**CEGEP Application Guidelines**

Your Application must be transmitted by 11:59PM on February 28th, 2018

**Apply on-line. Apply on time!**

***A complete Application:***

In order for your application to be complete, you must submit the following documents by the March 1st Application deadline:

*Champlain / Dawson / Marianopolis:*

1. Photocopy of Birth Certificate. If born outside of Canada, must provide proof of citizenship (i.e. photocopy of Passport or Citizenship card)
2. Letter of Intent (if applicable). See your Guidance Counsellor.

*Vanier / John Abbott College / French CEGEPs:*

1. Do not require that you send a photocopy of your Birth Certificate.
2. Letter of Intent (if applicable) can be submitted electronically at the time of your application. Space on the application is available for this purpose.

All documents sent via regular post (mail) must be accompanied by a copy of your Transaction / Transmission Receipt.

***Regarding transmission of marks:***

* The English Montreal School Board will transmit all necessary marks

*(Secondary 4 - Achievement Record; and Secondary 5 marks)* to the CEGEPs.

***Fee Payment:***

* Payment can be made on-line with a credit card. This is best, as it will avoid any late payment!
* If you choose to pay with a *Certified Cheque* or *Money Order*, this payment must be received by the CEGEP by the March 1st deadline! Otherwise, your application is treated as a late submission!

***Notice of Decision:***

* Final acceptance is contingent upon successful completion of all entrance requirements, as well as applicable program prerequisites. All offers of acceptance will be withdrawn from applicants whose file remains incomplete, or who no longer meet program prerequisites.
* **Be sure to keep a copy of your transaction # and/or file # as this becomes your password to log back into the systems and check the status of your applications.**

Good luck!