GUIDE TO FILL OUT THE FRENCH APPLICATION FORM
# TABLE OF CONTENT

## FILLING OUT FRENCH APPLICATION FORM

<table>
<thead>
<tr>
<th>Introduction Page – Account Creation</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Creation</td>
<td>5</td>
</tr>
<tr>
<td>Regular Application</td>
<td>5</td>
</tr>
<tr>
<td>Top Section of Every Page – Navigation</td>
<td>6</td>
</tr>
<tr>
<td>Choosing a Program – Important Information</td>
<td>6</td>
</tr>
<tr>
<td>Choosing Programs – Undergraduate Level</td>
<td>7</td>
</tr>
<tr>
<td>Choosing Programs – Graduate Levels</td>
<td>7</td>
</tr>
<tr>
<td>Program Selection</td>
<td>8</td>
</tr>
<tr>
<td>Choosing Programs – Medecine Resident</td>
<td>9</td>
</tr>
<tr>
<td>Program Search</td>
<td>10</td>
</tr>
<tr>
<td>Navigating the Program Listing</td>
<td>11</td>
</tr>
<tr>
<td>Previous Applications and Registration Information</td>
<td>11</td>
</tr>
<tr>
<td>Identity Information</td>
<td>12</td>
</tr>
<tr>
<td>Previous Studies</td>
<td>14</td>
</tr>
<tr>
<td>Work Experience</td>
<td>16</td>
</tr>
<tr>
<td>Other Information</td>
<td>16</td>
</tr>
<tr>
<td>Previous, Non-Credit Training/Courses</td>
<td>17</td>
</tr>
<tr>
<td>Professional and Personal Extra-Curricular Experiences</td>
<td>17</td>
</tr>
<tr>
<td>Other Information Fesp</td>
<td>18</td>
</tr>
<tr>
<td>Previous, Non-Credit Training/Courses</td>
<td>19</td>
</tr>
<tr>
<td>Certificate in Individualized Studies – Choosing a Specialization</td>
<td>20</td>
</tr>
<tr>
<td>Medical Studies</td>
<td>21</td>
</tr>
<tr>
<td>Summary</td>
<td>21</td>
</tr>
<tr>
<td>Authorization</td>
<td>22</td>
</tr>
<tr>
<td>Exchange Program</td>
<td>25</td>
</tr>
<tr>
<td>Choosing a Program</td>
<td>25</td>
</tr>
<tr>
<td>Current Studies</td>
<td>26</td>
</tr>
<tr>
<td>« Thank You » Page – Application Follow-Up</td>
<td>27</td>
</tr>
</tbody>
</table>

## COMMON ERROR MESSAGES

| Choosing a Program | 30 |
| (Other Possible Error Messages on This Page) | 31 |
| Program Search    | 32 |
| Admission Period for Foreign Students | 32 |
| Permanent Code    | 33 |
| Declaring All Your Studies | 33 |
| Declaring All Academic Institutions | 34 |
| No Permanent Code for a Quebec Student | 34 |
| Field Turns Red, Code Unrecognized | 34 |
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

New user?

LOG IN TO YOUR USER ACCOUNT

Login:
Password:

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)

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

Any recently saved applications that you haven’t completed 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.
APPLICATION – "PROGRAM SELECTION" SECTION

1 Legend: ■ = section complete        = section incomplete

2 General sections
   Program selection
   Identification

3 Program specific sections
   Previous education
   Work experience
   Other information
   Other FESP information

Final section
Summary of your application
Authorization to release personally identifiable information and submission of the application

CHOOSING A PROGRAM – IMPORTANT INFORMATION

1 Important
   Les renseignements obligatoires sont indiqués d’un astérisque (*).

2 Votre demande sera enregistrée à chaque fois que vous changez de page, pour autant que les renseignements obligatoires soient saisis.

3 Si vous éprouvez des difficultés à remplir le formulaire, repérez le bouton Aide en bas de chacune des pages.

IMPORTANT

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

2 Your application will be saved each time you change the page, as long as the mandatory information is entered.

3 If you are having difficulty completing the form, locate the Help button at the bottom of each page.
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**
3. **Campus:**
4. **Location: (Specify)**
   Select if location not available
5. **In the field below, explain why you are applying to this program.**
6. *Have you taken the mandatory test for this program?*
   If so, in which year (yyyy)?

---

1. *Program:
2. *Student status: Full-time
3. Campus:
4. Location: (Specify)
   Select if location not available
5. *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:
   * Campus:

3. Anyone applying for a medical residency must enter the information about their specialization in the “Additional information” section.

4. Choose program 2
   * Program:
   * Student status:
   * Campus:
   * Location: (Specify)
     Select if location not available
   * Location:

5. Anyone applying for a medical residency must enter the information about their specialization in the “Additional information” section.

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

7. * 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)?

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

1. Enter your search criteria
   - Institution: Université de Montreal
   - Level: Undergraduate
   - Session: [Fall] [Winter] [Summer]

2. Enter more criteria to refine your search. Click “Search” to view the results.

3. Additional search criteria
   - Type / Diploma: (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)

4. Program (e.g., 117110)

5. Return to your application  Remove all criteria  Search
NAVIGATING THE PROGRAM LISTING

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

---

Recherche programmes d'études

Navigation dans le répertoire

Cliquez sur le bouton « sélectionner » (en vert) pour choisir votre programme d'études. Pour lire la description d'un programme, cliquez sur son titre ou son numéro (en bleu).

Retour à la demande d'admission
IDENTITY INFORMATION

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

Identification

*Last name at birth
Legal last name
(if different from last name at birth)
Given name
Legal first name
(if different from given name)

Sex
Male Female

*Date of birth

Place of birth

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

Family relationship

*Last name (at birth)
(enter “Unknown” if applicable)

*First name

Address permanent

*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
**IDENTITY INFORMATION (CONTINUED)**

1. **Adresse de correspondance**
   - *Votre adresse de correspondance est-elle la même que votre adresse permanente? 
     Oui  No
   - *Pays*
     [Canada, United States, etc.]
   - *No. Street, Apartment*
   - Case postale et succursale
   - S’il y a lieu
   - *Municipalité ou ville*
   - *Province ou État*
   - Code postal

2. ** Téléphone(s)**
   - Indicatif régional / No. téléphone
   - Poste
   - Téléphone principal
   - Téléphone secondaire

3. **Statut au Canada**
   - *Statut au Canada*
     - Citoyen canadien
     - Si vous n’êtes pas citoyen canadien, veuillez indiquer de quel pays vous êtes citoyen.
   - *Pays*
     [Canada, United States, etc.]

4. **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

5. **Phone number(s):**
   - Area code / Phone No.
   - Extension

6. **Primary phone number**
   - Secondary phone number

7. **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
## Previous Studies

<table>
<thead>
<tr>
<th>1</th>
<th>Do you have a permanent code from the Quebec ministry of education (MELS)?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Permanent code</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Do you have a university education? You must include independent or out-of-program studies, summer courses, dropped or failed courses.</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Have you attended a university other than Université de Montréal?</em></td>
<td></td>
</tr>
<tr>
<td><em>Have you ever been enrolled at Université de Montréal?</em></td>
<td></td>
</tr>
<tr>
<td>If yes, enter the student number given to you by UdeM</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>(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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you studied outside Quebec, you must report all your pre-university and university studies, including studies done at the Université de Montréal.</td>
<td></td>
</tr>
<tr>
<td>(Graduate Studies) Please report only your university studies, including studies done at the Université de Montréal.</td>
<td></td>
</tr>
<tr>
<td>(Independent Studies) Please report your current education, your last degree and your university education, if any.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>Start with the last institution you attended.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence number:</td>
<td></td>
</tr>
<tr>
<td><em>Start (yyyy/mm): Mandatory</em></td>
<td></td>
</tr>
<tr>
<td><em>End (yyyy/mm): Mandatory</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>First letter in the city:</td>
<td></td>
</tr>
<tr>
<td>Institution:</td>
<td></td>
</tr>
<tr>
<td>Select if the institution is not listed:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6</th>
<th>*Name of program:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma:</td>
<td></td>
</tr>
<tr>
<td>If other diploma:</td>
<td></td>
</tr>
<tr>
<td><em>Details on the diploma:</em></td>
<td></td>
</tr>
</tbody>
</table>

*Date of issue if you have your diploma or expected date of issue if you are currently working towards this diploma.
PREVIOUS STUDIES (CONTINUED)

1. Select if the institution is not listed:
   Country:
   State:
   Name:
   Language:
   Were all the courses you took at this institution given in FRENCH?  Yes  No
   Courses taken in what language?

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)?  No  Yes

3. 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.

   (Enter maximum of 1000 characters, if any)}
**WORK EXPERIENCE**

**Experience de travail**

1. **Start (yyyy/mm):**
2. **End (yyyy/mm):**
3. **Position:**
4. **Employer:**
5. **Activity sector:**
6. **If other:**
7. **Country:**
8. **No. Street, Apartment:**
9. **Municipality or city:**
10. **Province or state:**
11. **Postal code:**

**OTHER INFORMATION**

**Autres Informations**

1. **Other information**
   Please include any other information that you believe would be relevant to your application.
   A maximum of 1000 characters is allowed.
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)
**PREVIOUS, NON-CREDIT TRAINING/COURSES**

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

<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>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>EN</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

2. **Language knowledge**

   - Language
   - Reading
   - Comprehension
   - Writing
   - Oral
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

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]

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

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>Z00101</td>
<td>Admin. de l'éducation</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Z35001A</td>
<td>Neurosciences</td>
<td>Cycle supérieur</td>
</tr>
</tbody>
</table>

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:
• 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.

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.

Please continue to the next page to submit your application.

Print Application
**AUTHORIZATION**

1. **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.

2. **Authorization and declaration**

   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.
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.

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.
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.
EXCHANGE 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.

2. Number of applications | Cycle | Trimester | Type of program
--- | --- | --- | ---
123456789 | Cycles supérieurs | Automne 2014 | Programmes d’échanges – 2e cycle

Faire une demande | FERMER SESSION

CHOOSING A PROGRAM

APPLICATION – “PROGRAM SELECTION” SECTION

1. Legend: = section complete = section incomplete

General sections: Program specific sections

Identification: Bilateral student exchanges

Final section: Summary of your application

Authorization to release personally identifiable information and submission of the application

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]

*Duration of stay: [Fall] [Fall-Winter] [Fall-Winter-Summer] [Summer] [Summer-Fall] [Summer-Fall-Winter] [Winter] [Winter-Summer] [Winter-Summer-Fall]

*Program type: [Exchange programs – Undergraduate]

*Field of study:
CURRENT STUDIES

1. Current studies at your home institution
   Country:
   First letter in the city:
   City:
   Institution:
   Other institution:
   *Name of program:

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

3. 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.

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**Etudes actuelles à l’établissement d’attache**

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<thead>
<tr>
<th>Pays</th>
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<td>Première lettre de la ville</td>
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<td>Ville</td>
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<tr>
<td>Établissement</td>
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<tr>
<td>Autre établissement</td>
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</table>

*Nom du programme d’études:

**Notes**

- Aucune aide financière n’est rattachée à ce programme.
- Les étudiants en échange ne peuvent suivre qu’un cours de langue par session (3 crédits); des frais de matériel didactique d’environ 75 $ CAD seront exigés. Cette disposition ne s’applique pas à ceux dont le programme d’études porte sur l’apprentissage d’une langue.
1. **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

2. **THANK YOU FOR YOUR INTEREST IN UdeM!**
   You have exited the Université de Montréal application form. Choose one of the following options to continue.

3. **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.

4. **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.

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.
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<tr>
<td>1</td>
<td><strong>SUUIRE MA DEMANDE EN LIGNE</strong></td>
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<tr>
<td></td>
<td>Vous désirez savoir à quelle étape en est le traitement de votre demande d’admission?</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td><strong>FAIRE LE SUIVI EN LIGNE</strong></td>
</tr>
</tbody>
</table>

**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.
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?

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

Le code permanent que vous avez saisi n'est pas valide. Ce code doit être composé de douze caractères au format suivant (NNNPJJMMMAAXX):

- NNN: les trois premières lettres du nom de famille ;
- F: la première lettre du prénom ;
- JJ: le jour de naissance. Si vous êtes né(e) après 1999, on ajoute 62 ;
- MM: le mois de naissance. Si vous êtes de sexe féminin, on ajoute 50 ;
- AA: les deux derniers chiffres de l'année de naissance ;
- XX: les caractères déterminés par le Ministère.

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

Vous devez obligatoirement déclarer toutes les études que vous avez faites, que vous avez complété ou non ces formations. Toute omission ou fausse déclaration entrainera le rejet de la demande.

Cliquez sur le bouton Ajouter ou sur l'icône + (à droite, en vert) pour inclure d'autres établissements à votre demande.

J'ai déclaré toutes mes études et souhaite passer à l'étape suivante.

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.
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

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.