing of your application.

Your documents must be sent with the personal identification form available online. The Office of Admissions and Recruitment must have this form to ensure the documents received are put with the right application.

Remember that all submitted documents must be official, meaning that they must be original documents or true copies certified by an authorized person. Documents shall not be considered official if “certified copy” is reproduced by photocopying.

For more information, consult the “Official documents to submit” page.
1 Track your application online

Want to check the status of your application? Track application online
Visit the Centre étudiant to consult your record online. Make sure you have your identification code (login) and password (UNIP) to log in.
If you have never attended UdeM or submitted a prior application, you should receive this information by email a few days after you submit your application.
If you have a login and password but have lost them, you can obtain a new login by contacting the Office of Admissions and Recruitment through our online form.
Submitting documents

Documents that support identity

Quebecers
If you were born in Quebec and have a Quebec diploma of collegial studies (DEC) or if you are studying or have studied at Université de Montréal, you are required to provide a copy of your birth certificate.

Birth certificates and official documents that contain the applicants family name, all given names, date of birth, gender, and place of birth (city, country), as well as the family and given names of the applicants parents are accepted.

Canadians outside Québec and international applicants
A copy of the applicant’s birth certificate (official document) containing the applicant’s family name, all given names, date of birth, gender, and place of birth (city, country), as well as the family and given names of the applicant’s parents must be submitted.

If you were born in a country other than Canada and have acquired Canadian citizenship, you must provide copies of the front and back of your certificate of Canadian citizenship.

To prove your status as a Québec resident, please consult the Attestation of Québec Resident Status form to determine which documents you must submit.

If you have acquired permanent resident status, you must provide copies of the front and back of your permanent resident card or of the imm1000 or imm5292 form, signed and dated. To prove your status as a Québec resident, you must submit your Québec selection certificate (CSQ) or an official letter from the Québec Ministère de l’immigration, de la diversité et de l’inclusion attesting that you have been issued a CSQ.

If you have not been issued one, please consult the Attestation of Québec Resident Status form to determine which documents you must submit.

The steps to obtain a Québec acceptance certificate (CAQ) and a study permit can be consulted on udem’s foreign students office website.

If you are a French citizen, you must provide a copy of your passport or a French identity card (front and back) to qualify for an exemption from increased tuition under the agreement between France and Québec, if applicable.
Documents that support identity

Studies in Québec
If you have a Québec diploma of collegial studies (DEC), you are not required to provide your college transcript because we will obtain the information directly from the MELS.

If you have attended university, to support your application, you must provide a copy of the official final transcript of your grades in all your university studies, including uncompleted programs, university exchange programs or courses, and distance education, as well as any document attesting to the issuing of a degree or diploma.

If you have attended the école polytechnique or HEC Montréal, you must submit a transcript, as described above. If you have no official documents, please submit a photocopy of your most recent transcripts and ask the institutions concerned to forward the official documents to us.

Studies outside Québec
Please upload a copy of your diplomas and the official transcript of grades from your last years of secondary school and all other subsequent years of study at university or elsewhere. These transcripts must provide a detailed report of your grades from each of those years.

You must also submit a copy of any degrees or diplomas you have obtained and, if applicable, a copy of your grades on your graduating exams or competitions.

International students
Upon arrival in Montréal, all foreign students must finalize their student record at udeM’s foreign students office by providing entry documents required to study; failure to do so will result in the permanent cancellation of the current term. For more details about the deregistration rules, consult the Foreign students office (Bureau des étudiants internationaux):
Bei.umontreal.ca/english/accueil_coordonnees.htm

Translation of documents
All documents required for your application that are not written in French or English must be submitted with a French translation certified by the consulate of the applicant’s country of origin or by a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec.
Choosing a program

1. You may not submit a second application for this level/semester. If you do, it will not be processed or reimbursed. However, you may submit a request to modify your application by submitting the form available on the page admission.umontreal.ca.

Use the Modification d’une demande option for your level under the Admission menu.

**Here are the modifications you can request:**

For the same level and semester, you can request the following modifications:

1. Modify the order of the program choices and/or
2. Replace a program by another program, still open for admission.

Here’s what can’t be requested:

- Add another program choice to your application.
- Modify a choice if you have already accepted the offer.
- Replace a program choice for which your admission has been refused.

If your first application was not submitted, you can also abandon this application and go back to the one you started before.

To do so:

Click on the Abandonner button at the bottom of the page. You will be redirected to the page « Après la demande ».

Click on the « Finaliser ma demande d’admission inachevée » menu then on the option « Poursuivre ma demande d’admission ».

Login to the application and select the application you started before.

**This choice of program (program chosen) is not available. Please choose another program.**

The message is repeated for every program chosen (up to 3) in your application.

This message appears when a candidate starts filling an application BEFORE the admission deadline for a program but tries to submit it AFTER the deadline has passed. Contact the admission’s customer support for options.
Choosing a program (continued)

You have indicated fewer program choices than your allowed total. You may not add programs to your application once you submit it. We suggest that you select the maximum number of programs allowed before continuing. Click “OK” to continue or “Cancel” to stay on this page and choose other programs.

Choosing a program (Other possible error messages on this page)

1. You need to choose your start session. Please indicate whether you have submitted a prior application for the same level.
2. You must choose a level of study.
3. Please indicate whether you have submitted a prior application for the same level.
4. You must choose « Programme 1 ».
5. This program (East Asian Studies, Bachelor’s) is not available. Please choose another program.
6. You must choose a status.
7. Have you applied to Université de Montréal in the past twelve months? *Have you previously applied to a graduate program at Université de Montréal? *Are you or have you ever registered for an undergraduate program at Université de Montréal? *Are you or have you ever registered for a Master’s or Doctorate program at Université de Montréal?

Vous devez choisir le trimestre que vous désirez débuter. Veuillez nous indiquer si vous avez rempli une autre demande d’admission pour le même cycle.

Vous devez choisir un cycle d’études.

Vous devez choisir le programme 1.

Ce choix de programme (Études est-asiatiques, baccalauréat) n’est pas disponible. Veuillez choisir un autre programme.

Vous devez choisir le statut.

Avez-vous fait une demande d’admission à l’Université de Montréal au cours des douze derniers mois? *Avez-vous déjà fait une demande d’admission aux études supérieures à l’Université de Montréal? *Êtes-vous ou avez-vous déjà été inscrit à l’Université de Montréal au premier cycle? *Êtes-vous ou avez-vous déjà été inscrit à l’Université de Montréal au deuxième cycle ou au doctorat?
No program of study is offered for this option

This message is displayed when the system cannot find a program open for admission based on your criteria.

Common reasons for these messages are:
• In the « choix de programme » page, you selected a semester that is closed for admission.
• The optional criteria entered are too specific and no programs are being retrieved. Remove all optional criteria and search again.
• The admission period for this program in the chosen semester is closed. Admission opens at specific dates that can be different from program to program. You can verify if the program is open for admission in the program’s description page on the admission’s website.

For the selected semester, the admission period for foreign candidates is closed since YYYYY/MM/DD. If you submit your application now, the University of Montreal can’t guarantee a response in a time frame that will allow you to fulfill all the immigration formalities necessary to study in the province of Quebec for the chosen semester. If you decide to submit your application anyway, in the advent that you can’t get a study permit in time, the admission fee will not be reimbursed and, for undergraduate programs, admission will not be postponed.

If you want to cancel this application, click on “Annuler” to return to the site Admission and search programs open for the next session.
If you still want to continue your application, click “OK”.

ATTENTION: Clicking Annuler (Cancel) will cancel your application.
Permanent code

The permanent code you submitted is not valid. The code is composed of twelve characters in the following format (NNNPJJMMMAAXX):
- NNN: First three characters of your family name
- F: First letter of your first name
- JJ: Your birth day
- MM: Your birth month
- AA: The last two digits of your birth year
- XX: Two random numbers added by the ministry.

IMPORTANT: Permanent codes are provided to students attending Quebec academic institutions. If you have not studied in Quebec before, it is normal not to possess one. In this case, leave the field blank.

Declaring all your studies

You must declare all previous studies, completed or not.
All omission or false declaration will result in the rejection of your application.

Click on the « Ajouter » button or on the « + » icon to add more institutions and previous studies/diplomas to the application.

If you click Oui (Yes), the message will no longer appear when you click the « page suivante » button.

If you click Non (No), the message will keep appearing until you’ve indicated all your previous studies and clicked the Yes button in this dialog box.
Declaring all academic institutions

You must declare at least one post-secondary academic establishment.
Select an establishment from the list of proposed choices in the drop-down list. If your establishment does not appear in the list, check the « Sélectionner si établissement non disponible » box. You will then be able to type the name of your institution manually.
This field is mandatory: Début
This field is mandatory: Fin
This field is mandatory: Programme
This field is mandatory: Précision sur le diplôme
This field is mandatory: « Date d'obtention réelle si le diplôme est déjà obtenu ou date d'obtention prévue si le diplôme est en voie d'obtention »
Please add universities you attended to the studies declaration page.

No permanent code for a Quebec student

For candidates who declared studies from an institution in Quebec; you will receive the following message if you did not provide a permanent code.
The message reads: « Because you attended a Quebec academic establishment, you must provide a permanent code from the « Ministère de l'éducation, des loisirs et du sport ». The permanent code is a 12 characters alphanumeric code.

Field turns red, code unrecognized

If a field turns red after inserting a value.
First, remove the value by clicking in the field and deleting the value. Then use the lookup button (magnifier glass) to select an available value.