



Commission scolaire  
de la Rivière-du-Nord

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# WELCOME GUIDE

## FOR FOREIGN STUDENTS

YOUR VOCATIONAL TRAINING PROJECT  
IN QUEBEC

August 14, 2018

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## INTRODUCTION

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You will find this to be a useful guide as you begin your project to take vocational training in the province of Quebec, Canada. It will serve as a reference throughout the various stages of the process, and will indicate the sequence of steps to follow, provide necessary information and Internet links, and refer you to appropriate resources.

More detailed information on the main steps to follow is provided on subsequent pages in the following order:

- Step 1** Information on vocational studies programs
- Step 2** Academic record evaluation, conditional acceptance application, and letter of acceptance
- Step 3** Obtaining the Quebec Acceptance Certificate (CAQ)
- Step 4** Obtaining a Canada study permit and a work permit for the training internship
- Step 5** Formal acceptance

We will be happy to guide you through these steps. On the following page, you will find the contact information of resources persons in the vocational training centres.

## STEP 1 INFORMATION ON VOCATIONAL STUDIES PROGRAMS

The website of the Commission scolaire de la Rivière-du-Nord (CSRDN) contains a wealth of information on our vocational training centres, on the various study programs, and on the services provided in the centres.

To access all of the necessary information, visit the CSRDN website at <http://www2.csrdsn.qc.ca/parcours-scolaire/formation-professionnelle>.

The following is the contact information of the resource persons you can reach in the training centres:

### **Marie-Hélène Goulet**

*Guidance Counsellor*

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Canada J5L 2P4



## STEP 2 ACADEMIC RECORD EVALUATION, CONDITIONAL ACCEPTANCE APPLICATION, AND LETTER OF ACCEPTANCE

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### 2.1 Academic record evaluation

You must provide the training centre with all of the following documents: copies of diplomas, certificates, certifications, student report cards or academic transcripts, a copy of your birth certificate, and a copy of your passport. For this step, the original documents are not required. Refer to the first page of this Guide for the contact information of the guidance counsellors and their respective centres.

Your academic record will be assessed based on the documents you provide to the training centre.

**Based on the documents received**, there are two possible outcomes.

- Your academic record will be assessed in a single step (preliminary verification). Some official school documents from foreign countries are recognized for the purposes of admission to vocational training. A preliminary verification will be done and if your official school documents are recognized, you will be notified. It will not be necessary to carry out a comparative evaluation of studies completed outside Quebec, and you can then go to the admission application step.

OR

- If, following the preliminary verification, your official school documents are not recognized, you will have to submit a request for a comparative evaluation of studies completed outside Quebec in order to be officially admitted into a vocational training program in Quebec.

Fees are charged for this evaluation.

After your file is processed, the Department of Education will issue a comparative evaluation of studies completed outside Quebec, which you must provide to the vocational training centre in order to proceed to subsequent steps in the process.

To access all of the necessary information and submit a request for a comparative evaluation of studies completed outside Quebec, go to the Government of Quebec website at:

<http://www.immigration-quebec.gouv.qc.ca/working-quebec/comparative-evaluation/submitting-request/index.html>

## 2.2 Application for admission

From the website of the training center that offers the study program that interests you, find the [AdmissionFP](#) link to complete your online admission application (or click directly on it).

From this site, choose the program you wish to take and follow the steps indicated for you. You must send a copy of the completed form to the training centre by email or by regular mail.

Refer to the first page of this Guide for the contact information of the guidance counsellors and their respective training centres.

Note that your acceptance will be conditional upon your providing the training centre with the documents required in Steps 3 and 4, as well as all original documents requested, which are listed in the checklist in Appendix 2 of this Guide.

## 2.3 Letter of acceptance

If, following the evaluation of your academic record and application for admission, your file is complete and in compliance with the conditions for admission, the training centre will send you a letter of acceptance. For this step, some documents must be **certified true** copies of the originals. To be certain that you have provided the training centre with all of the necessary documents, refer to the checklist in Appendix 1.

Note that in order to be able to complete Steps 3 and 4, i.e., the Quebec Acceptance Certificate (CAQ) application and the Canada study permit application, you must have in your possession the letter of acceptance issued by the training centre that you will be attending.

## STEP 3 OBTAINING THE QUEBEC ACCEPTANCE CERTIFICATE (CAQ)

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In order to study in Quebec, you must have previously obtained a certificate called the *Certificat d'acceptation du Québec* (Quebec Acceptance Certificate).

To access all of the necessary information and submit an application for a Quebec Acceptance Certificate, go to the Government of Quebec website at:

<http://www.immigration-quebec.gouv.qc.ca/fr/immigrer-installer/etudiants/obtenir-autorisations/certificat-acceptance/index.html>

If you already have a Quebec Acceptance Certificate, make sure that it corresponds to the sequence of instruction and the study program you wish to take. If the Quebec Acceptance Certificate specifies a sequence of instruction (university or colleges courses, or elementary or secondary school courses) and a study program, the holder of the Quebec Acceptance Certificate must comply with these conditions.

If a student changes the sequence of instruction or switches to another study program that is shorter than what was initially authorized, he or she must submit a request to have changes made to his/her Quebec Acceptance Certificate.

As soon as you receive your Quebec Acceptance Certificate, you must provide it to the training centre in order to complete your admission process.

## STEP 4 OBTAINING PERMITS

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### 4.1 Obtaining Canada study permits

In addition to the Quebec Acceptance Certificate (CAQ), foreign students must apply for a study permit before coming to Canada. Obtaining a CAQ is a prerequisite to obtaining a Canada study permit.

To access all of the necessary information and submit your application for a study permit, go to the Government of Canada website at:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit.html>

If you already have a study permit, make sure that it corresponds to the sequence of instruction and the study program you wish to take. If the study permit specifies a sequence of instruction (university or colleges courses, or elementary or secondary school courses) and a study program, the holder of the Quebec Acceptance Certificate must comply with these conditions.

If a student changes the sequence of instruction, he or she must submit a request to have changes made to his/her study permit.

When you arrive in Canada and have your Canada study permit in your possession, you must provide it to the training centre in order to complete your admission process.

### 4.2 Obtaining a work permit for the training internship

When you complete the application for a study permit, you will also have to fill out a section where you are asked if you have to participate in an on-the-job training internship. The majority of vocational training programs include an on-the-job training internship. This information will be specified in your letter of acceptance provided by the vocational training centre. When you complete this section when applying for a study permit, you will be issued the necessary work permit at the same time so as to be able to do your training internship.

To access all of the necessary information, go to the Government of Canada website at:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>



## STEP 5      FORMAL ACCEPTANCE

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Since obtaining the Quebec Acceptance Certificate and a study permit can take several weeks, it is important to note that your acceptance is pending and that it is conditional upon obtaining these two documents as well as your immigration documents (documents given to you when you arrive in Canada). It is your responsibility to send all the **original** documents (see Appendix 2 in this Guide) to the training centre as soon as you have them in your possession. This is the last step in the process of your formal acceptance.

The training centre will then inform you of the orientation procedures. You will be summoned to a payment and information session.

To obtain additional information at any time during the admission process, contact the guidance counsellor at the training centre offering the study program that interests you. See the contact information in Step 1 of this document.

## APPENDIX 1 LETTER OF ACCEPTANCE CHECKLIST

So that the vocational training centre can produce a letter of acceptance, which you need in order to obtain a Quebec Acceptance Certificate and a Canada study permit, you must provide the following documents:

<input checked="" type="checkbox"/>	<b>LIST OF DOCUMENTS (COPIES) REQUIRED</b>
	A copy of the AdmissionFP application form*
	A copy of the comparative evaluation of studies completed outside Quebec OR <b>Certified true copies of the originals</b> of the student's diplomas or report cards and academic transcripts*
	A <b>certified true copy of the original</b> birth certificate*
	Copy of passport

\*You must provide the originals of these documents in order to be formally accepted.  
See Appendix 2.

## APPENDIX 2 FOREIGN STUDENT FORMAL ACCEPTANCE CHECKLIST

To be able to complete the admission process, you must provide the following **original documents**:

<input checked="" type="checkbox"/>	<b>LIST OF REQUIRED ORIGINAL DOCUMENTS</b>
	AdmissionFP application form
	Comparative evaluation of studies completed outside Quebec or student's diplomas or report cards and academic transcripts
	Birth certificate translated into French or English
	Quebec Acceptance Certificate (CAQ)
	Canada study permit
	Work permit for training internships
	Proof of health and hospitalization insurance
	Immigration documents received upon your arrival in Canada

## APPENDIX 3 PROOF OF YOUR FINANCIAL CAPACITY

To obtain a Quebec Acceptance Certificate (CAQ) and a Canada study permit, you must demonstrate that you have sufficient financial resources to cover the costs of your training in Quebec.

### 1. Tuition fees

The financial capacity you need to demonstrate must include your tuition fees, which consist of two types of fees:

#### A) *Tuition fees*

Depending on the study program, tuition fees can vary significantly, depending on the length of training and necessary equipment. For example, the tuition fees for the *Vente-conseil* (Come Study in Quebec) program are approximately \$8,000, while the fees for the *Mécanique de véhicules lourds routiers* (heavy road vehicle mechanics) program are approximately \$35,000. Contact the vocational training centre for more detailed information.

#### B) *Other education-related fees*

Depending on the study program, in addition to tuition fees, all students must pay additional education-related fees, such as fees for work clothes or safety shoes, exercise books or mandatory equipment for the course. These fees may vary between \$150 and \$600 for the duration of the training. Contact the vocational training centre for more detailed information.

### 2. Transportation costs

The financial capacity you need to demonstrate must include your transportation costs (round-trip travel from your home country).

### 3. Settling-in costs

The financial capacity you need to demonstrate must include your settling-in costs (C\$500) for your first-year stay in Quebec.

#### **4. Living expenses**

The financial capacity you need to demonstrate must include your living expenses for the duration of your stay.

To access all of the necessary information, including estimates of living expenses that will help you plan for expenses related to your stay in Quebec, go to the Government of Quebec website at:

<http://www.immigration-quebec.gouv.qc.ca/fr/immigrer-installer/etudiants/obtenir-autorisations/conditions-requises/capacite-financiere.html>

#### **5. Cost of health and hospitalization insurance**

The financial capacity you need to demonstrate must include the cost of health and hospitalization insurance for you and members of your family accompanying you (between C\$600 and C\$1,000 per year for a single person).

In Quebec, all foreign students must have health and hospitalization insurance for themselves and dependents accompanying them, and must maintain this insurance for the duration of their studies. You will be asked to provide proof of insurance.

To access all of the necessary information and take out health and hospitalization insurance, go to the Government of Quebec website at:

<http://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students/temporary-settlement/health-insurance.html>

#### **6. France-Quebec agreement**

Quebec and France signed an agreement regarding the tuition fees of French students in the province. As a result of this initiative by the two governments, French students pay no tuition fees for vocational and technical training.