



## 2023-2024 Study Abroad Program Admissions Information and Instructions

### **Before you Apply**

#### **STEP 1:**

Express your intent to submit an online application to one of our programs to your home university. Complete the four following forms:

1. ***Consent for Release of Official Document***
2. ***Protection of Personal Information and Consent***
3. ***Formulaire de Consentement au Transfert de Données à Caractère Personnel***
4. ***Permanent Code Data Form***

Send them via email to [studyabroad.scs@mcgill.ca](mailto:studyabroad.scs@mcgill.ca) with the subject line *2023-2024 Study Abroad Forms*

- a. Complete the form entitled ***Consent for Release of Official Document and Sharing Information*** so that we may communicate with your Home University Representative (e.g. International Relations Coordinator) about your academic record, including your student accounts and disciplinary record, during the application process and throughout your studies at McGill. Do not forget to sign and date the form in the student's signature section. Please note that if you are under 18 years old, your parent or legal guardian must also sign the form.
- b. Complete and sign the ***Protection of Personal Information and Consent*** form as well as the ***Formulaire de Consentement au Transfert de Données à Caractère Personnel***. These two forms serve to authorize your institution to share personal information with McGill School of Continuing, as well as to authorize McGill School of Continuing Studies to treat the personal data in your student file under the regulations, policies and laws set out by Quebec and Canada, as opposed to those set by your home country.
- c. ***Permanent Code Data Form***  
The Quebec Permanent Code is a Government identification number issued by the Quebec Ministry of Education (Ministère de l'Éducation, de l'Enseignement Supérieur et de la Recherche, i.e. MEESR). It is a unique code assigned by MEESR to all students who attend an educational institution in Quebec regardless of where they come from and regardless of their residency status. Note: If you do not have a permanent code and/or McGill ID number, please leave those fields blank, but you must still complete the rest of the form.

## How to Apply

### STEP 1:

#### Submit an Online Application

You will need to apply online at

[https://horizon.mcgill.ca/pban1/hzskalog.P\\_DISPLANGUECHOICE](https://horizon.mcgill.ca/pban1/hzskalog.P_DISPLANGUECHOICE)

Once you have done so, you will need to ensure all official documents are sent directly to McGill's School of Continuing Studies by the issuing institutions.

**\* Please note that the application fee of \$98.43 (CAD) must be paid with a valid credit card.**

### After Submitting your Online Application

[As soon as you apply online, you will receive an email from McGill's School of Continuing Studies Admissions Office giving you detailed information regarding your application file.](#)



<p>Applicants to Law and Post-Graduate Dentistry programs should use our new system at: <a href="https://future.mcgill.ca/apply">https://future.mcgill.ca/apply</a></p>	<p>Les candidats au droit et à la médecine dentaire post-universitaire doivent utiliser notre nouveau système à <a href="https://future.mcgill.ca/apply">https://future.mcgill.ca/apply</a></p>
<h3>Application for Admission</h3>	<h3>Demande d'admission</h3>
<p>McGill, a world-renowned university in a dynamic city! Your application for admission starts here.</p>	<p>McGill, une université reconnue mondialement dans une ville dynamique ! Votre demande d'admission commence ici.</p>
<p><b>Apply now.</b></p>	<p><b>Transmettez votre demande dès maintenant.</b></p>
<p>For information on general admission and documentation requirements, please consult <a href="http://www.mcgill.ca/applying">www.mcgill.ca/applying</a>.</p>	<p>Pour obtenir des renseignements sur les critères d'admission et les documents exigés, consultez le site <a href="http://www.mcgill.ca/applying">www.mcgill.ca/applying</a>.</p>
<p>In order to complete the application, you will need:</p> <ul style="list-style-type: none"><li>■ a valid email address</li><li>■ a valid credit card (Visa, MasterCard or American Express)</li></ul>	<p>Pour présenter une demande, vous devez avoir :</p> <ul style="list-style-type: none"><li>■ une adresse de courriel valide</li><li>■ une carte de crédit valide (Visa, MasterCard ou American Express)</li></ul>

#### Reminder of required supporting documentation

- Undergraduate-level students:* Applicants that are 18-21 years of age must provide **transcripts** showing 1-year of university-level studies in a program. Applicants older than 21 years of age are considered mature students.
- Graduate-level students:* All **transcripts** must be submitted (e.g. If you are applying to a graduate program, we are assuming that you successfully completed an undergraduate-level program” or equivalent). Therefore, we must receive the grades per semester that led to the completion of your degree as well as proof of degree completion (**diplomas**).
- English proficiency test.** The result should be sent by the parent organization administering the test directly to McGill University.
- Photocopy of the **photo and information pages of your passport**  
*Note:* Upon your arrival, we will require a copy of the stamped page in your passport at the point of entry into Canada. Once we finalize your registration, we will send you an email about administrative procedures that you will need to carry out upon arriving at McGill.

Should you have any inquiry you may send an email to [studyabroad.scs@mcgill.ca](mailto:studyabroad.scs@mcgill.ca)



## Consent for Release of Official Documents and Sharing of Information

### Student information (please print)

McGill ID (if available):	
Name (last, first):	
Former name, if applicable (maiden, etc.):	
Date of birth:	
Phone number:	
Email address:	
Mailing address:	

### Consent

In accordance with the Quebec Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information, McGill University is required to protect the privacy of personal information relating to current and former students. Requests for the release of personal information must be accompanied by a signed consent from the individual.

I, (please print) \_\_\_\_\_, authorize McGill University to release my personal information as defined below to the Home University Representative listed below.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by Parents/Legal Guardians of students under the age of 18:

Parent's/Guardian's name (please print): \_\_\_\_\_

Parent's/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Documents and information covered by this consent form:

- Official Transcript
- Any communication, in any form, pertaining to my academic, financial or disciplinary records.

### Home Institution Representative (please print)

Name (last, first):	
Phone number:	
Fax number (if available):	
Email address	
Mailing address	

*McGill University will not issue partial transcripts. Transcripts will not be issued if you have a "hold" on your record for non-payment of fees/fines. Normal processing time is 5 to 7 working days. Delays may occur for archived records (pre-1972 or pre-1986 for Continuing Education) and during peak periods. Students are responsible for ensuring that requests are submitted well in advance of deadline dates. McGill University is not responsible for transcripts lost or delayed in the mail.*

**PROTECTION OF PERSONAL INFORMATION AND CONSENT**

McGill University wishes to inform any student who takes part in an academic activity under of the agreement between McGill and their home university (the "Agreement") as follows:

1. McGill will obtain and collect personal information about you in order to register you.
2. The personal information held and collected by McGill may include, but is not limited to, your first and last name, country of residence, student number, contact information, curriculum and academic record, and academic results ("Personal Information").
3. This Personal Information is collected and held in McGill's databases and will not be shared with third parties (i.e. outside of McGill) unless you consent to it or less than required or permitted by the law applicable in Québec.
4. Only McGill staff who need to deal with this Personal Information in connection with the execution of this Agreement will have access to your Personal Information.
5. You have a right of access and rectification to your Personal Information.
6. Your Personal Information will be held in perpetuity by McGill unless a change of direction is made by McGill in the future.
7. You have the right not to consent to this annex, but in this case, it will not be possible to register with McGill under the Agreement.

I, \_\_\_\_\_, the undersigned acknowledges having read the terms and conditions of the protection of my Personal Information and agrees to be bound by it. I consent to disclose my Personal Information in these conditions. I understand that this consent cannot be revoked except in time to cancel my registration with McGill under this Agreement, that is, before McGill has obtained my Personal Information.

**Surname and first name of the student**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Signed at** \_\_\_\_\_ **Date** \_\_\_\_\_

**FORMULAIRE DE CONSENTEMENT AU TRANSFERT DE DONNÉES À  
CARACTÈRE PERSONNEL ENTRE MON UNIVERSITE D'ORIGINE ET  
L'UNIVERSITE MCGILL**

Je soussigné(e)

\_\_\_\_\_ ,

Étudiant(e) d' \_\_\_\_\_ donne mon consentement à ce que \_\_\_\_\_ puisse transmettre les données à caractère personnel me concernant et nécessaires au suivi de mon cursus auprès de l'Université McGill établie au Canada.

Je suis informé(e) que ce transfert peut comporter des risques pour moi en raison d' \_\_\_\_\_ en cette décision d'adéquation et de garanties appropriées entre l'Union européenne et le Canada.

Ces risques portent notamment sur :

- L'usage interne que l'Université McGill fera de mes données à caractère personnel à l'issue de mon passage dans leurs locaux;
- La durée de conservation des données à caractère personnel,
- La transmission à des tiers de l'Université McGill

Je note par ailleurs que si je constatais une mauvaise utilisation de mes données à caractère personnel, je peux consulter le site canadien : <https://www.priv.gc.ca/fr/signaler-un-probleme/>

Fait à \_\_\_\_\_

le: \_\_\_\_\_

Pour faire valoir ce que de droit,

Signature de l'étudiant(e) :

\_\_\_\_\_



**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.

**McGill Student Number/Numéro de matricule McGill**

**E-mail address/courriel**

**2**

**3 Legal Last Name/ Nom légal**

**4 Legal First Name/Prénom légal**

**5 Date of Birth / Date de naissance**

**Sex/Sexe (M/F)**

Year/Année	Month/Mois	Day/Jour
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**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:**

ARR/January 2005 V7

**UNIVERSITY SIGNATURE:**

**DOCUMENT:**