

VOCATIONAL TRAINING EDUCATION - APPLICATION FOR ONLINE PROGRAMS

STUDENT'S Personal Information

*Name (Please print as it appears in your passport)

LAST Name FIRST Name MIDDLE Name

Maiden Name/Other Names (if applicable) Birthday (Day-Month-Year)

Gender: Male Female Marital Status: Single Married

Place of Birth: City/Town/Province Country

Native Language Languages Spoken At Home

Date of Arrival in Québec: (Day-Month-Year)

Québec Permanent Code (if known): (5 letters & 8 numbers)

Canadian Permanent Resident: Canadian Citizen:

*Social Insurance Number (SIN): (9 digit number)

* If Social Insurance Number not provided, please indicate reason:

h (must be your current place of residence)

Apartment Street Number & Name

City Province Postal Code

@

Main Phone Number (must be a local phone number) \ h v

E-mail Address: (cannot be shared/duplicate email)

English & French Language Proficiency

English Language Proficiency::

Beginner Intermediate Advanced Cannot Speak

French Language Proficiency::

Beginner Intermediate Advanced Cannot Speak

Family Information (if unknown or not available, mark N/A)

Father's LAST Name FIRST Name Place of Birth: Country/Province

Mother's LAST Name FIRST Name Place of Birth: Country/Province

Program Information

Please choose only 1 program

Accounting
Secretarial

Professional Sales
Starting a Business

Sales Representation

If you have previously attended a program at ACCESS, please indicate the program & year:

Agent Information

Name of Agency: (if name of agency unknown, type N/A)

Name of Agent/Contact Person: (if name of agent unknown, type N/A)

Certification

By signing below, I certify that the information contained in this application is true and complete, to the best of my knowledge, and I ask Riverside School Board to process my application for admission to the Vocational Training program.

*Press on the square to add your electronic signature (when you press on the box, simply click 'continue' and sign, then save the document). The signature will appear with the date on the saved document.

Applicant's Signature

Date

DOCUMENTS CHECKLIST

(Documents MUST be translated to English or French. Please ensure all copies are clear and legible)

PERMANENT RESIDENT WITH CSQ

Confirmation of Permanent Residence Form (Landing Document)

Permanent Resident Card (front & back) *IF AVAILABLE*

-Birth Certificate - Translated (issued by a Civil Registrar)

OR

-Solemn Declaration of Birth

Certificate of Selection of Québec (CSQ)

PERMANENT RESIDENT WITHOUT CSQ

Confirmation of Permanent Residence Form (Landing Document)

Permanent Resident Card (front & back) *IF AVAILABLE*

-Birth Certificate - Translated (issued by a Civil Registrar)

OR

-Solemn Declaration of Birth

SOLEMN DECLARATION OF 1 YEAR NON FULL-TIME STUDIES

OR

3 CONSECUTIVE YEARS PROOF OF RESIDENCE IN QUÉBEC

REFUGEE WITH CSQ

NOTICE OF DECISION / AVIS DÉCISION Form

Certificate of Selection of Québec (CSQ) category 'R8' or 'RA'

-Birth Certificate - Translated (issued by a Civil Registrar)

OR

-Solemn Declaration of Birth

CANADIAN CITIZEN WITH CSQ

Canadian Citizenship Card or Form (front & back)

-Birth Certificate - Translated (issued by a Civil Registrar)

OR

-Solemn Declaration of Birth

Certificate of Selection of Québec (CSQ)

CANADIAN CITIZEN WITHOUT CSQ

Canadian Citizenship Card or Form (front & back)

-Birth Certificate - Translated (issued by a Civil Registrar)

OR

-Solemn Declaration of Birth

SOLEMN DECLARATION OF 1 YEAR NON FULL-TIME STUDIES

OR

3 CONSECUTIVE YEARS PROOF OF RESIDENCE IN QUÉBEC

BORN IN CANADA (in another province, NOT QUÉBEC)

Canadian Birth Certificate (long form) **showing full name of parents*

SOLEMN DECLARATION OF 1 YEAR NON FULL-TIME STUDIES

OR

3 CONSECUTIVE YEARS PROOF OF RESIDENCE IN QUÉBEC

BORN IN QUÉBEC

Québec Birth Certificate (long form) **showing full name of parents*

ADMISSION REQUIREMENTS

* Only applicable to programs listed below

ACCOUNTING / SECRETARIAL / SALES REPRESENTATION

BORN OUTSIDE OF CANADA

-High school diploma or higher education from country of origin Academic

transcript showing successful completion of high school or higher MEES or -

EMSB equivalency of SEC IV or higher

-General Development Test (GDT)

-General Development Test (GDT) & Specific Pre-Requisites (SPR)

BORN IN ANOTHER PROVINCE OF CANADA

High school diploma from any province

School transcript showing successful completion of high school or higher

education School transcript showing successful completion of SEC IV

English, French & Math MEES or EMSB equivalency of SEC IV or higher

General Development Test (GDT)

General Development Test (GDT) & Specific Pre-Requisites (SPR)

BORN IN QUÉBEC

Diploma (DES)

Résumé de notes (MEQ) with a mention of (DES)

Résumé de notes (MEQ) with a mention of (SEC IV, English, French & Math)

MELS Equivalency of SEC IV or higher General Development Test (GDT)

SALES REPRESENTATION

ALL APPLICANTS

Persons who hold a DVS will be granted recognition of equivalent learning

CV/Résumé showing practicing of an occupation related to the program of

LIST OF DOCUMENTS RECOGNISED BY THE MEES AS PROOF OF RESIDENCE

PROOF OF RESIDENCE

Due to MEES requirements, for all new admissions and registrations in a school organization or when changing information regarding residence address, the student must present two (2) proofs of residence to the school. Here is the list of accepted documents. You must present one piece from each category below. If in doubt, contact the school.

During the official registration period: Indicate your new address on the registration form.

If you move once in a program: Use the change of address form and/or the appropriate statutory declaration, if applicable. Contact the school for more information.

ONE OF THE FOLLOWING DOCUMENTS FROM CATEGORY 1

- lease
 - owner's letter/ deed of purchase
 - a solemn declaration by the owner or tenant, signed and dated, of the person who signed the lease, certifying that the student lives at the address indicated, if no other document is available.
- ❖ IF a student cannot provide a lease or proof of home ownership, they must fill out a 'Solemn Declaration' attesting to their address of residence and it must be signed by a Commissioner of Oath.

AND

ONE OF THE FOLLOWING *DOCUMENTS FROM CATEGORY 2

- ◆ *on which the person's name and address in Québec appears.

Documents issued by the Québec Government:

- Québec driver's license or change of address notice from SAAQ;
- school or municipal tax account;
- RL-4 property tax statement;
- notice of child support payment from the 'Régie des rentes du Québec (RRQ)';
- notice of assessment from Revenu Québec (RQ);
- employment record (relevé 1).

Other supporting documents:

- bill or statement from a telephone, electricity, gas, or cable company, etc.;
- proof of home insurance;
- Québec bank account statement or credit card statement;
- *any other document of the same nature.*

In case of doubt or in special situations, please contact ACCESS at (450) 676-1843 ext. 7425