GUIDE TO FILL OUT THE FRENCH APPLICATION FORM
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## Filling Out French Application Form

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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.
FILLING OUT FRENCH APPLICATION FORM

INTRODUCTION PAGE – ACCOUNT CREATION

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

3 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.

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 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.

CREATE A NEW USER ACCOUNT

6 New user?

LOG IN TO YOUR USER ACCOUNT

7 Login:
Password:

8 Forgot your password?
If you already have a Université de Montréal identification code (login) and password (UNIP), click "Annuler" and enter this information on the following page in the proper fields under "Log in to your user account."

If this is your first time logging in, you must first create your user account using the form below.

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

*Login: Mandatory (maximum of 30 characters)

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

*Confirm password: Mandatory

*Email address: Mandatory (maximum of 70 characters)

If you have recently saved an application that you haven't completed, it will appear in the table below. 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.

To select a saved application from the table below, click on its confirmation number. Warning: Once your application has been submitted, it cannot be modified online. If you want to modify or enquire about a submitted application, consult the following site: http://admission.umontreal.ca/en/admissions/.
Choosing a Program – Important Information

**Important**

1. All mandatory information is marked with an asterisk (*).
   You must fill out an application for each level of study if you want to apply to more than one level. Note that only one application per level is accepted per session.

2. Indicate your choices in order of preference:
   - Undergraduate and Faculty of Continuing Education: maximum of 3 choices
   - Graduate (Master’s and doctorate): maximum of 2 choices
   - Postdoctoral Medicine: maximum of 2 choices
   - Independent studies: maximum of 1 choice

3. To make each choice, click the “Choose program #” button to access the list of programs. You must also select the student status from the drop-down list.
CHOOSING PROGRAMS – UNDERGRADUATE LEVEL

**PROGRAM SELECTION**

1. *Level: Undergraduate*
   - Are you applying as an independent student?
   - Find out more about independent studies

2. *Start session and year:*

3. *Have you submitted a prior application to Université de Montréal for this session?*
   - No: No level
   - If yes: Undergraduate – Graduate – Postdoctoral medicine – All levels

---

CHOOSING PROGRAMS – GRADUATE LEVELS

**PROGRAM SELECTION**

1. *Level: Graduate*
   - Are you applying as a postdoctoral fellow or as a visiting research student?
   - Are you applying as an independent student?
   - Find out more about independent studies

2. *Start session and year: Mandatory*

3. *Have you submitted a prior application to Université de Montréal for this session?*
   - No: No level
   - If yes, Undergraduate – Graduate – Postdoctoral medicine – All levels
**Program Selection**

1. *Program:

2. *Student status: Full-time

   Campus:

3. Location: [Specify]
   Select if location not available

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

   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:

5. *Have you taken the mandatory test for this program?
   If so, in which year (yyyy)?
**CHOOSING PROGRAMS – MEDECINE RESIDENT**

**PROGRAM SELECTION**

1. **Level:** Postdoctoral medicine
   Or as of:
   *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. **Choose program 1**
   *Program:*
   *Student status:*
   Campus:
   Location: (Specify)
   Select if location not available
   Location:
   Anyone applying for a medical residency must enter the information about their specialization in the “Additional information” section.

3. **Choose program 2**
   *Program:*
   *Student status:*
   Campus:
   Location: (Specify)
   Select if location not available
   Location:
   Anyone applying for a medical residency must enter the information about their specialization in the “Additional information” section.

4. **Have you applied to Université de Montréal in the past twelve months?**
   Please answer “yes” or “no.”

5. **Have you previously applied for student housing at Université de Montréal’s Studio-Résidences?**
   Please answer “yes” or “no.” If so, in which year (yyyy)?

6. **Are you a member of the Canadian Armed Forces?**
   Please answer “yes” or “no.”
PROGRAM SEARCH

Recherche programmes d'études

1. **Entrée critères recherche**
   - Établissement: Université de Montréal
   - Chemin, universitaire: Premier cycle
   - Trimestre: Hiver 2015

2. **Entrez d’autres critères pour préciser davantage votre recherche.**
   Cliquez sur Rechercher pour visualiser les résultats.

3. **Critères recherche supplémentaire**
   - Offert le soir
   - Offert à temps partiel
   - Offert en ligne
   - Offert à distance

4. **Campus**
   - Saint-Hyacinthe / Trois-Rivières / Laval / Longueuil / Montréal / Terrebonne / Off campus / Outside Quebec / Montréal region

5. **Type / Diplôme**
   - (Entry program) (Refresher) (Preparatory year) (Bachelor’s) (Certificate) (Certificate – Comb. Bachelor’s) (Specialized Studies Diploma) (Special. Grad. Diploma) (Degree) (Doctorate) (Undergraduate doctorate) (Exchange) (Interuniversity agreements) (External) (Juris Doctor) (Independent) (Master’s) (Major) (Major – Comb. Bachelor’s) (Microprogram) (Minor) (Minor – Comb. Bachelor’s) (Module) (Postdoctoral) (Program) (Postdoctoral fellowship) (Core courses) (Visiting student)
   - Keywords (e.g., statistics)
   - Program (e.g., 117110)

6. **Return to your application**
   - Remove all criteria
   - Search
NAVIGATING THE PROGRAM LISTING

1. Navigation dans le répertoire

   ABCDEFGHIJKLMNOPQRSTUVWXYZ
   
   1. Browsing the directory
   2. Clicking the “Select” button (in green) to choose your program. To read the program description, click on its title or number (in blue).
   3. Return to your application

PROGRAM SEARCH

1. Browsing the directory

   A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
   Hide all Show all New search

2. Click the “Select” button (in green) to choose your program. To read the program description, click on its title or number (in blue).

3. Return to your application

PREVIOUS APPLICATIONS AND REGISTRATION INFORMATION

1. *Have you applied to Université de Montréal in the past twelve months? Please answer “yes” or “no.”
2. *Have you previously applied to a graduate program at Université de Montréal? Please answer “yes” or “no.” If so, in which year (yyy)?
3. *Are you or have you ever registered for an undergraduate program at Université de Montréal? Please answer “yes” or “no.”
4. *Are you or have you ever registered for a Master’s or Doctorate program at Université de Montréal? Please answer “yes” or “no.”
5. If you answered “Yes” to one of the last two questions, enter the last year you were in this program and the program name.
6. Program

   Programme

   L’année de la fin:  

   End date:
**Identity Information**

1. All mandatory information is marked with an asterisk (*).

### Identification
- *Last name at birth
- Legal last name
  (if different from last name at birth)
- Quebec Register of Civil Status Number [NIREC]
- *Sex
  - Male
  - Female
- *Date of birth

### Place of birth
- *Country
- Province or state
  (Mandatory for Canada and the United States)
- *Municipality or city
- *Language spoken at home
- *First language learned and still understood

### Family relationship
- *Last name (at birth)
- *First name
  (enter “Unknown” if applicable)
- Father
- Mother

### 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)

### Other information
- *Email
- *Confirm your email

---

**Note:** No correspondence will be sent via postal mail. All communication regarding your application will be sent to this email address.
### Identity Information (Continued)

1. **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
       - [Mandatory for Canada and the United States]
     - **Postal code**
       - [Mandatory for Canada and the United States]

2. **Phone number(s):**

<table>
<thead>
<tr>
<th>Area code / Phone No.</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary phone number</td>
<td></td>
</tr>
<tr>
<td>Secondary phone number</td>
<td></td>
</tr>
</tbody>
</table>

3. **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**
   - If you immigrated to Canada, please indicate the document remitted to you that attests to your status in Canada.
   - **Document**

---

### Adress de correspondance

<table>
<thead>
<tr>
<th>*Votre adresse de correspondance est-elle la même que votre adresse permanente?</th>
<th>Oui</th>
<th>Non</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Days</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>No. rue, appartement</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Municipalité ou ville</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Province ou État</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code postal</td>
<td></td>
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</tr>
</tbody>
</table>

### Téléphone(s)

<table>
<thead>
<tr>
<th><em>Statut au Canada</em></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><em>Statut au Canada</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Si vous n’êtes pas citoyen canadien, veuillez indiquer de quel pays vous êtes citoyen.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Si vous n’êtes pas né au Canada, veuillez indiquer la province canadienne où vous vous êtes établi en arrivant au pays.</td>
<td></td>
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</tr>
<tr>
<td>Province</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Si vous avez immigré au Canada, veuillez indiquer le document qui vous a été remis et qui atteste votre statut au Canada.</td>
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<tr>
<td>Document</td>
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</tbody>
</table>
Do you have a permanent code from the Quebec ministry of education (MELS)?

**Permanent code**

For pre-university and university programs (including programs at Université de Montréal), either ongoing or taken previously in Quebec, Canada or abroad (including independent or out-of-program studies, summer courses, or dropped or failed courses).

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

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

If yes, enter the student number given to you by UdeM

Ongoing or previous studies, completed or not

(You must declare all pre-university and university programs, including any programs taken at Université de Montréal.)

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. 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.

Country:

First letter in the city:

City:

Institution:

Select if the institution is not listed:

*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.

University programs only

Please enter the grade-point average you obtained and the grade-point scale.

Grade-point average on a scale of

Credits obtained:
PREVIOUS STUDIES (CONTINUED)

1. Select if the institution is not listed:
   - Country:
   - State:
   - Name:
   - Language:

2. Were all the courses you took at this institution given in FRENCH?  
   - Yes  No

3. Courses taken in what language?

4. 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]?  
     - No  Yes

   If yes, indicate the duration of the longest period:  [months]

5. Please provide the reason and specific details as to why you interrupted your studies.  
   (maximum of 1000 characters)

   *(un maximum de 1000 caractères est permis)*
WORK EXPERIENCE

1. Fill out this section if you are applying to a program in the Faculty of Continuing Education or to the Certificate in Community Action in the Faculty of Arts and Science.

Sequence number: 1

2. Start (yyy/mm): End (yyy/mm):

3. Position:

4. Employment status:

5. Employer:

6. Activity sector: If other:

7. Country:

8. No. Street, Apartment

9. Municipality or city

10. Province or state:

11. Postal code:

OTHER INFORMATION

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

2. Are you interested in renting a studio in the hall of residences? Visit the Residences website and register online (starting on March 1st each year). Applicants will be considered in priority order based on the date of registration.

3. I will visit the website to get more information at Résidences de l’Université de Montréal.
PREVIOUS, NON-CREDIT TRAINING/COURSES

1 Previous non-credit training
(workshops, conferences, symposia, continuing professional education, etc.)
Sequence number:
Field of study:
Title of training:
Country:
First letter in the city:
City:
Institution or organization:
If other:
Total credits obtained: OR Hours:
End (yyyy/mm): Start (yyyy/mm):

PROFESSIONAL AND PERSONAL EXTRA-CURRICULAR EXPERIENCES

1 Other extracurricular and personal experience
(e.g., participation in associations, conferences, symposia or other, or volunteering)
Sequence number:
Start (yyyy/mm): End (yyyy/mm):
Position: Employment status:
Employer or organization:
Activity sector: If other:
Country:
No. Street, Apartment
Municipality or city
Province or state:
Postal code:
### Work during your studies
Please indicate whether you will be working during your studies.

**Position:**
Employment status: [Half-time] [Part-time] [Full-time]

**Employer:**

### Information for program
Title of option, specialty, concentration or research field, if applicable:

*Type:  [With dissertation]  [Without dissertation]

*Additional information:
*With composition*  
*With courses only*  
*With program evaluation*  
*With dissertation and internship*  
*With dissertation, thesis or essay*  
*With integration report*  
*With performance*  
*With internship and essay*  
*With internship and directed study*  
*With internship(s)*  
*With directed study*

Would you like to get authorization to submit your dissertation or thesis for this program in a language other than French?  
[No]  [Yes]

If yes, give your reason(s) along with detailed justification in the following field:  
(maximum of 1500 characters)

### Name of research supervisor, only if confirmed:

**Name of preferred research supervisor, in the case of the Faculty of Music:**

### Cotutelle program:

[No]  [Yes]

If yes, indicate the name of the institution:

### Would you like to submit a course equivalency request for this program?  
[No]  [Yes]

If yes, enter your request in the following field:  
(maximum of 1500 characters)
### References (1) for program

<table>
<thead>
<tr>
<th>Last name:</th>
<th>First name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution or organization:</th>
<th>Country:</th>
<th>No. and street:</th>
<th>Municipality or city:</th>
<th>Province or state:</th>
<th>Postal code:</th>
</tr>
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</tbody>
</table>

(Please provide more details about your language knowledge in the appropriate areas below.)

### Language knowledge

<table>
<thead>
<tr>
<th>Language</th>
<th>Reading</th>
<th>Comprehension</th>
<th>Writing</th>
<th>Oral</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR</td>
<td></td>
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<tr>
<td>EN</td>
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</tbody>
</table>
Certificate in Individualized Studies – Concentration selection

For more information about the concentrations, consult the website for the certificate.

Select your concentration:

* Do you know which complementary courses you must include in order to obtain your certificate? (These courses are not part of the chosen concentration.)

No
Yes

Enter the course codes and titles.

* Have you taken university-level courses that could be transferred to or recognized as an equivalency for your certificate? (These requests will be reviewed and approved, if applicable, by the certificate coordinator.)

No
Yes

Enter the course codes and titles.

If you have taken these courses at another university, please mail an official copy of your transcript to the following address:

Certificate in Individualized Studies
Faculty of Continuing Education
Université de Montréal
P.O. Box 6128,
Station Centre-Ville
Montréal, Quebec
H3C 3J7

Below, please provide any information that may help us review your application. (maximum of 500 characters)
MEDICAL STUDIES

1. Residency (or other post-MD training)  
   (including programs taken at Université de Montréal)  
   Specify whether you have completed a residency or are currently doing a residency 
   (or other post-MD training).  
   [No] [Yes]

2. Name of institution  
   City and country  
   Discipline  
   Years
   (in chronological order)
   From  
   To

SUMMARY

1. Summary of your application
   Confirmation number: 50069466 (note down and save)
   Application for: xxxxxx, xxxxxxx
   DOB: xxxx-xx-xx
   For the following choices for the 2015 winter session:
   Choice  
   Program number  
   Program name  
   Level

2. 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.

   Documentation:
   • For a number of programs, documentation must be sent to the Office of Admissions and 
     Recruitment. 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.

3. If you want to keep a copy of your application, you can print it by clicking 
   the following button:
   If you skip any of these steps, we cannot review your application and will close your 
   request.

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

Print Application
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**AUTHORIZATION**

<table>
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<tr>
<th>1</th>
<th>Authorization and declaration</th>
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<tbody>
<tr>
<td>J’autorise l’établissement d’enseignement que j’ai fréquenté ainsi que le ministère de l’Enseignement supérieur, de la Recherche, de la Science et de la Technologie (MESRST) à transmettre mes résultats scolaires à l’Université de Montréal.</td>
<td></td>
</tr>
</tbody>
</table>

En vertu d’une entente autorisée par la Commission d’accès à l’information, les renseignements nécessaires à la création et à la validation du code permanent seront transmises au MESRST; J’autorise l’Université de Montréal à obtenir du MESRST ces renseignements. J’autorise aussi que les renseignements nécessaires à la gestion des admissions relèvent de l’établissement fréquenté, et ceux sur le citoyenneté pour établir mes droits de scolarité, puissent faire l’objet d’une validation auprès du MESRST.

J’autorise l’Université de Montréal à transmettre à la CRÉPUQ les renseignements nécessaires à la gestion des admissions et à la production de statistiques qui pourraient requérir le croisement des fichiers d’établissements.

J’autorise, s’il y a lieu, le ministère des Relations avec les citoyens et de l’Immigration à transmettre à l’Université de Montréal confirmation de la délivrance d’un certificat d’acceptation du Québec à mon nom.

J’autorise l’Université de Montréal à transmettre les renseignements me concernant qui lui sont demandés par voie de subpoena.

La vérification des antécédents judiciaires est obligatoire pour toute personne qui désire œuvrer au sein d’un établissement de santé, de services sociaux et d’enseignement, y compris l’étudiant qui effectue un stage en milieu d’intervention. J’autorise, s’il y a lieu, l’Université de Montréal à effectuer ces vérifications.

Je comprends que certains vaccins seront exigés pour toute personne qui désire œuvrer au sein d’un établissement de santé, de services sociaux, y compris l’étudiant qui effectue un stage en milieu d’interventions.

J’ai pris connaissance des instructions qui accompagnent le présent formulaire de demande d’admission.

Je déclare qu’à ma connaissance, les renseignements donnés dans le cadre de ma demande d’admission sont exacts et complets.

Je reconnais que toute déclaration mensongère ou que toute omission de donner un renseignement exigible dans un document relatif à mon admission ou à ma inscription, me rendent passible d’expulsion.

<table>
<thead>
<tr>
<th>2</th>
<th>Authorization and declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Je confirme Oui l’exactitude de la déclaration apparaîtrait dans le cadre de ma demande d’admission et je vous autorise à traiter ma demande d’admission.</td>
<td></td>
</tr>
</tbody>
</table>

J’accepte Oui / Je refuse Oui, en conformité avec la Loi sur l’accès aux documents des organismes publics et sur la protection des renseignements personnels, que les renseignements me concernant soient transférés aux personnes ou organismes énumérés à la section ci-dessous.

---

**AUTHORIZATION AND DECLARATION**

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.

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.

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.

---

**Authorization and declaration**

Yes

I declare that the information in my application is accurate, and I hereby authorize you to process my application.

I accept

I refuse

, 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.
Authorization (continued)


In accordance with the 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. The right to access your own personally identifiable information is set forth in sections 83 to 85 of the Access Act. Your right to correct this information is set forth in sections 89 to 93.

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 a 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.
AVIS IMPORTANT

Le transmission de la demande d’admission de même que les inscriptions subseqüentes comptent pour l’étudiant admis à l’Université de Montréal, l’engagement de se conformer aux dispositions de la Charte, des Statuts, des règlements, des résolutions, des politiques, des directives et pratiques de l’Université en vigueur au moment de la demande d’admission et par la suite, ainsi qu’aux dispositions le concernant découlant des ententes qui peuvent intervenir entre l’Université de Montréal et toute corporation professionnelle de même qu’avec tout autre établissement couronnant des étudiants de l’Université en vue de leur permettre d’atteindre les objectifs des programmes auxquels ils sont inscrits.

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

L’Université n’a aucune obligation d’admettre un candidat. Elle n’assume aucune responsabilité si, en raison de circonstances indépendantes de sa volonté, il arrive qu’un cours ou un examen ne puisse être donné, ou qu’il rencontre un retard dans l’évaluation de l’enseignement ou bien dans la remise des notes ou des diplômes. L’Université ne garantit en rien l’admission d’un ou de l’octroi de ses diplômes dans une corporation professionnelle.

AVIS STATISTIQUE CANADA

En vertu de la Loi sur la protection des renseignements personnels fédérale, les particuliers peuvent demander accès aux renseignements personnels à leur sujet qui sont détenus dans des banques d’information fédérales, y compris celles de Statistique Canada.

Les étudiants qui ne désirent pas que les renseignements les concernant soient utilisés peuvent demander à Statistique Canada de retirer leurs renseignements personnels dans la base de données nationale.

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.
**EXCHANGE PROGRAM**

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

Any recently saved application for an exchange program that you haven’t completed will appear in the table below.

Note that only one application is accepted per student.

To select a saved application from the table below, click on its confirmation number.

---

**CONFIRMATION NUMBER**

<table>
<thead>
<tr>
<th>Confirmation number</th>
<th>Level</th>
<th>Session</th>
<th>Program type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567890</td>
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**APPLICATION – “PROGRAM SELECTION” SECTION**

1. **Legend:**
   - = section complete
   - = section incomplete

   **General sections**
   - Identification
   - Bilateral student exchanges

   **Final section**
   - Summary of your application
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2. **Important**
   
   All mandatory information is marked with an asterisk (*).
   
   First choose the level of study, then the type of exchange program that applies to your situation.
   
   - Undergraduate: Bachelor’s
   - Graduate: Master’s, Doctorate and PhD

3. **Program selection**
   
   **Level:** [Undergraduate]
   
   *Start session and year: [Fall 2014] [Fall 2015] [Summer 2014] [Summer 2015] [Winter 2014] [Winter 2015] [Winter 2016]
   
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---

**CHOOSING A PROGRAM**

1. Pour commencer une nouvelle demande, cliquez sur le bouton « Faire une demande ».

Si vous avez récemment sauvegardé une demande d’admission inachevée à un programme d’échanges, elle sera affichée dans le tableau ci-dessous.

Notez qu’une seule demande est acceptée par étudiant.

Pour sélectionner une demande sauvegardée dans le tableau ci-dessous, cliquez sur son numéro de confirmation.

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   *Program type: [Exchange programs – Undergraduate]
Current studies at your home institution

Country:
First letter in the city:
City:
Institution:
Other institution:
*Name of program:

Your current program at the home institution will be recognized by the following degree:
Degree:
If other degree:

Notes
- No financial aid is associated with this program.
- Exchange students may only take one language course per session (3 credits); fees for educational material of approximately CA$75 will be charged. This provision does not apply to students whose program requires them to study a language.
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
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.

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?
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.

2 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.
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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.

You desirez savoir à quelle étape en est le traitement de votre demande d’admission?

Visitez le Centre étudiant pour consulter votre dossier en ligne. Assurez-vous d’avoir en main votre code d’identification (login) et votre mot de passe (UNIP) pour y accéder.

Si vous n’avez jamais étudié ou fait une demande d’admission antérieure à l’UdeM, vous devriez recevoir ces renseignements par courriel dans les jours suivants le dépôt de votre demande.

Si vous avez déjà reçu ces renseignements mais que vous les avez égarés, vous pouvez obtenir un nouveau code en communiquant avec le Service de l’admission et du recrutement par notre formulaire Internet.
COMMON ERROR MESSAGES

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.

2. 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.
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.

You need to choose your start session. Please indicate whether you have submitted a prior application for the same level.

You must choose a level of study. Please indicate whether you have submitted a prior application for the same level.

Please indicate whether you have submitted a prior application for the same level.

You must choose « Programme 1 ».

This program (East Asian Studies, Bachelor’s) is not available. Please choose another program.

You must choose a status.

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?
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 YYYY/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 (NNNPPJMMxAA):

- **NNN**: First three characters of your family name
- **PP**: First letter of your first name
- **JJ**: Birthday
- **MM**: 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.

I have declared all my studies and wish to move on to the next step.

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.
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.

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.

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.