



3415 McTavish Street
Montreal, QC, Canada
H3A 0C8

SUMMER/ÉTÉ _____ (YEAR/ANNEE)

SUMMER REGISTRATION FORM FORMULAIRE D'INSCRIPTION POUR L'ÉTÉ

IF YOU HAVE ATTENDED McGill BEFORE (INCLUDING SUMMER SESSION), GIVE YOUR STUDENT NUMBER.
SI VOUS AVEZ DÉJÀ FRÉQUENTÉ McGill (Y COMPRIS ÉCOLE D'ÉTÉ), INDIQUER VOTRE NUMÉRO MATRICULE.

IF YOU WERE MARRIED IN QUEBEC ON OR AFTER APRIL 2, 1981, YOU MUST USE YOUR MAIDEN NAME.
SI VOUS VOUS ÊTES MARIÉE AU QUÉBEC LE 2 AVRIL, 1981 OU DEPUIS, VOUS DEVEZ INSCRIRE VOTRE NOM DE JEUNE FILLE.

STUDENT No. No. MATRICULE	STUDENT NAME NOM DE L'ÉTUDIANT/E <small style="text-align: right;">FAMILY NAME / GIVEN NAMES / MR. MRS. MISS MS / NOM / PRÉNOMS / M. MME. Mlle</small>
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MOTHER'S MAIDEN NAME NOM DE JEUNE FILLE DE LA MERE	FATHER'S NAME NOM DU PERE
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DATE OF BIRTH DATE DE NAISSANCE YR / AN MO DY / JR	CANADIAN SOCIAL INSURANCE No. (Optional) No. D'ASSURANCE SOC. CANADIEN (Optionnel)	FORMER LEGAL NAME NOM PATRONYME ANTÉRIEUR
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PERMANENT CODE/ CODE PERMANENT:	EMAIL ADDRESS/ COURRIEL:
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PERMANENT HOME ADDRESS ADRESSE PERMANENTE	STREET / RUE	APT. / APP.	CITY / VILLE
PROVINCE / STATE / ÉTAT	COUNTRY / PAYS	POSTAL CODE POSTAL	

MAILING ADDRESS ADRESSE POSTALE	STREET / RUE	APT. / APP.	CITY / VILLE
PROVINCE / STATE / ÉTAT	COUNTRY / PAYS	POSTAL CODE POSTAL	

TELEPHONE No. No. DE TÉL.	AREA CODE INDICATIF RÉG.	MOTHER TONGUE LANGUE MATERNELLE <input type="checkbox"/> ENGLISH <input type="checkbox"/> FRANÇAIS <input type="checkbox"/> OTHER
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COUNTRY OF CITIZENSHIP/ CITOYENNETÉ: _____	PRINCIPAL LANGUAGE USED LANGUE D'USAGE <input type="checkbox"/> ENGLISH <input type="checkbox"/> FRANÇAIS <input type="checkbox"/> OTHER	SEX M <input type="checkbox"/> SEXE F <input type="checkbox"/>
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IF NON CANADIAN YOUR STATUS IS: SI VOUS N'ÊTES PAS CANADIEN/NE VOTRE STATUT EST :	QUEBEC RESIDENT YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> PERMANENT RESIDENT RESIDENT PERMANENT	<input type="checkbox"/> STUDENT VISA VISA D'ÉTUDIANT
<input type="checkbox"/> VISITOR'S VISA VISA DE SÉJOUR	<input type="checkbox"/> DIPLOMATIC VISA VISA DIPLOMATIQUE
<input type="checkbox"/> OTHER AUTRE (PLEASE SPECIFY/VEUILLEZ SPÉCIFIER) _____	PROOF OF STATUS REQUIRED/ PREUVE DE STATUT EST REQUISE
PROOF OF STATUS REQUIRED/ PREUVE DE STATUT EST REQUISE	

EMERGENCY CONTACT NOM DU PARENT OU DE LA PERSONNE À PRÉVENIR EN CAS D'URGENCE	SURNAME / GIVEN NAME / MR MRS MISS MS NOM / PRÉNOMS / M MME Mlle
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EMERGENCY CONTACT ADDRESS ADRESSE DU PARENT OU DE LA PERSONNE À PRÉVENIR EN CAS D'URGENCE	STREET / RUE	APT. / APP.	CITY / VILLE
	PROVINCE / STATE / ÉTAT	COUNTRY / PAYS	POSTAL CODE POSTAL

EMERGENCY CONTACT TELEPHONE NO. NO. DE TÉLÉPHONE DE LA PERSONNE À PRÉVENIR EN CAS D'URGENCE	AREA CODE INDICATIF RÉG.
	RELATIONSHIP TO EMERGENCY CONTACT (OPTIONAL) LIEN DE PARENTÉ AVEC LA PERSONNE À PRÉVENIR EN CAS D'URGENCE (FACULTATIF)
	<input type="checkbox"/> PARENT _____ <input type="checkbox"/> OTHER/AUTRE _____

COURSE NUMBER:	COURSE TITLE:
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I have reviewed the Authorization, Acknowledgement and Consent (on the reverse) and understand the provisions relating to release of personal information. J'ai pris connaissance des renseignements liés aux autorisations, (au verso) et je comprends les dispositions relatives à la divulgation des renseignements personnels.

STUDENT'S SIGNATURE / SIGNATURE DE L'ÉTUDIANT(E) DATE

Please note that this is not a registration form. You must access the McGill website and log onto Minerva for Students once your student number and your access to the system have been confirmed. Adding a course confirms your registration. Veuillez noter qu'il ne s'agit pas là d'un formulaire d'inscription. Vous devez vous rendre sur le site Web de McGill et entrer en communication avec Minerva pour les étudiants dès que votre numéro matricule et votre accès au système auront été confirmés. Le fait d'ajouter un cours confirme votre inscription.

Authorization, Acknowledgment and Consent

This agreement establishes your rights and responsibilities upon registration.

- 1) **I hereby acknowledge that I am bound by and undertake to observe the statutes, rules, regulations and policies in place from time to time at McGill University and at the faculty or faculties in which I am registered, including those policies contained in the university calendars and related fee documents. I understand that my obligations as a student commence with my registration and terminate in accordance with the University's statutes, regulations and policies.**
- 2) Personal information is protected in the Province of Quebec by the Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information (the « Access Act »). The statute provides that McGill University can only release information contained in the student's file with the applicant's authorization or if specifically authorized by law. Registered students may oppose the release of personal information to certain outside persons and/or bodies by completing an opposition form at the Admissions, Recruitment and Registrar's Office of the Student Affairs Office (Macdonald Campus).

I authorize the University to **release my name, address, telephone number, e-mail address, date of birth, program and student status to the following persons and bodies:** Students and alumni who have volunteered to speak with admitted students; Student associations recognized by McGill University for the categories of students to which I belong; the McGill Alumni association; School(s) or college(s) that I have attended; Professional body or corporation; Libraries of other Quebec Universities with which McGill established reciprocal borrowing agreements (I.D. number and bar code may also be disclosed to such libraries); The appropriate authorities involved with external or internal funding of my fees. (Financial records may also be disclosed to such authorities.) I also authorize the University to release information to the following groups and organizations:
 - McGill Network & Communication Services for the purposes of listing my McGill email address in an on-line email directory.
 - The Association of Universities and Colleges of Canada
 - The Association of Registrars of Universities and Colleges of Canada and the Conférence des recteurs et des principaux des universités du Québec, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics.
- 3) **Provide the Quebec Ministry of Education with information to create, validate and/or modify my Permanent Code.**
- 4) If applicable, **obtain copies of my transcripts** from the Quebec Ministry of Education, the Ontario University Application Centre and/or the British Columbia Ministry of Education, as the case may be.
- 5) If applicable, **make inquiries** to the Ministère des Relations avec les citoyens et de l'Immigration and/or the Régie de l'assurance-maladie du Québec to verify the validity of my immigration or health insurance status.
- 6) **Verify any information or statement provided as part of my application**, realizing that an admission granted based on information in my application or supporting documents that is incorrect or untrue may be revoked at the sole discretion of the University.
- 7) This Agreement is governed by the laws of the Province of Québec.

Autorisation, attestation et consentement

La présente convention établit vos droits et responsabilités au moment de votre inscription.

- 1) **Je reconnais par la présente être lié(e) aux lois, règlements et politiques de l'Université McGill, de la faculté ou des facultés auxquelles je suis inscrit(e), notamment aux politiques mentionnées dans les annuaires de l'Université et dans les documents sur les droits de scolarité, et je m'engage à les respecter. Il est entendu que mes obligations à titre d'étudiant(e) prennent effet au moment de mon inscription et prennent fin conformément aux dispositions des lois, règlements et politiques de l'Université.**
- 2) Les renseignements personnels sont protégés par la Loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels (« Loi sur l'accès ») adoptée par la province de Québec. En vertu de cette législation, l'Université McGill ne peut divulguer les renseignements contenus dans les dossiers des étudiants que si le(la) candidat(e) a donné son autorisation ou si expressément autorisé par la loi. Les candidats inscrits peuvent s'opposer à la divulgation d'informations les concernant à certaines personnes et/ou organismes en remplissant un formulaire d'opposition au Services des admissions, recrutement et registariat ou au Bureau des affaires étudiantes (campus Macdonald).

J'autorise l'Université à **divulguer mes nom, adresse, numéro de téléphone, adresse électronique, date de naissance, programme de cours et statut d'étudiant(e), aux personnes et aux organismes suivants** : les étudiants et anciens étudiants qui se sont portés bénévoles pour parler aux étudiants admis; les associations d'étudiants reconnues par l'Université McGill pour la catégorie d'étudiants à laquelle j'appartiens; l'Association des diplômés de l'Université McGill (l'Association des anciens étudiants de l'Université McGill); les écoles ou collèges que j'ai fréquentés; les associations ou ordres professionnels; les bibliothèques universitaires du Québec avec lesquelles l'Université McGill participe aux échanges interuniversitaires (ces bibliothèques peuvent également divulguer le numéro de matricule et les codes à barres); les autorités compétentes intéressées au financement interne ou externe de mes frais de scolarité. (Les dossiers financiers peuvent également être divulgués à ces autorités.) J'autorise également l'Université à divulguer les renseignements aux organisations et groupes suivants :
 - Les services de communication par réseau de l'Université McGill afin d'ajouter mon adresse électronique de McGill à l'annuaire Web des étudiants.
 - L'Association des universités et collèges du Canada
 - L'Association des registraires des universités et collèges du Canada et la Conférence des recteurs et des principaux des universités du Québec, ou les institutions membres de ces organisations aux fins des admissions et de la compilation de statistiques.
- 3) **Fournir les renseignements au ministère de l'Éducation du Québec pour créer, valider et/ou modifier mon code permanent.**
- 4) **Obtenir**, s'il y a lieu, **des copies de mes relevés de notes** auprès du ministère de l'Éducation du Québec, du Centre de réception des demandes d'admission aux universités de l'Ontario et/ou du ministère de l'Éducation de la Colombie-Britannique, selon le cas.
- 5) **Faire enquête**, s'il y a lieu, auprès du ministère des Relations avec les citoyens et de l'Immigration et/ou de la Régie de l'assurance-maladie du Québec pour vérifier la validité de mon statut d'immigrant et de prestataire d'assurance-maladie.
- 6) **Vérifier tout renseignement ou énoncé fourni dans ma demande**, sachant que toute fausse déclaration, y compris dans un document annexe, peut, à la seule discrétion de l'Université, conduire à la révocation de mon admission.
- 7) Cette convention est régie par les lois de la province de Québec.



McGill

Enrolment Services

Legal documents

that affect your

**tuition and
registration status**

www.mcgill.ca/legaldocuments/

Need to contact us? Visit www.mcgill.ca/students/servicepoint/ for details.

Why do we collect copies of legal documents from you?

Your Tuition status at McGill will vary depending on your current status in Canada, and in order for us to determine what rate of tuition (Quebec, Canadian out-of-province, or international) to bill you, we require legal documents. We also require these documents to confirm your valid citizenship/immigration status. You should refer to www.mcgill.ca/legaldocuments to find out what you must provide.

Some of the documents McGill requests from you help us obtain your Permanent Code from the Government of Quebec. This unique 12-character code, is issued by the Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS), and is obligatory for all students registered in a Quebec institution.

If you have previously attended school in Quebec, you already possess a Permanent Code - you can find it on your school report card or your CEGEP or university transcript. After you have accepted the University's offer of admission, you can check on Minerva (under the Personal Menu) to see if McGill has received your Permanent Code.

You can consult your tuition and legal status (including your Permanent Code) on Minerva (www.mcgill.ca/minerva). Select **Student Menu -> Student Accounts Menu -> View your Tuition and Legal Status**.

Proof of residency in Quebec

If you were born in Quebec, you qualify for lower tuition fees as a Quebec resident.

If you were not born in Quebec, but you are a Canadian or Permanent Resident of Canada, you may still qualify for lower tuition fees as a Quebec resident based on situations defined by the Ministry. Examples of situations include:

- You resided in Quebec for twelve months before the beginning of the semester and you were not studying full-time during this period
- One of your parents has his or her main residence in Quebec
- Your spouse is considered to be resident in Quebec
- ...and many more

Please consult the Attestation of Residency in Quebec form (included in this brochure) as well as our website:

www.mcgill.ca/legaldocuments/.

Which documents do we need from you?

Follow the instructions in the first row of this table that applies to you. **Send clear, legible copies of documents (not originals).**

Quebec and Canadian-Out-Of-Province Students

You have applied to McGill from CEGEP or you already have a student record at McGill	<ul style="list-style-type: none"> ○ Usually no documents are required for your Canadian and/or Quebec status, as per our records or as ascertained from the Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS).
You have applied to McGill from another Quebec University.	<ul style="list-style-type: none"> ○ Canadian birth certificate or Canadian citizenship card (both sides of card) or Certificate of Indian status card or Makivik Society card or valid Canadian Record of Permanent Resident status (note 3) or valid Canadian Permanent Resident card (both sides of card) ○ For your Quebec residency status, usually no documents are required, unless we cannot ascertain this from the Quebec Ministry of Education.
You were born in Quebec	<ul style="list-style-type: none"> ○ Quebec birth certificate (note 1 & 5) ○ Permanent Code Data Form (note 2 & 6)
You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec	<ul style="list-style-type: none"> ○ Canadian birth certificate or Canadian citizenship card (both sides) or Certificate of Indian status card or Makivik Society card or valid Canadian Record of Permanent Resident status (note 3) or valid Canadian Permanent Resident card (both sides of card) ○ Permanent Code Data Form (note 2 & 6)
You are a Quebec resident as defined by one of the other situations outlined by the Ministry of Education	<ul style="list-style-type: none"> ○ Canadian birth certificate or Canadian citizenship card (both sides) or Certificate of Indian status card or Makivik Society card or valid Canadian Record of Permanent Resident status (note 3) or valid Canadian Permanent Resident card (both sides of card) ○ Permanent Code Data Form (note 2 & 6) ○ Attestation of Residency in Quebec Form (note 6) ○ Other supporting documents, depending on which situation you checked on the above Attestation of Residency form

International Students

You will be studying at McGill for less than 6 months (i.e. for only one academic semester) as a non-degree student (e.g. Exchange, Special, Visiting)	<ul style="list-style-type: none"> ○ Visitors Permit issued at your port of entry into Canada by Citizenship and Immigration Canada ○ Photo page of your passport and the page stamped by Citizenship and Immigration Canada at your port of entry ○ Permanent Code Data Form (note 2 & 6)
You will be in Canada for more than 6 months (i.e. you are enrolled in a degree, certificate or diploma program, usually for two or more consecutive academic semesters)	<ul style="list-style-type: none"> ○ Certificate of Acceptance of Quebec (CAQ) ○ Permanent Code Data Form (note 2 & 6) ○ Study Permit issued by Immigration Canada (note 4)

Note 1: You may alternatively supply your Quebec baptismal certificate if it was issued prior to January 1, 1994 and clearly shows where you were born and that your baptism occurred no more than 4 months after your birth.

Note 2: Permanent Code Data Form (signed) is usually required. If the names of your parents appear on your birth certificate, or if you have already provided us with your Permanent Code, you do not need to supply this form.

Note 3: Your valid Canadian Permanent Resident status can be proved by a Canadian Confirmation of Permanent Residence (IMM 5292) document or with your valid Canadian Permanent Resident card (copy of both sides required). Alternatively, you may provide the Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.

Note 4: If you are a refugee, your Convention Refugee status document is required instead of a Study Permit.

Note 5: Usually we need your birth certificate to prove your place of birth in Quebec. If you already have a valid MELS Permanent Code, McGill will accept a copy of your valid Canadian passport that shows your birth place in Quebec, as proof that you qualify for Quebec residency.

Note 6: The links to download and print the Permanent Code Data and Attestation of Quebec Residency forms can be found at www.mcgill.ca/legaldocuments/forms/.

How can you tell if we have received your documents and everything is OK?

Quebec/Canadian/International Fees

It usually takes us about ten working days to receive and record your documents.

- Check your tuition status on **Minerva** student accounts menu: **Student Menu->Student Accounts Menu->View your Tuition and Legal Status**.
- Check the phrase: Fees currently calculated according to rules for... This will tell you if you are currently being billed: at the international rate; at the Canadian rate; or at the Quebec rate. For more information on fees, see www.mcgill.ca/student-accounts/fees/tuition.
- McGill University has implemented e-billing as of the 2005-2006 academic year. A paper fee statement will no longer be mailed via Canada Post. For more information please refer to the following Website: www.mcgill.ca/student-accounts/e-bill/.

If you do not agree with your tuition status, notify McGill right away. If you provide additional documentation in support of your file after the last day of classes for the given term, McGill can neither accept your requested changes nor update your tuition status rate for that term.

Permanent Code

It can take anywhere from one week to four weeks for the Ministry to verify or issue your Permanent Code.

Check your Permanent Code on Minerva: **Personal Menu -> Name Change menu** or alternately via **Student Menu -> Student Accounts Menu -> View Tuition Fee and Legal Status**. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided us with your documents listed above or we have not yet received confirmation from the Ministry that your documents are sufficient for creation of a Permanent Code.

What are the consequences of not providing your documents in a timely fashion or of not responding promptly to a request for further documents?

The deadline to submit documents in support of a change to your tuition status is the last day of classes for the current term. McGill will not produce your ID card until all of your legal documents have been received. Your ID card is essential to use many services on campus, and to take your final exams.

If we are missing the required legal documents, a hold will be added to your record preventing you from registering or dropping any courses, and from obtaining your official transcript.

International students who have not provided their valid immigration documents to McGill may be deregistered.

If your tuition status is changed and your fees are reduced as a result of the document review process, McGill will waive the difference on any accumulated late payment or interest charges.

When and where should you deliver these documents?

You must send in all your documents after you have been accepted to McGill but before the start of classes. **Do not send originals;** email or mail clear and legible copies of your documents. Write your McGill student ID on each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order. Refer to www.mcgill.ca/legaldocuments for further details.

Where to submit your documents?

You are:	Address for documents:
Enrolled in a Continuing Education program	Bring your documents when you register in person on your registration date at the Continuing Education counter (688 Sherbrooke Street West, Suite 1100).
Enrolled in Postgraduate Medicine	Postgraduate Medical Education Faculty of Medicine McIntyre Medical Building 3655 Promenade Sir William Osler Montreal, QC H3G 1Y6 CANADA
Enrolled as a Postdoctoral student	Martine Eggeman, Postdoc Administrator Graduate and Postdoctoral Studies Office Room 400, James Administration Building 845 Sherbrooke St. West Montreal, QC H3A 2T5 CANADA
Enrolled in any other program	<p>By e-mail: You may submit your legal documents electronically by following these steps:</p> <ol style="list-style-type: none"> Save the attached file in an accepted format: <ul style="list-style-type: none"> Standard PDF (.pdf) Tagged image format (.tif, .tiff; for scans) (Due to the possibility of malicious content, Microsoft Word Documents (.doc), Hypertext files (.htm, .html) or any other format will not be accepted. Do save in an accepted format and do not just rename the file extension.) Ensure that the resolution used is no less than 300 dpi for an electronic replica (scan) of documentation (e.g., scan of your birth certificate). Preferred file size is 100Kb per image. Address your e-mail to: legaldocumentation@mcgill.ca and attach your relevant scanned document(s). Files should be sent as attachments to your e-mail and not as part of the e-mail body. Put your First Name, Last Name, and McGill ID number in the subject line of your e-mail. Note: Individual e-mail size (including your attachments) should not exceed 5 MB (5120 KB). <p>By mail or courier: Enrolment Services Documentation Centre McGill University 688 Sherbrooke Street West Room 760 Montreal, QC H3A 3R1 CANADA</p> <p>In Person: Service Point 3415 McTavish Street, Montreal</p> <p>If there is a problem with your documents, you may contact us at: Telephone: (514) 398-7878 E-mail: http://webforms.mcgill.ca/servicepoint/request.asp</p>

PERMANENT CODE DATA FORM

Please complete this form in block letters. S'il vous plaît remplissez ce formulaire en lettres moulées.

1 Permanent Code/Code Permanent (Please indicate here your Permanent Code if you have one/Veuillez nous indiquer votre code permanent si vous en possédez un)

If you provided your permanent code in section [1] above, you need to provide a document that has the permanent code pre-printed such as CEGEP transcript or a Québec financial aid document. Si vous avez fourni votre code permanent dans la section [1] au-dessus, vous devez attacher un document sur lequel figure votre code permanent tel qu'un relevé de notes (CEGEP) ou une attestation d'aide financière de la province du Québec.

2 McGill Student Number/Numéro de matricule McGill

E-mail address/courriel

3 Legal Last Name/ Nom légal

4 Legal First Name/Prénom légal

5 Date of Birth / Date de naissance

Year/Année	Month/Mois	Day/Jour
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Sex/Sexe (M/F)

6 Place of Birth/Lieu de naissance (City, Country- If Country is Canada, please also include Province/Ville,Pays- si le pays est le Canada veuillez aussi indiquer la province)

City/Ville	Province	Country/Pays
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7 Father's Last and First Names/Le nom et prénom de votre père

8 Mother's (Birth) and First names/Le nom (naissance) et prénom de votre mère

I hereby certify that the information provided in this form is true, accurate and exact. I understand that this declaration has the same force and effect as if made under oath, in conformity with the *Canada Evidence Act*. Je déclare que tous les renseignements fournis dans ce formulaire sont véridiques, exacts et complets. Je reconnais que la présente déclaration a la même force et le même effet que si elle était faite sous serment, en conformité avec *la loi de la preuve du Canada*.

DATE:

SIGNATURE:

FOR OFFICE USE ONLY:

ES/February 2011/V8

UNIVERSITY SIGNATURE:

DOCUMENT:

ATTESTATION OF QUÉBEC RESIDENT STATUS
FOR CANADIAN CITIZENS AND
PERMANENT RESIDENTS OF CANADA

FORM FOR UNIVERSITY STUDENTS

Student ID number: _____	Last name: _____
Permanent code (if available): _____	First name: _____
E-mail: _____	Telephone number: _____

INTRODUCTION:

The rules that apply to the definition of Québec resident status are set by the Ministère de l'Éducation, du Loisir et du Sport (MELS).

Educational institutions are responsible for applying the rules, informing students, invoicing them and collecting supporting documents.

Students are responsible for confirming their status and providing their educational institution with the required documents before the end of the current semester.

Important note to students: For all questions concerning your Québec resident status, please contact your educational institution. If your Québec resident status is confirmed before the end of the current semester, your additional tuition fees will be reimbursed for this semester.

PART 1: LEGAL STATUS IN CANADA

- 1 Canadian citizen or Native person born in Québec If you were born in Québec, you must provide your educational institution with a copy of your birth certificate (if you have not done so already) and **you do not have to complete this form.**
- 2 Canadian citizen or Native person born in Canada, but not in Québec If you were born in Canada, but not in Québec, you must provide your educational institution with a copy of your birth certificate^A (if you have not done so already) and **complete Part 2 of this form.**
- 3 Canadian citizen or Native person born outside of Canada If you are a Canadian citizen who was born outside of Canada, you must provide your educational institution with a copy of your Canadian citizenship certificate^A (if you have not done so already) and **complete Part 2 of this form.**
- 4 Permanent resident of Canada If you have a Canadian permanent resident card or immigration form IMM-5292 or IMM-1000, you must provide your educational institution with a copy of the card or form (if you have not done so already) and **complete Part 2 of this form.**

A- Or your valid certificate of Indian status issued by the federal government or your valid Inuit status card issued by the Makivik Corporation

If none of these situations applies to you, you must pay the additional tuition fees prescribed for foreign students.

PART 2: RESIDENCY IN QUÉBEC

To claim Québec resident status, you must demonstrate that one of the following situations applies to you. Please check off the appropriate situation and provide your educational institution with the required documents (see the list of these documents on page 3).

Situation	Documents required	GDEU (reserved for employees)
1 <input type="checkbox"/> You have a birth certificate that meets MELS criteria.	1	01
2 <input type="checkbox"/> You had Québec resident status in college and are continuing on to university without interrupting your studies for more than two semesters (not including the summer semester).	None ^A	56 57
3 <input type="checkbox"/> You had Québec resident status in university and are continuing on at another university without interrupting your studies for more than two semesters (not including the summer semester).	None ^A	54 55
4 <input type="checkbox"/> You have a Québec selection certificate (certificat de sélection du Québec–CSQ).	3	04
5 <input type="checkbox"/> One of your parents or your sponsor ^B has his or her main residence in Québec.	(5 or [7 and 8]) and (10 or 11)	61
6 <input type="checkbox"/> You resided in Québec for twelve months before the beginning of the semester and you were not studying full-time at a Québec educational institution during that 12-month period.	4 or (6 and 8) and 18	63
7 <input type="checkbox"/> You are receiving financial assistance from Aide financière aux études du Québec or you are a former recipient and did not interrupt your studies for more than two semesters (not including the summer semester).	9	52
8 <input type="checkbox"/> At the time of registration or before the end of the semester, you had been residing in Québec for more than three months and you had not resided elsewhere in Canada for more than three months since your arrival in the country.	(4 or [6 and 8]) and 17	64
9 <input type="checkbox"/> Your spouse ^C is considered a Québec resident according to one of the situations falling under Part 2.	(13 or 14) and proof of your spouse's Québec resident status	65
10 <input type="checkbox"/> You are a member of a Native nation in Québec.	15 and 16 or (16 and 20)	53
11 <input type="checkbox"/> You have continued to reside in Québec even though your parents or sponsor ^B no longer reside here.	(4 or [6 and 8]) and 7 and (10 or 11)	62
12 <input type="checkbox"/> You were adopted by a person residing in Québec at the time of the adoption.	1 or 2	02
13 <input type="checkbox"/> Your two parents or sponsor ^B are deceased and one of your parents or your sponsor was residing in Québec at the time of the death.	(10 or 11) and 12	03
14 <input type="checkbox"/> Your Québec resident status has already been recognized by a Québec educational institution during the last five years and, during that period, you resided in Québec during three consecutive years.	4 or (6 and 8) or 19	69

A- The educational institution will consult the MELS' information systems (see Additional Explanations, point i).

B- *Sponsor* within the meaning of the *Act respecting immigration to Québec*

C- The definition of *spouse* according to the *Act respecting financial assistance for education expenses* (see Additional Explanations, point n)

If none of these situations applies to you, you do not qualify as a Québec resident and you must pay the additional tuition fees applicable to Canadian students who are not residents in Québec.

	Documents required	Additional Explanations
1	Québec birth certificate that meets MELS criteria	f
2	Valid adoption judgment	
3	Québec selection certificate (certificat de sélection du Québec-CSQ), or immigration form IMM-1000 or IMM-5292 with CSQ number, or official letter from the Ministère de l'Immigration et des Communautés culturelles confirming the issue of a CSQ before permanent residency was obtained	h
4	Your Québec health insurance card that demonstrates the situation checked off in Part 2	g
5	Your parent's or sponsor's Québec health insurance card that demonstrates the situation checked off in Part 2	g
6	One of the following documents in your name, where the dates demonstrate the situation checked off in Part 2: municipal tax assessment, school tax assessment, mortgage statement, lease, or letter from the landlord and copy of the lease that establish residency	
7	One of the following documents in your parent's or sponsor's name, where the dates demonstrate the situation checked off in Part 2: municipal tax assessment, school tax assessment, mortgage statement, lease, or letter from the landlord and copy of the lease that establish residency	
8	Two extracts from different documents in the name of the person concerned attesting to the receipt of mail during the period in question at the address indicated on the lease or tax assessment. The following documents will be accepted: public service invoices, driver's licence, official correspondence from a municipal, provincial or federal government, official correspondence from a financial institution, official correspondence from an educational institution other than the institution to which you are submitting this form.	k
9	Proof of a student loan granted by Aide financière aux études du Québec and, if needed, transcripts that demonstrate the continuity of studies	j
10	Your birth certificate or official immigration document indicating the names of both parents	
11	Immigration form IMM-5292 or IMM-1000 indicating the sponsor's name	
12	Death certificate for your father and mother or your sponsor (at least one must be issued by the Directeur de l'état civil du Québec)	l
13	Marriage certificate or proof of civil union	
14	Birth certificate for your child or your spouse's child and a sworn statement by you attesting to cohabitation	m
15	A valid certificate of Indian status issued by the federal government of Canada (if it has not already been submitted to the educational institution)	o
16	Your registry group (or band) officially recognized in Québec or letter from the band council confirming that you are a member of a Native nation in Québec or, for beneficiaries of the <i>James Bay and Northern Québec Agreement</i> , a card issued by the Grand Council of the Cree or a letter from the Makivik Corporation indicating your beneficiary number and confirming your settlement in Québec	o
17	Document showing the date on which you obtained permanent residency (IMM-1000, IMM-5292 or other) as well as the file demonstrating that you have not resided elsewhere in Canada for more than three months since the date when you obtained permanent resident residency (proof to be established over the last 10 years at the most)	n
18	Sworn statement by you confirming that you were not a full-time student in Québec during the period concerned. In the following months, the educational institution will consult the MELS information systems to verify the validity of the sworn statement. Students who make a false statement will have to pay the unpaid additional tuition fees applicable to Canadian students who are not residents in Québec and will be subject to the legal action provided for false sworn statements.	k
19	Proof of full time registration at least during 2 semesters per year (fall and winter) during the period in question	
20	Valid Inuit status card or letter confirming Inuit status, issued by the Makivik Corporation	o

N. B. The documents required will be used only to establish the student's Québec resident status.

Please submit this form to your educational institution.

ONLY for Quebec Residency Situation #6 - you do not need to complete/submit this form if you are claiming another Quebec Residency situation.



Sworn Statement

Name (please print): _____

McGill ID: _____

"I declare that during the period from _____ to _____ I was not enrolled in any full-time courses in Quebec. My educational institution has informed me of the fact that subsequent validations will be performed in the databases and that any fraudulent representation will be detected.

If my statement proves to be fraudulent, I will have to pay the unpaid lump sums and will be exposed to the legal consequences of a false sworn statement."

Signature

Date

Commissioner for Oaths (signature required)