

GUIDELINES FOR APPLYING TO CEGEP AND VOCATIONAL PROGRAMS

Applying to Cegep

****The deadline for receiving your application is March 1, 2010, 11:59pm ****

To register online, you will need in hand:

- **Birth Certificate:** for information on place of birth and parents' full names, etc.
- **Permanent Code:** Letter/number code (e.g., CARB16618216) found on any transcript (report card or statement of marks) sent to you by the school or the Quebec Ministry of Education (MELS). This is **NOT** your Medicare card number.
- Credit card: if you wish to pay your application fee online.

You may make applications to different systems, BUT you **must not make more than one application in any one system**. There are three different systems: Common Application System (Champlain and Dawson); SRAM; and Marianopolis. These are outlined below, with specific guidelines/requirements.

1. Common Application System: <http://commonapplication.qc.ca>

Schools: **Champlain & Dawson**

To make a trial application (simulation), check the box between the Champlain and Dawson logos on the above website.

Guidelines:

Review the application instructions at www.champlainonline.com. Click on "Apply to Champlain," then click on:

"1. READ THIS DOCUMENT BEFORE APPLYING."

- After selecting Champlain or Dawson, choose your program; it is also recommended that you make a second program choice, which can be at either of the two schools.
- It is not advisable to put a second choice option that has higher prerequisites than your first choice option. Choose wisely when you select. See the counsellors for more information.

Cost of application: \$30.00

After submitting the application, you will receive a transaction code. Keep this safe and write it on all documents which you send in. Also include a printout of the "Application for Admission" when sending in your documents.

- A copy of your most recent Quebec Ministry of Education (MELS) statement of marks can be picked up at Ms. Johnstone's office (B-240). **Don't leave this till the last minute!**

2. SRAM application system: <http://sram.omnivox.ca>

Schools: Vanier, John Abbott, Champlain Lennoxville, Heritage, Édouard-Montpetit, Saint-Hyacinthe and any other French Cegep.

- Students can pick up the “Table of Available Programs” from Guidance to help them with the application process.

To make a trial application, click on: “To familiarize yourself with the process you may practice completing an online application using our [simulation site](#).”

You may select only **one** choice of program at **one** Cegep. If you are not admitted to this program, you will be invited to make an alternate choice during the second and third rounds. You will then be given a list of available programs to choose from.

Cost of application: \$35.00

Once you have completed your application, click on: “[Complete Your Application for Admission Online](#),” in the upper left-hand corner.

Keep a copy of the **transmission receipt**, as you will need it to review your application status online. Once you have completed your application, it will mention any documents that need to be sent in. Make sure to include a copy of your **transmission receipt** with all documents.

3. Marianopolis www.marianopolis.edu (Marianopolis College **only**)

On the Marianopolis website, place the cursor on the “FUTURE STUDENTS” tab. Scroll down and click on “Admissions,” then click on the appropriate classification: “Quebec Students” (most HRHS students).

To make your application, click on “Apply now” in the black box on the left.

You must specify a first choice program and, if you wish, you may select a second choice program.

You **must** pay online by credit card for your application to be processed.

Cost of application: \$30.00

Confirmation, student ID number and list of documents to send will appear on screen. Write your ID number on **all** documents you send in.

Marianopolis offers early admission to qualifying students applying to Science, Social Science, Commerce and Creative Arts, Literature and Languages. To be considered for early admission, applications must be received by February 9, 2010.

Documents

Although you are applying online, you may still have to send in certain documents, depending on where you apply. Documents and payment **must be received by March 1, 2010**.

Each application system gives clear instructions as to what you must send in. Refer to their websites for specifics. Required documents **may** include the following:

1. Clear photocopy of your BIRTH CERTIFICATE, including place of birth and parents' names. If you were born outside Canada, proof of your legal STATUS IN CANADA. (Birth certificate is not required for the SRAM application).
2. Current mid-year Secondary 5 results (report card), available in the first week of February.
3. Most recent Quebec Ministry of Education (MELS) statement of marks.
4. If you choose not to pay by credit card, a certified cheque or money order payable to your first-choice college.
5. Letter of intent (if required). Check specific program prerequisites.

In special circumstances only, the following may help with the assessment of your application:

- letter from a doctor describing major illness/accidents;
- short letter explaining your situation.

Cegep Open Houses and Information Evenings

To help with last-minute decisions, colleges are holding Open Houses or Information Evenings in early February. Dates and college websites are included for your information. See Ms. Johnstone or Ms. Llewellyn if you would like to know dates and times for information evenings at Cegeps that are not on this list, or check the school websites.

Champlain College, St. Lambert
Information Evening
Thursday, February 4, 7:00-9:00 pm
www.champlainonline.com

Marianopolis College
Admissions and Application
Information Evening
Monday, February 8, 4:00-7:30 pm
www.marianopolis.edu

Collège Édouard-Montpetit
Soirée portes ouvertes
Le mercredi 10 février de 18h30 à 21h00
Études de dossiers à partir de 16h30
www.college-em.qc.ca

Dawson College
Mini Open House
Wednesday, February 10,
4:00-8:00 pm
www.dawsoncollege.qc.ca

Vanier College
Information Evening
Tuesday, February 2, 5:00-8:00 pm
www.vaniercollege.qc.ca

École nationale d'aérotechnique
Journée portes ouvertes
Le dimanche 7 février de 9h30 à 16h30
www.college-em.qc.ca

John Abbott College
Open House
Wednesday, February 3, 6:00-8:30 pm
www.johnabbott.qc.ca

Applying to vocational school (DEP/DVS)

Students interested in vocational training (DEP or DVS--Diploma of Vocational Studies) can visit the following websites to explore programs:

www.inforoutefpt.org/monteregie (for South Shore programs)

Go to "Offre de cours" to see a list of available programs.

www.clickvoc.qc.ca (for Montreal programs)

Many helpful tools for making the right choice for you.

www.headingforsuccess.com

Overview of vocational training, aptitude test, interest survey and job market information.

Call the centre offering the program you are interested in ASAP to find out when registration is taking place and the date classes in your chosen program begin. There are often waiting lists.

You may mail in your application form, apply in person at the school board or Vocational Training Centre of your choice, or apply online at www.srafp.com.

Admission to DEPs is ongoing. Registration deadlines are specific to each school and program, and are on a first-come, first-served basis. It is recommended that applications be made before March 1, 2010 for programs beginning in the next school year.

To apply, you will need:

- Birth certificate
- Most recent Quebec Ministry of Education (MELS) transcript
- Most recent high school report card

FINANCIAL ASSISTANCE

Government loans and bursaries are available to qualified students (Canadian citizens or permanent residents) planning to attend Cegep or vocational school. For details, go to www.afe.gouv.qc.ca.

For information about scholarships, visit the following sites:

www.studentawards.com

www.scholarshipscanada.com

Please refer to the counsellors for any questions or clarifications.

Ms. Johnstone
Room B-240
450-678-1070 ext. 117

Ms. Llewellyn
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