

CEGEP APPLICATION GUIDELINES

1. CEGEP Open Houses!!

VANIER COLLEGE	Saturday, February 4 th , 12 PM to 4 PM
JOHN ABBOTT COLLEGE	Wednesday, January 25 th , 6 PM to 8:30 PM
DAWSON COLLEGE	Wednesday, February 1 st , 4 PM to 7:30 PM
MARIANOPOLIS COLLEGE	Monday, January 30 th , 4 PM to 7:30 PM
CHAMPLAIN ST LAMBERT	Thursday, February 2 nd , 7 PM to 9 PM

2. Application Process

- **SRAM (John Abbott College and Vanier)**

You must use the **SRAM application system** to apply to John Abbott, Vanier, Champlain Lennoxville, Heritage, as well as a number of francophone institutions. The SRAM system is available online at <http://sram.omnivox.ca> and begins accepting applicants as of January 12th.

The **Table of Available Programs Admission Fall 2017** pamphlet describes the process.

The SRAM site allows you to complete a **simulation** before actually applying. This is a useful exercise prior to filling out an application. Please be sure to complete a real application following the simulation.

Once your application is complete be sure to **confirm your application and print your transaction number**. Your transaction number will allow you to check the **status of your application (i.e. whether or not you are accepted)**. The site will indicate whether or not you need to submit any documentation. Submit any outstanding documents immediately by uploading them onto the SRAM site.

You must pay the application fee of 30\$ - you can pay by credit card online (Master Card or Visa) or send in a **certified cheque** or **money order**. Payment must arrive on time or the application will be considered late.

You may **only apply to one CEGEP on this system and for one program in Round 1**. If you are turned down for this choice, you will then have a chance to apply for a program which still has room in it in Round 2. The deadline for the second round is in April. **If this happens, please see a guidance counsellor ASAP!**

- **The Common Application System (Dawson and Champlain St. Lambert)**

Dawson College and Champlain St. Lambert use the Common Application which can be accessed on the following website: <http://commonapplication.gc.ca> or through each individual CEGEP's website. **The site includes a simulation which you can use to practice before filling out an actual application.**

On the application you must indicate a first and second choice of CEGEP and program. You may choose the same program at two different CEGEPs or two different programs at the same school or two different programs at two different schools. Your first choice school/program should have the higher entrance requirements i.e. Health Science at Dawson as a first choice and Social Science at Dawson as a second choice—not the other way around! If your first choice of CEGEP and program turns you down, your first choice school/program will pass your application on to your second choice. **However, there is no guarantee that there will still be room in the program of your second choice at that point. In order to maximize your chances of being accepted, be certain that you meet the entrance requirements of your first choice school/ program.**

The following documents are required and must arrive on time:

1. a photocopy of your birth certificate
2. proof of Canadian citizenship or permanent resident status **if born outside Canada**
3. application fee of 30\$ - you can pay by credit card online (Master Card or Visa) or send in a **certified cheque or money order.**

- **Marianopolis College**

You may apply directly to Marianopolis College. Go to www.marianopolis.edu to fill out an application form.

The following documents are required:

1. a photocopy of your birth certificate
2. proof of Canadian citizenship or permanent resident status if born outside Canada
3. application fee of 50\$ - you can pay by credit card online (Master Card or Visa) or send in a certified cheque or money order.

Important: Please review specific program application requirements to determine whether a letter of intent needs to be included with your application.

- **GENERAL INFO**

The application systems are NOT first come first serve: all applications that arrive by the March 1st deadline are considered equal. You must apply ONLY to programs for which you meet the cut-off averages and have ALL the prerequisites for. If not, you will be refused. Cut off average information is available in the guidance office or by speaking to a CEGEP representative at an information evening.

The deadline to apply is March 1st. Any supporting documents must be submitted by that date. Do not wait until the last minute to apply. Late applications (i.e. those that arrive after March 1st or remain incomplete as of March 1st) will only be processed **after** all on-time applications.

Please note that your **permanent code** appears on your report card and Releve d'Apprentissage (you will be asked for this code when applying—it is **not** your Medicare Card number).

If you are asked for a **letter of intent**, you may visit the guidance office for assistance on how to write one—these letters can be uploaded electronically on SRAM but must be mailed for the CAS schools.

Do not wait until the last minute if you need to obtain a copy of your Releve d'Apprentissage from Wendy in the Guidance Office. There will be a charge of \$2.00 for each photocopy of your Releve d'Apprentissage.

A student who is not offered a CEGEP spot by June has a number of options including Adult Education (Place Cartier) and Continuing Education (evening classes) in CEGEP. Please see Ms. Fuga, Ms. Caspin, or Mr. Deschamps for more information.

There are Chromebooks set up in the guidance office for you to use to apply to college!! You are welcome to use them any day during lunch. A member of the guidance team will be there to help you as of January 16th!

3. **Reminder:** Ms. Fuga and Mr. Deschamps are also available by email at mfuga@lbspb.qc.ca or rdeschamps@lbpearson.ca for application related questions. You may also fill in an appointment form to meet with a counsellor individually. Finally, Christine Brizard has joined the guidance team as a guidance intern. She will be focusing on career counselling. Her office is in guidance near Ms. Fuga's office.