

Preparing your RAC Application – Information Document

Application to the College

A College can only deliver RAC for a program it offers and only if the student is registered in the program. Therefore, before we can consider you as a RAC candidate, you must first be admitted to the College for the program of study for which you wish to request RAC.

PROCEDURES FOR APPLICATION

Contact the Continuing Education Office at 450-672-7364 to make an appointment for admission to the RAC program.

Monday to Friday 10:00 a.m. to 4 p.m.

Monday to Thursday 6:00 p.m. to 7:30 p.m.

1. Birth Certificate and Legal Status Documents:

Depending on your situation, provide original documents from one of the categories below at the time of your appointment:

A. You were born in Quebec:

- A birth certificate which includes your place of birth and your parents' names.

Note: To obtain the authentic certificate issued by the Québec *Direction de l'état civil*, call 514-864-3900 or 1-800-567-3900.

B. You were born in another Canadian province:

- A birth certificate which includes your place of birth and your parents' names (if your birth certificate doesn't indicate your parent's names, please provide us with this information in a note).
and
- Proof of Quebec Residence: your valid Quebec Medicare Card **or** your rental lease **or** your Property Tax bill.

C. You were not born in Canada, but you live here:

- Your Canadian Citizenship Card **or** your Permanent Resident (Landed Immigrant) Paper/Card **or** your Refugee Status Paper + a Valid Student Visa.
and
- Proof of Quebec residence: your CSQ (Certificate of Selection of Quebec) **or** your valid Quebec Medicare Card **or** your rental lease **or** your Property Tax bill.

2. Academic and Training Records:

The following documents can be used for the recognition of acquired competencies.

Education credential evaluation report (avis d'équivalence d'études) from the MICC (Ministère des Affaires internationales, de l'Immigration et des Communautés culturelles)

If you have not obtained this evaluation yet, we strongly recommend that you request it. Contact the MICC : telephone : 514 864-9191 or 1 877 864-9191. Courriel : renseignements@micc.gouv.qc.ca Maximum delay: 45 days.

Education Transcripts

Bring **official transcripts** from all the institutes that you have attended.

Diplomas

Bring your original diplomas.

Training and other Certifications

Bring documents attesting to any training sessions you have attended and/or documents providing proof of certifications you may have.

3. Curriculum Vitae (CV):

You must provide us with an up-to-date, detailed, and typed CV/resume outlining your education and work experience. You should be precise when describing your work experience and you should include a detailed description of your tasks for each position.

4. Attestation of Work Experience and of Volunteer Work

If you are currently working, provide us with an attestation of work experience indicating your job title, start date, the number of hours per week, as well as a brief description of your tasks and responsibilities. If this is not possible, provide any other proof of employment (pay stubs, etc.).

If you already have letters of attestation of work experience or of volunteer work, you should bring them with you as well.

5. Any other Supporting Documents

Bring with you any other documents you deem pertinent to the process.

Once you have submitted your application and all the supporting documents, you will be given an appointment with a RAC Advisor to open your RAC dossier.