MON PROJET Québec

A GUIDE to Submitting an Application for a Certificat de sélection du Québec

Regular Program for Skilled Workers



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Useful information about this Guide and Mon projet Québec

The words in green refer to the various features in **Mon projet Québec** (buttons, fields, pages, etc.).

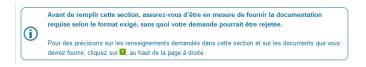
To help you through the process, each step will be explained.

In Mon projet Québec, the word *vous* (*you*) refers to the person for whom the information is being provided. For example, if, as the principal applicant, you are completing the page Renseignements sur l'identité for your spouse, the word *vous* (*you*) used in the statements on this page refers to your spouse.

It is important that you answer the questions in French. If necessary, you can use an online translation tool like the ones found on the Internet to translate answers that must be entered in certain fields if they are short and simple, such as the name of your country of origin, your mother tongue or your professional title. However, we advise you to proceed with caution, since these tools sometimes provide incorrect translations.

You will often see the message below.

Before completing this section, make sure you are able to provide the necessary documentation in the required format, otherwise your application will be rejected.



For more details about the information required in this section and to find out about the documents you must provide, consult the Foire aux questions (in French only) by clicking on the icon 12 at the top right of the page.

The icon gives you access, among other things, to the list of documents that you must submit in order to certify the information you have provided in your application for a Certificat de sélection du Québec.

To find out more about the pages Faire une demande, Mon Dossier, Mes documents and Mon compte, consult the FAQ (in French only) on any page that provides links in Mon projet Québec.

Applying for a Certificat de sélection du Québec

The next few pages will describe each of the steps you must follow in order to submit an application for a Certificat de sélection du Québec (Québec selection certificate), from the information on the identity of your family members to payment of your application fee. In order to submit an application, you must first create an account with Mon projet Québec and access it. To find out how to do this, consult Mon Projet Québec, A Guide to Creating and Managing an Account.

Note that in each section of Mon projet Québec, you must complete all fields marked with an asterisk (*).

1 After you have accessed your account, the page Historique de mes demandes will open. It provides the history of your applications.



2 Click on Faire une demande to fill out an application.



The page Faire une demande will open.



3 Click on COMMENCER to begin.



The page Exigences liées à la demande de Certificat de sélection du Québec will open. This page explains the application requirements.



- 4 Read the requirements. To read the English translation, go to Appendix D. If you wish, you can consult the preliminary immigration assessment (évaluation préliminaire d'immigration) and the list of the documents to support your Application for Selection Certificate (Documents à soumettre à l'appui de la demande de certificat de sélection), by clicking on the respective links to open them in a new window. Then, return to the page that describes the requirements and checkmark the box indicating that you have read and understood them (J'ai lu et compris les exigences). The button Continuer will appear in green at the bottom of the page.
- 5 Click on **CONTINUER** to continue.



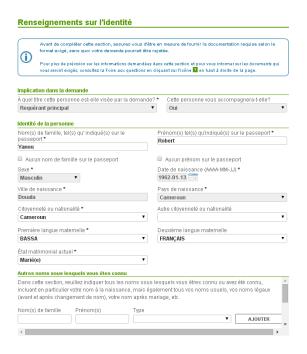
A message will appear.



The message asks you to make sure that your first and last names are entered exactly as they appear on your passport. After you have read the message, click on . The page on identity information (Renseignements sur l'identité) will open.

By default, some fields already contain information that you entered when you created your account. Among other things, you were given the title of principal applicant (Requérant principal). You must now complete all the mandatory fields.

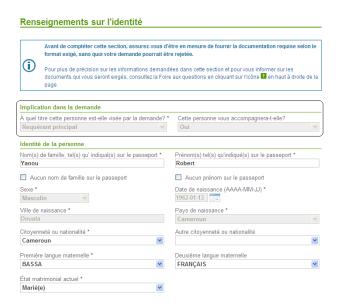
NOTE: The word *vous* (*you*) refers to the person for whom the information is being provided. For example, if, as the principal applicant, you are completing this page for your spouse, the word *vous* (*you*) used here refers to your spouse.



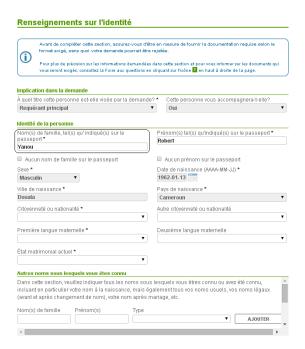
Once you have provided all of the necessary information on the principal applicant (that is, yourself), you can enter the information about your <u>family members</u>.

NOTE: Children who are 19 years of age or older and do not have any physical or mental disability must submit their own application for a Certificat de sélection du Québec. Moreover, children who are 19 years of age or older and are full-time students are not considered dependents and must therefore submit their own application.

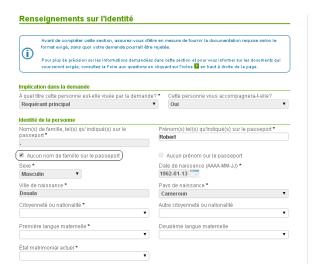
If you are the person who created the account, the content of the fields À quel titre la personne est-elle visée par la demande? (In what capacity in this person involved in the application?) and Cette personne vous accompagne-t-elle? (Is this person accompanying you?), in the zone on personal information, under Renseignements sur la personne, will appear in a shaded grey box. You cannot modify the content of these fields.



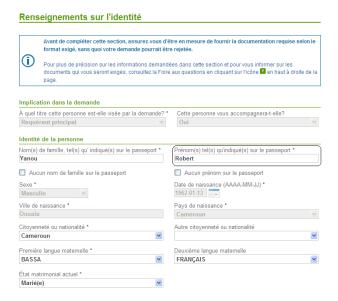
8 If you are adding a person to your application, enter this person's last names as they appear on their passport, in the field Noms de famille inscrits dans le passeport.



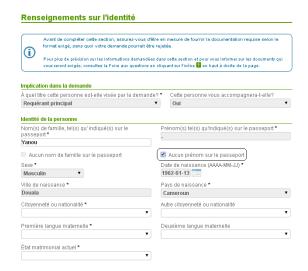
9 If there is no last name on the passport, checkmark the box Aucun nom de famille sur le passeport.



10 Then enter this person's first names as they appear on their passport, in the field Prénoms inscrits dans le passeport.



11 If there is no first name on the passport, checkmark the box Aucun prénom dans le passeport.



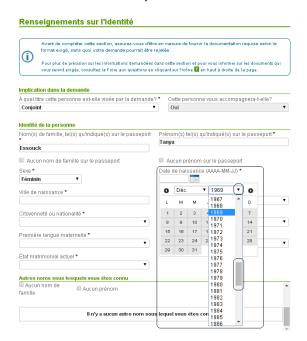
12 In the dropdown list Sexe, click on the dropdown button → and select Masculin (for a man or boy) or Féminin (for a woman or girl). For the principal applicant, the sex appears automatically.



Click on the icon to the right of the field for date of birth (Date de naissance) to open the calendar, and select the date of birth by following the steps described below. For the principal applicant, the date of birth appears automatically.
TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).



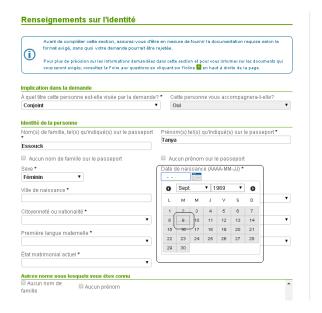
Click on the dropdown button → and select the year of birth. If necessary, use the cursor ■ to scroll down the list of years.



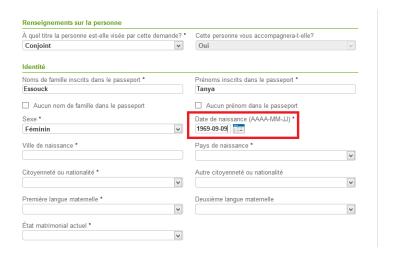
15 Click on the dropdown button → and select the month of birth.

Renseignements sur l'identité Pour plus de précision sur les informations demandées dans cette section et pour vous informer sur les doct vous seront exigés, consultez la Foire aux questions en cliquant sur l'icône 🚹 en haut à droite de la page. Implication dans la demande À quel titre cette personne est-elle visée par la demande? * Cette personne vous accompagnera-t-elle? Conjoint v Oui Identité de la personne Nom(s) de famille, tel(s) qu'indiqué(s) sur le passeport Tanya Aucun nom de famille sur le passeport Aucun prénom sur le passeport Date de naissance (AAAA-MM-JJ) * Féminin ▼ O Sept. V 1969 V O Jam's L Févr. V S D Avril 8 Mai 1 12 13 14 15 Julin 8 19 20 21 Julin 5 28 27 28 28 Sept. Ville de naissance * 4 5 8 7 1 12 13 14 8 19 20 21 5 26 27 28 Citoyenneté ou nationalité * Première langue matemelle * Oct. Nov. Déc. État matrimonial actuel * Autres noms sous lesquels vous êtes connu Aucun nom de famille

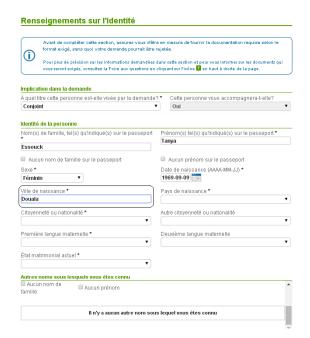
16 Select the day of birth.



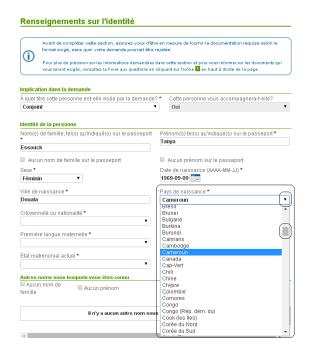
The calendar will close and the date appears in the date of birth field **Date de naissance**, as in the example below.



17 In the field Ville de naissance, enter the name of the city of birth.



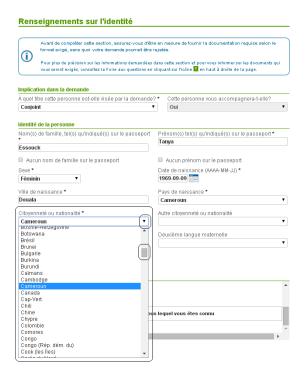
18 Under Pays ou territoire de naissance, click on the dropdown button → and select the country or territory of birth from the list. Use the cursor ■ to scroll down the list of countries and territories.



19 Under Citoyenneté ou nationalité, click on the dropdown button

and select the country that corresponds to your first citizenship or nationality. Use the cursor

to scroll down the list of countries and territories.

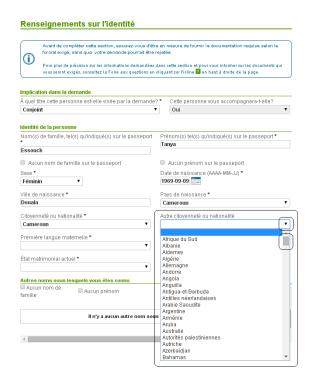


20 Under Autre citoyenneté ou nationalité, click on the dropdown button

and select the country that corresponds to your second citizenship or nationality, if applicable.

Use the cursor

to scroll down the list of countries and territories.



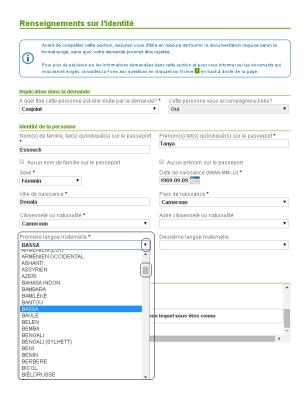
21 Under Première langue maternelle, click on the dropdown button

and select your mother tongue. Use the cursor

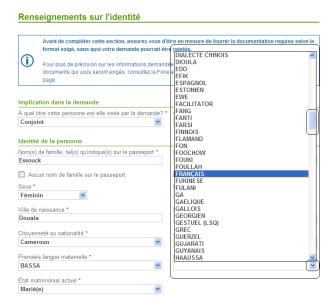
to scroll down the list of languages.

NOTE: If necessary, you can use an online translation tool like the ones found on the Internet to translate your mother tongue into French. However, we advise you to proceed with caution since these tools sometimes provide incorrect translations.

NOTE: In the context of your application for a Certificat de sélection du Québec, the Ministère considers it possible that you may have a second mother tongue. A second mother tongue means that you have a second language that you learned at an early age. This second mother tongue is not the same as a second language, which is a language that you learned outside the home, for example, at school or during a work program.



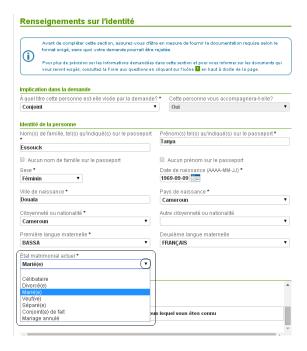
22 Under Deuxième langue maternelle, select your second mother tongue, if applicable.



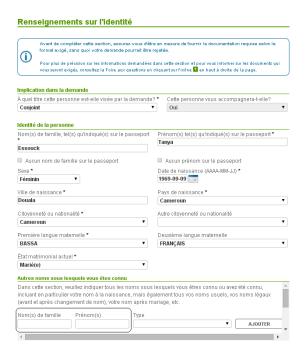
- 23 Under État matrimonial actuel, click on the dropdown button

 and select your current marital status. The choices, in order, are:
 - Célibataire (Single);
 - Divorcé ou divorcée (Divorced);
 - Marié ou mariée (Married);
 - Veuf ou veuve (Widowed);

- Séparé ou séparée (Separated);
- Conjoint de fait ou conjointe de fait (De facto spouse).

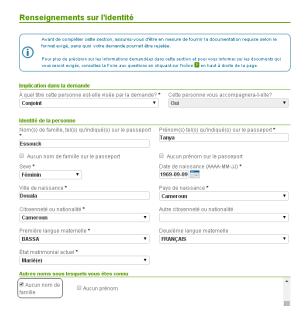


24 Under the heading Autres noms sous lesquels on vous connaît, if applicable, enter any of your other last names in the field Noms de famille, and any of your other first names in the field Prénoms.



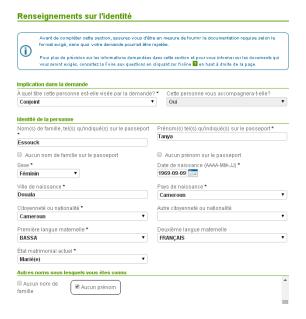
OR

If you do not have any other first or last names under which you are known, checkmark the box Aucun nom de famille.



AND/OR

the box Aucun prénom.

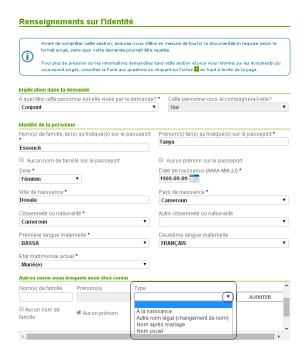


AND

Go to step 28.

25 If you are known under another name, click on the dropdown button <u>·</u> under Type, then indicate the other name under which you are known: your name at birth (nom

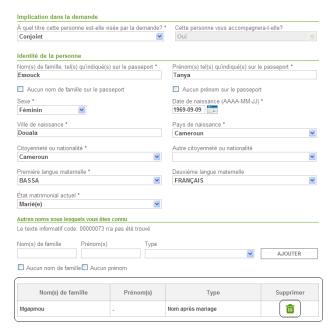
à la naissance), another legal name (following a name change) (autre nom légal - changement de nom), your name after marriage (nom après marriage) or your common name (nom usuel).



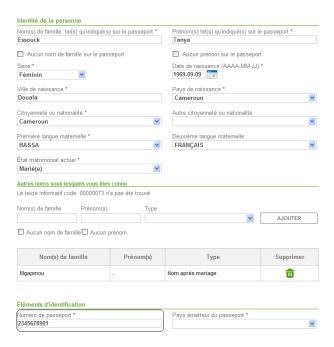
Click on Ajouter to add the name to the list of names under which you are known. If necessary, use the cursor ■ to scroll down the list.



To delete a name on the list, click on the icon to the right of the name you wish to delete.



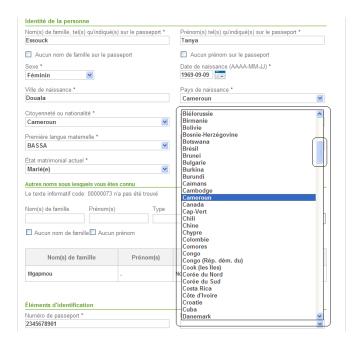
Under Renseignements complémentaires, in the field Numéro de passeport, indicate the passport number.



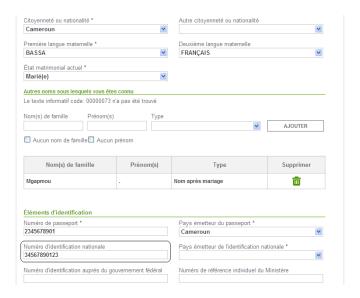
29 In the field Pays émetteur du passeport, click on the dropdown button

and select the country that issued the passport. If necessary, use the cursor

to scroll down the list of countries.



30 Under Numéro d'identification nationale, enter the national identification number.



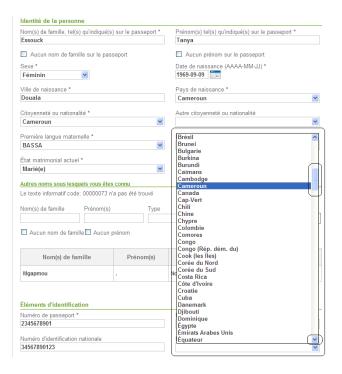
NOTE: The national identification number is a number used by a government to identify, in a unique way, each citizen and each permanent or temporary resident for administrative purposes in areas such as work, taxation, health, etc. This number sometimes appears on a government-issued card, such as a national identity card.

31 Under Pays ou territoire émetteur du numéro d'identification nationale, click on the dropdown button

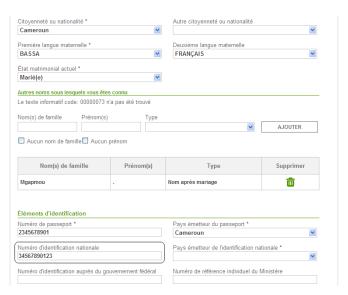
and select the country or territory that assigned the national identity number. If necessary, use the cursor

to scroll down the list of countries and territories.

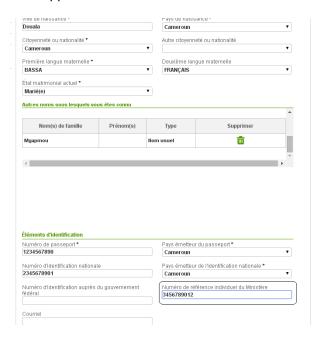
NOTE: If you do not know how the name of your country is written in French, you can use an online translation tool like the ones found on the Internet.



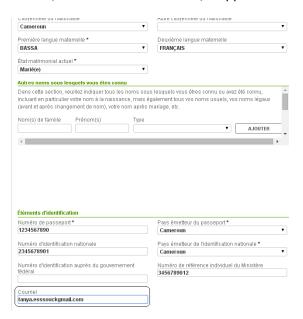
32 In the field Numéro d'identification auprès de Citoyenneté et Immigration Canada, enter your identification number with Citizenship and Immigration Canada, if you have one. This identification number may have been assigned to you when you applied for immigration to Canada.



33 If you were assigned an individual reference number by the Ministère de l'Immigration, de la Diversité et de l'Inclusion and you indicated it when creating your account, this number will appear in the field Numéro de référence individuel du Ministère. If you have not yet indicated your individual reference number, this field is active. It appears in white.



34 In the field Courriel, enter the email address, if applicable.



35 Under Demande antérieure rejetée pour renseignements ou documents faux ou trompeurs (Previous application rejected due to false or misleading information or documents), answer the question Le Ministère vous a-t-il déjà fait savoir, par une lettre de rejet, qu'il pourrait refuser de traiter vos demandes parce que vous avez

fourni un renseignement ou un document faux ou trompeur? (Has the Ministère ever informed you by letter that it could refuse to process your applications because you provided false or misleading information or documents?), by clicking on the dropdown button • and selecting Oui (Yes) or Non (No).

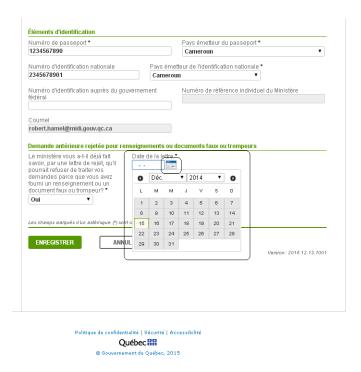


36 If you answered Non (No) in the preceding step, go immediately to step 40.

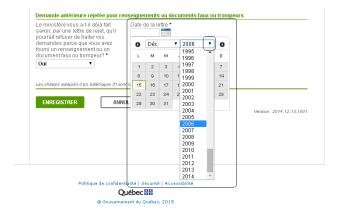
OR

If you answered Oui (Yes) in the preceding step, click on the icon to the right of the field Date de la lettre to open the calendar, then select the date.

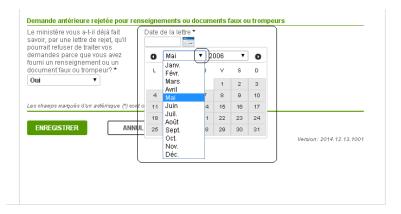
TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).



Click on the dropdown button ⋅ to the right of the year and select the year in which you received the letter. If necessary, use the cursor ■ to scroll down the years.



38 Click on the dropdown button • to the right of the month and select the month in which you received the letter.



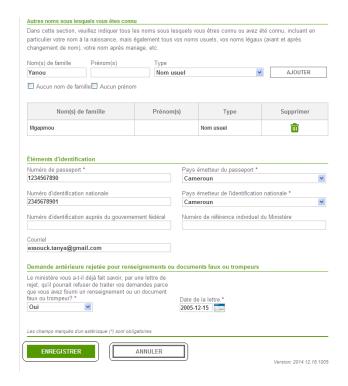
39 Select the day.



The calendar will close and the date appears in the field **Date de la lettre**, as in the example below.



40 To save the information you entered or selected, click on want to save it, click on In this case, the information entered will be lost.



If you click on enregistres, a confirmation message will appear.



OR

If there are any errors in the section, an error message will appear. Click on on ok.



AND

This will take you back to the page so that you can correct your errors (they will be indicated in red under the relevant fields). You must then save the information you changed.



41 Click on . The page Renseignements sur l'identité will open. This page contains the name of the person you just entered on your application.

NOTE: Each time you complete or validate a section or subsection on your application, a green circle with a checkmark will appear in front of this section or subsection at the left of the screen.



When you get to this step, you can:

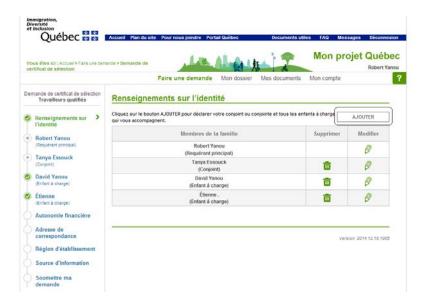
Complete the subsection that appears under the name of the person you just entered.

OR

Add other family members and then complete the subsections that will appear under each name once you have added all your family members.

For the purposes of this Guide, we have chosen to first add the other family members. If you would prefer completing the subsections immediately, go to the section <u>Current home address</u>. To see the list of subsections that are added in the different cases (principal applicant, spouse or dependent), go to <u>Sections to be completed</u>.

42 Click on _____ to add another family member.



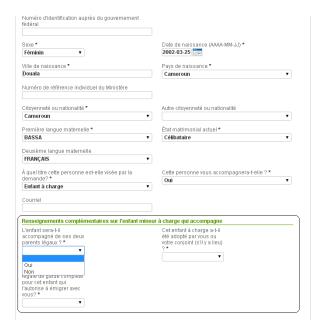
43 Proceed in the same manner as you did as in <u>step 7</u>. Continue in this way until you have added all of your family members.

NOTE: You must only enter the family members who will accompany you to Québec.

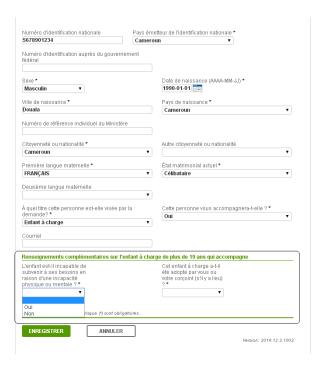
You will be asked specific questions about the dependent child, depending on if:

- he or she is a minor (under 19 years old) who will be accompanied by only one parent OR
- he or she is of adult age (19 years old or over) with a physical or mental disability.

If the child is under 19 years old and is accompanied by only one parent, you must answer the following questions: L'enfant sera-t-il accompagné de ses deux parents légaux? (Will the child be accompanied by both legal parents?); Cet enfant à charge a-t-il été adopté par vous ou votre conjoint ou conjointe (s'il y a lieu)? (Was this dependent child adopted by you or your spouse, if applicable?); Détenez-vous une preuve légale de garde complète pour cet enfant qui l'autorise à émigrer avec vous? (Do you have full legal proof that this child is authorized to emigrate with you?). To answer each of these questions, click on the dropdown button $\overline{}$ and select Oui (Yes) or Non (No).



If the child is 19 years old or over and has a physical or mental disability, you must answer the following questions: L'enfant est-il incapable de subvenir à ses besoins en raison d'une incapacité physique ou mentale? (Is the child unable to meet his or her needs due to a physical or mental disability?); Cet enfant à charge a-t-il été adopté par vous ou votre conjoint ou votre conjointe (s'il y a lieu)? (Was this dependent child adopted by you or your spouse, if applicable?). To answer, click on the dropdown button $\overline{}$ and select Oui (Yes) or Non (No).



Sections to be completed

You must complete the sections and subsections listed below.

For the principal applicant:

- Adresse du domicile actuel (Current home address)
- Diplômes (Diplomas)
- Parcours professionnel (Professional path)
 - Expérience professionnelle (Professional experience)
 - Profession ou métier envisagé au Québec (Profession or trade you plan to practise in Québec)
- Compétences linguistiques (Language proficiency)
 - Français oral (Spoken French)
 - Français écrit (Written French)
 - Anglais oral (Spoken English)
 - Anglais écrit (Written English)
- Historique des statuts (Status history)
- Séjours au Québec (Stays in Québec)
- Famille au Québec (Family in Québec)
- Demandes antérieures (Previous applications)
- Autonomie financière (Financial autonomy)
- Adresse de correspondance (Correspondence address)
- Région d'établissement (Settlement region)
- Source d'information (Information source)
- Soumettre ma demande (Submit my application)

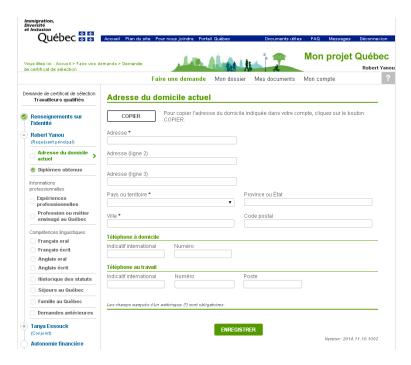
For the spouse:

- Adresse du domicile actuel (Current home address)
- Diplômes (Diplomas)
- Parcours professionnel (Professional path)
 - Profession ou métier envisagée au Québec (Profession or trade he or she plans to practise in Québec)
- Compétences linguistiques (Language proficiency)
 - Français oral (Spoken French)
- Historique des statuts (Status history)
- Séjours au Québec (Stays in Québec)
- Famille au Québec (Family in Québec)
- Demandes antérieures (Previous applications)
- Autorisation de communiquer des renseignements (Authorization to release information)

Current home address

In the section Adresse du domicile actuel, you must provide your current home address.

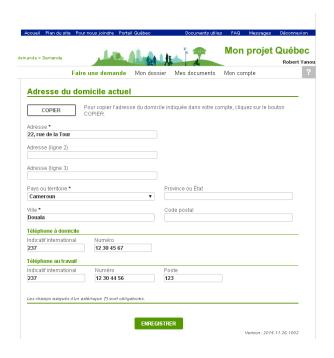
For more information on this subject, consult Mon projet Québec, A Guide to Creating and Managing an Account.



1 In the menu on the left, click on Adresse du domicile actuel.



2 If the current home address is the same as the one you provided when you created your account, click on ______, to copy. The fields on the form will be automatically completed. A page similar to the one below will appear:



OR

If your current address is not the one you provided when you created your account, enter your current address according to the instructions in *Mon projet Québec, A Guide to Creating and Managing an Account*.

- **3** When you are finished, click on ENREGISTRER, to save.
- 4 A confirmation message will appear. Click on ok



You can now complete the section **Diplômes**.

Diplomas

In the section **Diplômes**, you must indicate all of the diplomas you obtained or are in the process of obtaining.

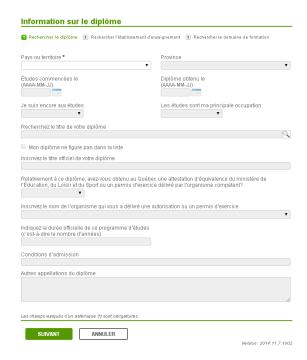
1 In the menu on the left, click on Diplômes.



The page Diplômes will open.



2 Click on AJOUTER, to add information. The page Information sur le diplôme will open.



OR

If you do not have any diplomas, checkmark the box Je n'ai obtenu aucun diplôme. **NOTE:** To submit an application as a principal applicant, you must have a diploma that is equivalent to the fifth year of high school. This requirement does not apply to your spouse.

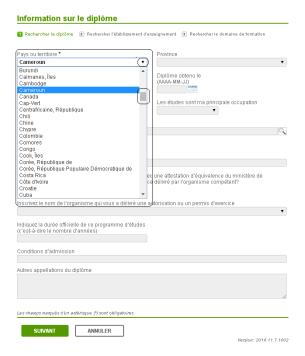
Diploma search

Pays ou territoire *	Province
	<u> </u>
Études commencées le (AAAA-MM-JJ)	Date d'obtention du diplôme (AAAA-MM-JJ)
Je suis toujours inscrit à ce programme d'études à ce jour	Les études sont ma principale occupation?
Recherchez le titre de votre diplôme	
Mon diplôme ne figure pas dans la liste	
nscrivez le titre officiel de votre diplôme Relativement à ce diplôme, avec-vous obtenu au Québe	c une attestation d'équivalence ou un permis d'exercice délivré par u
Inscrivez le titre officiel de votre diplôme	c une attestation d'équivalence ou un permis d'exercice délivré par u document
Inscrivez le titre officiel de votre diplôme Relativement à ce diplôme, avec-vous obtenu au Québer organisme compétent? *	document
Inscrivez le titre officiel de votre diplôme Relativement à ce diplôme, avec-vous obtenu au Québer organisme compétent? * Inscrivez le nom de l'organisme qui vous a délivré ce u Indiquez la durée officielle de ce programme d'études	document
Inscrivez le titre officiel de votre diplôme Relativement à ce diplôme, avec-vous obtenu au Québer organisme compétent? * Inscrivez le nom de l'organisme qui vous a délivré ce v Indiquez la durée officielle de ce programme d'études (c'est-à-dire le nombre d'années)	document
Relativement à ce diplôme, avec-vous obtenu au Québergranisme compétent? * Inscrivez le nom de l'organisme qui vous a délivré ce d'adviser le nombre d'années) Conditions d'admission	document

In the section Information sur le diplôme, you must select the relevant information from the dropdown list or type in text in each of the fields to be completed. If you have more than one diploma, you can enter your diplomas in any given order since they will be automatically arranged in chronological order, starting with the most recent diploma.

NOTE: In the entire section **Diplôme**, there are only three fields in which you can type in text: **Inscrivez le titre officiel de votre diplôme** (Enter the official title of your diploma); **Inscrivez le nom de l'établissement fréquenté** (Enter the name of the institution you attended); and **Inscrivez votre domaine de formation** (Enter your area of training). However, you can only type in this information if it does not appear in the corresponding dropdown list.

1 In the field Pays ou territoire, click on the dropdown button
☐ and select the country or territory where the diploma was obtained. If necessary, use the cursor ☐ to scroll down the list of countries and territories.

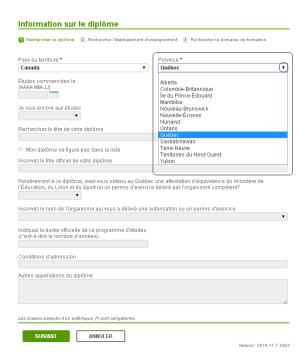


If you are studying or have studied in Canada, you must indicate the province. Under Province, click on the dropdown button

→, then select a province.

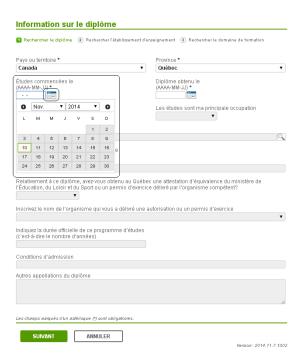
OR

If you are studying or have studied outside Canada, go to the next step.



3 Under Études commencées le, open the calendar and click on the icon [□], to indicate when your studies began.

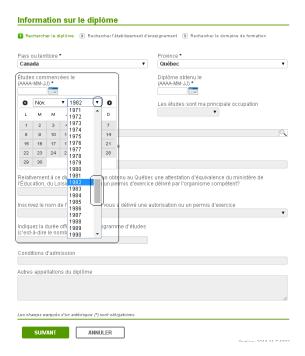
TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).



4 Click on the dropdown button

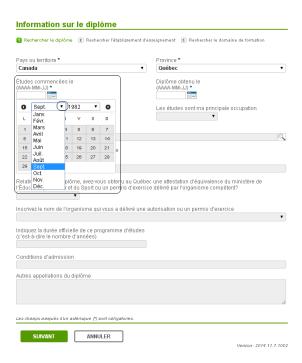
to the right of the year and select the first year of your education. If necessary, use the cursor

to scroll down the list of years.

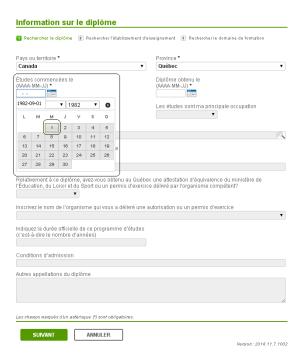


5 Click on the dropdown button

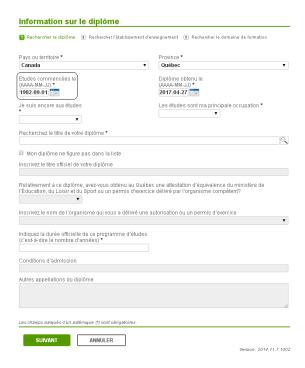
→ to the right of the month and select the first month of your education.



6 Then select the first day of your education.



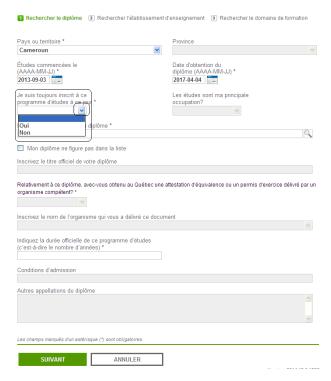
The calendar will close and the date appears in the field **Études commencées le**, to indicate when your studies began, as in the example below.



- 7 To enter the date on which you obtained your diploma, under Date d'obtention du diplôme, proceed in the same way as you did in steps 3 to 6.
- 8 If you have not yet obtained your diploma, click on the dropdown button
 ☐ under Poursuivez-vous encore ce programme d'études? and select Oui (Yes), to indicate that you are still enrolled in this study program.

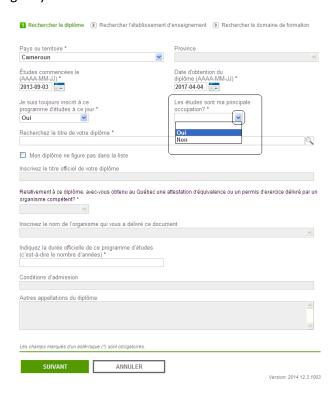
OR

If you have obtained your diploma, go to step 10.



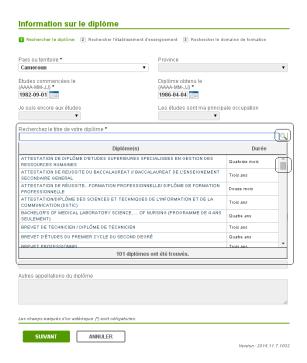
9 If you have not yet obtained your diploma, you must answer the question Vos études sont-elles votre principale occupation? (Are your studies your main occupation?). Click on the dropdown button

→ then select Oui (Yes) or Non (No), depending on your situation.



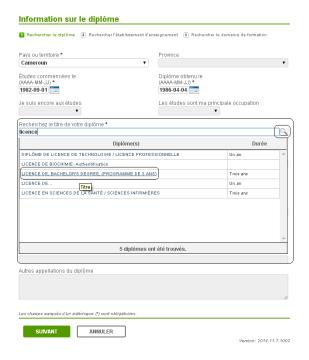
10 Under Recherchez le titre de votre diplôme, click on the icon [™] to find the official title of your diploma. A list of diplomas will appear.

TIP: You can type the title of your diploma on the keyboard and press **Enter**. You will then see a list of diplomas similar to yours.



11 Once you have found your diploma on the list, click on the title so that it appears in the field Recherchez le titre de votre diplôme, in order to search for the title of your diploma. If necessary, use the cursor to scroll down the list.

NOTE: Make sure that the duration that appears to the right of the diploma corresponds to the actual duration of your studies.

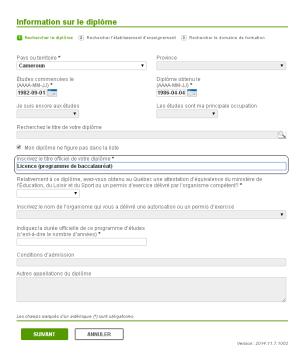


OR

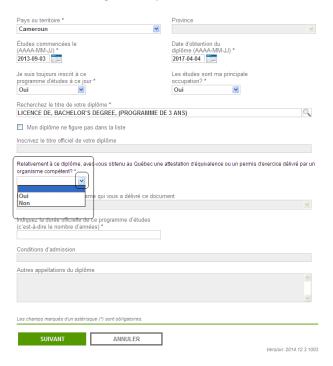
If your diploma does not appear on the list, checkmark the box Mon diplôme ne figure pas dans la liste.

AND

Type the title of your diploma in the field Inscrivez le titre officiel de votre diplôme.



12 If you obtained an attestation of equivalence from the Ministère de l'Éducation, du Loisir et du Sport or a permit to practise issued by a Québec regulatory agency, select Oui (Yes) under the question Relativement à ce diplôme, avez-vous obtenu au Québec une attestation d'équivalence ou un permis d'exercice délivré par un organisme compétent? (With regard to this diploma, did you obtain an attestation of equivalence or a permit to practise issued by an authorized agency in Québec?). If not, select Non (No) and go to step 14.



If you answered Oui (Yes) in the previous step, click on the dropdown button

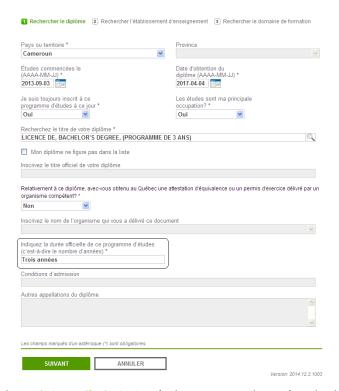
and select from the list the name of the agency that issued this document. If necessary, use the cursor

to scroll down the list of regulatory agencies.

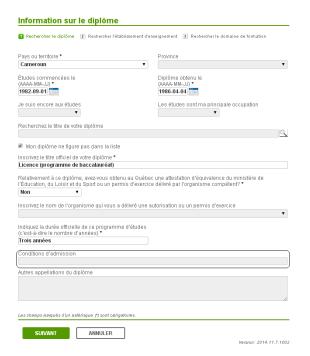


14 If the field Indiquez la durée officielle de ce programme d'études (c'est-à-dire le nombre d'années) is blank, enter the official duration of the program. This is the number of years of full-time study required to complete the program.

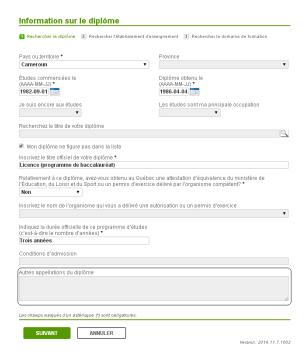
NOTE: The official duration of the program may appear automatically in this field based on the <u>title of the diploma</u> that you selected previously from the list. If this is the case, go to the next step.



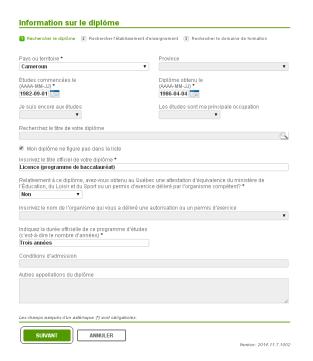
The field Conditions d'admission (Admission conditions) is shaded grey, which means that there is nothing for you to enter here. In most cases, admission is conditional on having obtained a diploma at a lower level (for example, holding a bachelor's degree in high school teaching or an equivalent diploma).
NOTE: The admission conditions may appear automatically in this field based on the title of the diploma you selected previously from the list.



The field Autres appellations du diplôme (Other titles of the diploma) is shaded grey, which means that there is nothing for you to enter here.



Click on suvant to go to the next step.



Based on the information provided, you may be asked to complete the section Renseignements complémentaires (Additional information). If not, you will go directly to the section Rechercher l'établissement d'enseignement (Search for the educational institution).

Additional information

In the section on additional information, Renseignements complémentaires, you must provide information about the diploma, if applicable. Some fields may automatically appear on the screen depending on the information you provided earlier. These fields pertain to:

- having followed a certificate program as part of a bachelor's degree by accumulating certificates;
- writing a thesis in a master's program;
- having completed the theoretical part of a graduate program;
- having 12 months of study or less in order to complete the program;
- studies in a program of at least 18 months;
- having completed half of the program.

If you did not find the title of your diploma under Recherchez le titre de votre diplôme and you typed in the title of your diploma in the field Inscrivez le titre de votre diplôme, you will be redirected from the page Rechercher le diplôme (Find a diploma) to the page Rechercher l'établissement d'enseignement (Search for the educational institution).



1 If nothing appears under the question Étudiez-vous en vue d'obtenir un baccalauréat par cumul de certificats? (Are you studying to obtain a bachelor's degree by accumulating certificates?), answer the question by clicking on the dropdown button
☐ and selecting Oui (Yes) or Non (No).



2 If nothing appears under the question Ce programme exige-t-il la rédaction d'un mémoire? (Does this program require the writing of a thesis?), answer the question by clicking on the dropdown button → and selecting Oui (Yes) or Non (No).



If you answered Oui (Yes) to the question Ce programme exige-t-il la rédaction d'un mémoire? (Does this program require the writing of a thesis?) in the preceding step, answer the question Avez-vous terminé la scolarité de ce programme d'études? (Have you completed your course requirements for this program?) by clicking on the dropdown button and selecting Oui (Yes) or Non (No).



OR

If you answered Non (No) to the question Ce programme exige-t-il la rédaction d'un mémoire? (Does this program require the writing of a thesis?) in the preceding step, answer the question Ce programme a-t-il une durée totale d'au moins 18 mois? (Is the total duration of this program at least 18 months?) by clicking on the dropdown button and selecting Oui (Yes) or Non (No).



NOTE: The information may automatically appear in the field.

4 If you answered Oui (Yes) to the question Ce programme a-t-il une durée totale d'au moins 18 mois? (Is the total duration of this program at least 18 months?), answer the question Aurez-vous terminé le programme dans les 12 mois qui viennent? (Will you have completed this program within the next 12 months?) by clicking on the dropdown button → and selecting Oui (Yes) or Non (No).



OR

If you answered Non (No) to the question Ce programme a-t-il une durée totale d'au moins 18 mois? (Is the total duration of this program at least 18 months?), answer the question Avez-vous terminé la moitié du programme? (Have you completed half of the program?) by clicking on the dropdown button and selecting Oui (Yes) or Non (No).



5 If no new field appears on the screen, click on suvant to go to the next step.



6 The page on information about the diploma and the section to search for the educational institution (Information sur le diplôme — Rechercher l'établissement d'enseignement) will open.



Search for the educational institution

In the section Rechercher l'établissement d'enseignement, you must provide information about the educational institution that issues the diploma.



1 Click on the icon ≤ to search for the educational institution attended. A list of educational institutions will appear.



OR

Type the name of your institution, in part or in full, then press **Enter**. A list of institutions with names that are similar to your institution will appear.



2 Select your educational institution from the list. If necessary, use the cursor to scroll down the list.



3 Once you have found your institution on the list, click on its name to enter it in the column Nom de l'établissement d'enseignement.

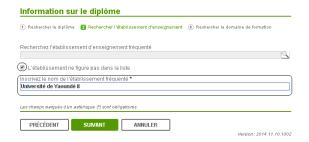


OR

If your institution does not appear on the list, checkmark the box L'établissement ne figure pas dans la liste.

AND

Type the name of your institution in the field <u>Inscrivez le nom de l'établissement fréquenté</u>.



4 To save the information you entered, click on to go to the next step.

OR

Click on PRÉCÉDENT to return to the preceding page.

OR

If you do not want to save the information you entered, click on this case, the information entered will be lost.



5 If you clicked on survey, the page Information sur le diplôme — Rechercher le domaine de formation (Information on the diploma – search the area of training) will appear.



Search the area of training

On the page Information sur le diplôme — Rechercher le domaine de formation, you must provide information about your area of training.



1 Click on the icon \(\subseteq \) to search for your area of training. A list of areas of training will appear.



OR

Type on the keyboard the name of your area of training, in part or in full, and press **Enter**. A list of areas of training with names that are similar to your area of training will appear.



- 2 Select your area of training from the list. If necessary, use the cursor to scroll down the list.
- 3 Once you have found your area of training on the list, click on its name to insert it in the field Domaine de formation.

NOTE: If your training consists of a major and one or several minors, indicate the main area of training, that is, the one that constitutes the main focus of your studies.

If you have a bachelor's degree by accumulating certificates, indicate what, in your opinion, corresponds to your main area of training. If you are unable to identify a main area of training, please checkmark Mon domaine de formation ne figure pas dans la liste, to indicate that your area of training does not appear on the list.



OR

If your area of training does not appear on the list, checkmark the box Mon domaine de formation ne figure pas dans la liste.

AND

Type in your area of training in the field Inscrivez votre domaine de formation.



Mutual Recognition Arrangement



1 To answer the question Votre diplôme débouche-t-il sur une profession ou un métier visés par un arrangement de reconnaissance mutuelle (ARM)? (Does your diploma lead to a profession or trade under a mutual recognition arrangement?), click on the dropdown button → and select Oui (Yes) or Non (No).
NOTE: At the time of the writing of this Guide, Québec only had a mutual recognition arrangement with France.

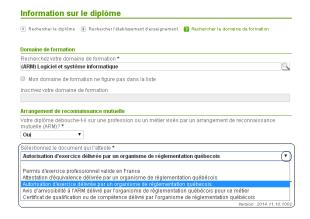


2 If you answered Oui (Yes), you must specify which attestation you are able to provide with regard to this arrangement. Click on the dropdown button

and select the relevant document from the list.

OR

If you answered Non (No), go to the next step.



Once you have completed the section Information sur le diplôme, click on to save the information you entered.



OR

If you do not want to save this information, click on ANNULER. The information entered will be lost.



4 If you would like to add the other diplomas you have obtained, click on then repeat each of the necessary steps to add a diploma.

OR



A question will appear asking you if you are sure you want to delete this diploma:

Voulez-vous vraiment supprimer ce diplôme?



5 If you answer _____, the page Diplômes obtenus will appear again and the deleted diploma will no longer appear.

Diplômes obtenus	
Cliquez sur le bouton AJOUTER pour inscrire les diplômes que vous avez obtenus.	
Je n'ai obtenu aucun diplôme.	
	AJOUTER
VALIDER	Version: 2014.11.10.1002

Once you have entered the necessary information regarding the diplomas you have earned or are in the process of earning, click on VALIDER.



A message will appear confirming that the information entered regarding the diplomas obtained was saved: Le formulaire « Diplômes obtenus » a bien été enregistré.



Click on OK.

Professional path

The section Parcours professionnel includes the sections Expérience professionnelle (Professional experience) and Profession ou métier envisagé au Québec (Profession or trade you plan to practise in Québec).

Professional experience

On the page Expérience professionnelle, you must provide the paid full-time and part-time work experience you legally acquired over the last five years. This includes military service and youth exchange programs. You must also include full-time and part-time work internships you did as part of your studies, training or a specialization in a program leading to a diploma, whether or not the internship was paid, during the five years preceding your application. At a later date, the Ministère will ask you to provide documents to support your statements.

For each job or internship, you must also indicate any period of absence of more than one month, except for annual vacations.

1 In the menu on the left, click on Expérience professionnelle.



The page Expérience professionnelle will open.

Indiquez les emplois rémunérés à temps plein ou à temps partiel que vous evez occupés au cours des 5 dernières ennées, y compris le service militaire et les programmes d'échange pour les jeunes (Expérience internationale Canada, par exemple). Incluez les stages à temps plein ou à temps partiel, rémunérés ou non, que vous avez effectués en cours d'apprentissage, formation ou de spécialisation et qui ont été sanctionnés par un diplôme.		
Pour chacun de vos stages et emplois, indiquez aussi toute absence d'un mois ou plus, à l'exception des vacances annuelles		
Je n'ai aucune expérience professionnelle répondant à ces critères.		
	AJOUTER	
VALIDER		

2 If you do not have a job or internship to declare, checkmark the box Je n'ai aucune expérience professionnelle répondant à ces critères.

OR

If you have one or more jobs or internships to declare, click on AJOUTER to add this information.

The page Emploi ou stage will open.



In the field Titre, type in the title of the job or internship you are declaring.



- 4 Under Type d'emploi ou de stage, click on the dropdown button
 → and select the type of job or internship you are declaring. The possible choices, in order, are:
 - Travail autonome (à votre compte) (Self-employment [freelance])
 - Emploi dans le cadre d'un échange jeunesse (Employment in the context of a youth exchange)
 - Emploi dans le cadre du service militaire (Employment in the context of military service)
 - Autre emploi salairé (Another paid job)

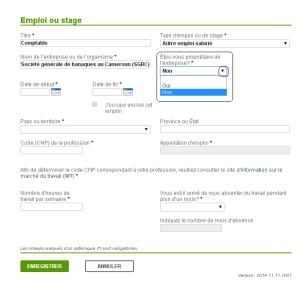
- Stage rémunéré (Paid internship)
- Stage en vue de l'obtention d'un diplôme (Internship leading to a diploma)



In the field Nom de l'entreprise ou de l'organisme, type in the name of the business or organization that employed you.

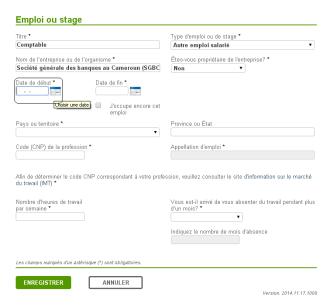


6 To answer the question **Étes-vous propriétaire de l'entreprise?**, click on the dropdown button **1** and select **Oui** (Yes) or **Non** (No), to indicate if you own the business.



7 In the field Date de début, click on the icon ito open the calendar.

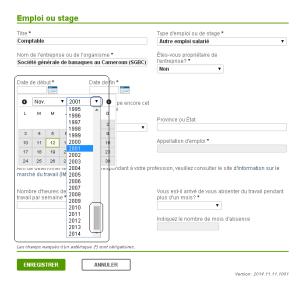
TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).



8 Click on the dropdown button

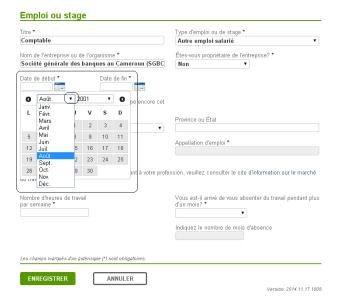
to the right of the year to select the year in which your job or internship began. If necessary, use the cursor

to scroll down the list of years.



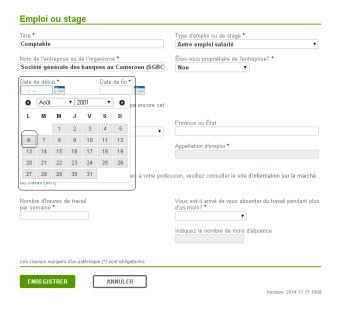
9 Click on the dropdown button

→ to the right of the month to select the month in which your job or internship began.



10 Click on the day your job or internship began.

TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).



The calendar will close and the date appears in the field **Date de début**, as in the example below.



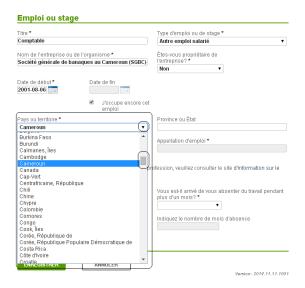
11 To enter the date of the end of your job or internship, proceed in the same manner as you did in <u>steps 7 to 10</u>.

OR

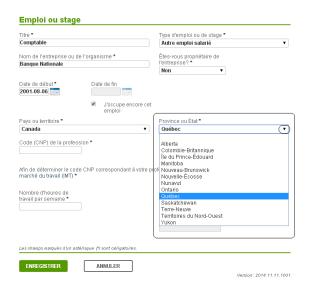
If this is a job you still hold or if you are still doing the internship, checkmark the box J'occupe encore cet emploi ou je suis encore en stage.



12 Under Pays ou territoire, click on the dropdown button
☐ and select the country or territory where you held this job or did this internship. If necessary, use the cursor ☐ to scroll down the list of countries and territories.



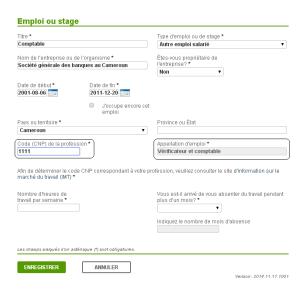
13 If you selected Canada or États-Unis (United States) under Pays ou territoire, you must select the province or state under Province ou État. For all other countries, go to the next step.



14 Under Code (CNP) de la profession, type in the code that corresponds to your trade or profession in the <u>National Occupational Classification (NOP)</u>. If the code you type in is valid, the job title will appear in the field <u>Appellation d'emploi</u>. In the example below, we entered code 1111.

NOTE: To determine the NOP that corresponds to your profession, consult the <u>website</u> on <u>Labour Marking Information (LMI)</u>.

If you have difficulty finding the code that corresponds to your trade or profession in the National Occupational Classification, you can watch a video on the page Emploi ou stage (Job or internship).





Under Nombre d'heures de travail par semaine, indicate the number of hours of a typical work week for this job or internship.



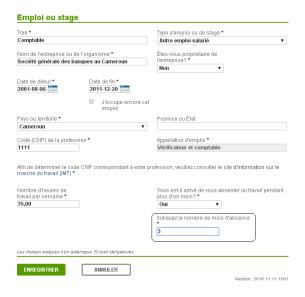
16 To answer the question Vous est-il arrivé de vous absenter du travail pendant plus d'un mois?, to determine if you have ever been absent from work for more than one month, click on the dropdown button
→ and select Oui (Yes) or Non (No). Note that you do not have to indicate any absence of more than one month in the case of annual vacations.



17 If you answered Oui (Yes) in the preceding step, indicate the duration of the absence (in months).

OR

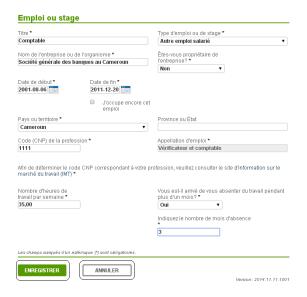
If you answered Non (No), go to the next step.



18 Click on ENREGISTRER to save the information you indicated on the page Emploi ou stage regarding a job or internship.

OR

If you do not want to save this information, click on ANNULER. The information entered will be lost.



19 If you click on the page Expérience professionnelle will open again. To indicate any other job or internship, proceed in the same manner as you did in steps 2 to 18.



20 Once you have indicated all of your jobs and internships, click on VALIDER.



21 A message will appear confirming that the information entered regarding professional experience was saved: Le formulaire « Expériences professionnelles » a bien été enregistré.



Click on **OK** ...

Profession or trade you plan to practise in Québec

1 In the menu on the left, click on Profession ou métier envisagé au Québec.

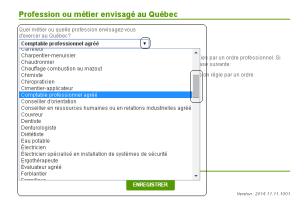


2 The page Profession ou métier envisagé au Québec will open.



3 To answer the question Quel métier ou quelle profession envisagez-vous d'exercer au Québec? (What trade or profession do you plan to practise in Québec?), click on the dropdown button → and select one of the professions from the list. If necessary, click on the cursor → to scroll down the list of professions.

NOTE: This list only contains professions governed by a professional order and regulated trades.



OR

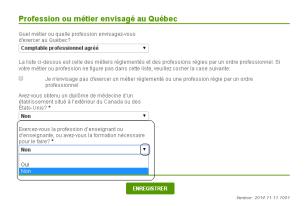
If the trade or profession you plan to practise in Québec is not on the list, checkmark the box Je n'envisage pas d'exercer un métier réglementé ou une profession régie par un ordre professionnel, to indicate that you do not plan to practise a regulated trade or a profession governed by a professional order.



4 To answer the question Avez-vous obtenu un diplôme de médecine d'un établissement situé à l'extérieur du Canada ou des États-Unis? (Did you obtain a diploma in medicine from an institution outside Canada or the United States?), click on the dropdown button ☑ and select Oui (Yes) ou Non (No).



To answer the question Exercez-vous la profession d'enseignant ou d'enseignante, ou avez-vous la formation nécessaire pour le faire? (Are you working as a teacher or do you have the necessary training?), click on the dropdown button
☐ and select Oui (Yes) or Non (No).



6 Click on ENREGISTRER to save. A message will appear confirming that the profession or trade you plan to practise in Québec was saved: Le formulaire "Profession ou métier envisage au Québec" a bien été enregistré. Then click on to close the window.



Language proficiency

In the section Compétences linguistiques, you must provide information to prove your language proficiency. The four categories of language proficiency, in order, are:

- français oral (spoken French);
- français écrit (written French);
- anglais oral (spoken English);
- anglais écrit (written English).

NOTE: As the principal applicant, you must indicate the results you obtained as they appear in the documents attesting to your language proficiency in the four categories. In the case of your spouse, only the results of spoken French will be considered.

Proficiency in spoken French

1 In the menu on the left, click on Français oral for spoken French.



The page Compétences en français oral will open, on proficiency in spoken French.

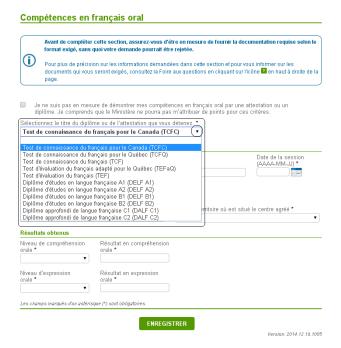


2 Checkmark the box Je ne suis pas en mesure de démontrer mes compétences en français oral par une attestation ou un diplôme. Je comprends que le Ministère ne pourra pas m'attribuer de points pour ces critères., to indicate that you do not have an attestation or diploma to prove your proficiency in spoken French, and that you understand that the Ministère cannot attribute points to you for this criteria.

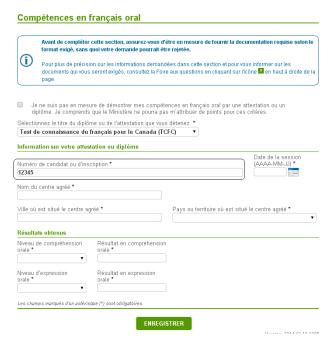
NOTE: If you cannot provide a diploma or attestation, you will not receive any points for this criteria.

OR

To select the test you took or the diploma you obtained, click on the dropdown button
☐ below the statement Sélectionnez le titre du diplôme ou de l'attestation que vous détenez.

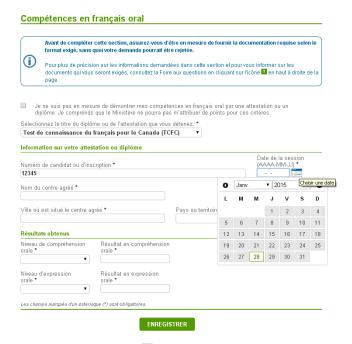


3 Under Numéro de candidat ou d'inscription, type in the candidate number or registration number that appears on the document you hold.



4 To enter the date of the session, under Date de la session, open the calendar by clicking on the icon ■.

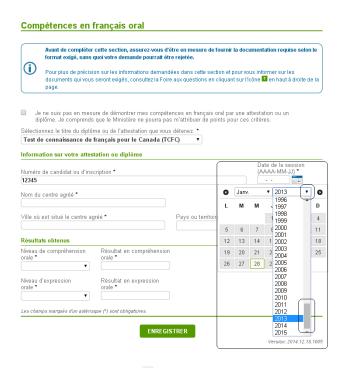
TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).



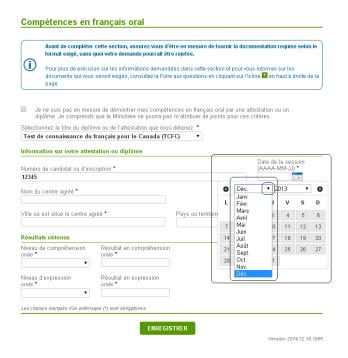
5 Click on the dropdown button

to the right of the year and select the year indicated on your document. If necessary, use the cursor

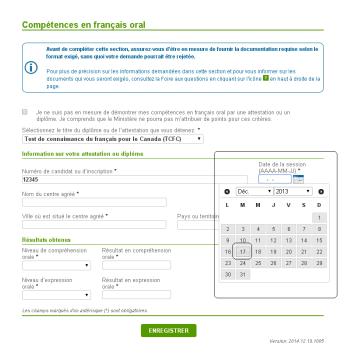
to scroll down the years.



6 Click on the dropdown button \supseteq to the right of the month and select the month indicated on your document.



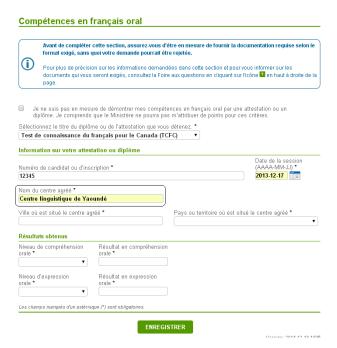
7 Click on the day indicated on your document. If the day is not indicated on your document, enter the last day of the month.



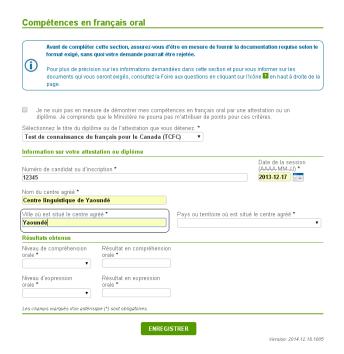
The calendar will close and the date of the session appears in the field **Date de la session**, as in the example below.



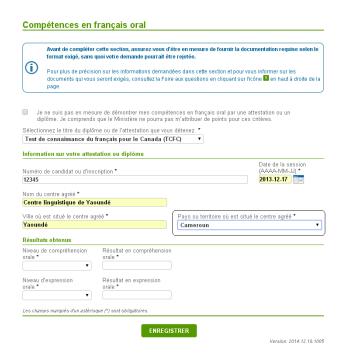
8 Under Nom du centre agréé, type in the name of the certified centre that appears on your document.



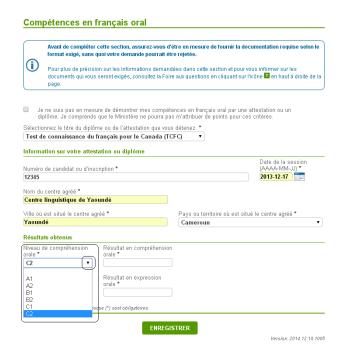
9 Under Ville où est situé le centre agréé, type in the name of the city where the certified centre is located.



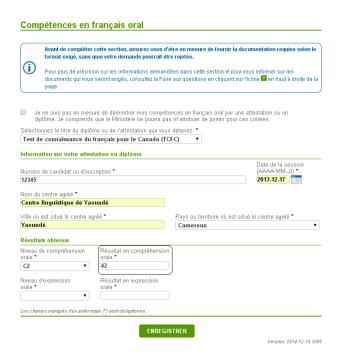
10 Under Pays ou territoire où est situé le centre agréé, click on the dropdown button
☐ and select from the list the name of the country or territory where the certified centre is located.



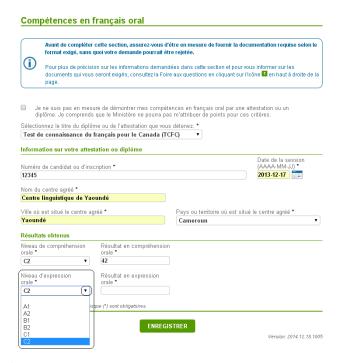
11 Under Niveau de compréhension orale, click on the dropdown button **→** and select the level of oral comprehension as indicated on your document.



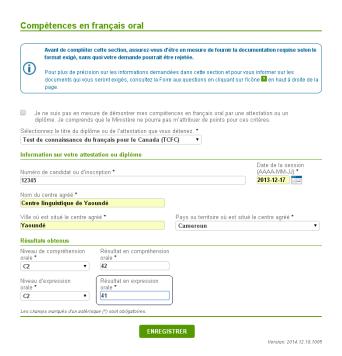
12 Under Résultat en compréhension orale, type in the result you obtained in oral comprehension, as indicated on your document.



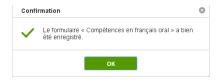
13 Under Niveau d'expression orale, click on the dropdown button
→ and select the level of spoken French as indicated on your document.



14 Under Résultat en expression orale, type in the result you obtained in spoken French, as indicated on your document.



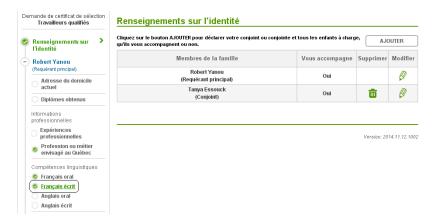
Click on to save. A message will appear confirming that the information entered regarding spoken French proficiency was saved: Le formulaire "Compétences en français oral" a bien été enregistré.



15 Click on OK

Proficiency in written French

1 In the menu on the left, click on Français écrit for written French.



The page Compétences en français écrit will open, on proficiency in written French.

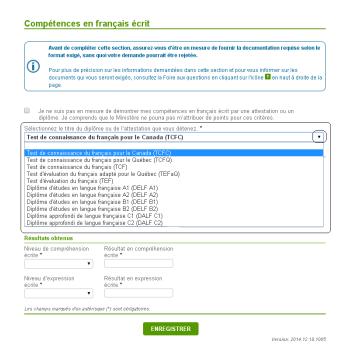


2 If you are not submitting a diploma or attestation, checkmark the box Je ne suis pas en mesure de démontrer mes compétences en français oral par une attestation ou un diplôme. Je comprends que le Ministère ne pourra pas m'attribuer de points pour ces critères, to indicate that you do not have an attestation or diploma to prove your proficiency in spoken French, and that you understand that the Ministère cannot attribute points to you for this criteria.

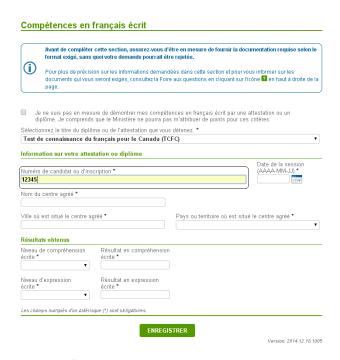
NOTE: If you are unable to provide an attestation or diploma, no points will be attributed to you for this criteria.

OR

To select the test you took or the diploma you obtained, click on the dropdown button
■ below the statement Sélectionnez le titre du diplôme ou de l'attestation que vous détenez.

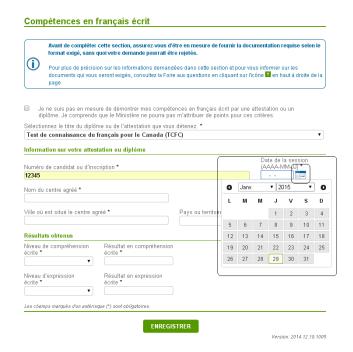


3 Under Numéro de candidat ou d'inscription, type in the candidate number or the registration number that appears on the document you hold.



4 To enter the date of the session, under Date de la session, open the calendar by clicking on the icon ...

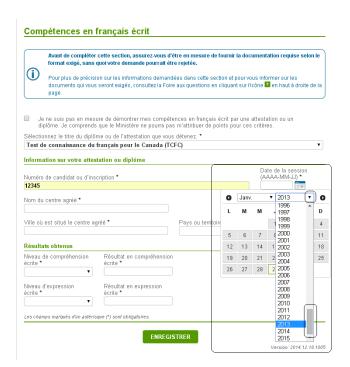
TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).



5 Click on the dropdown button

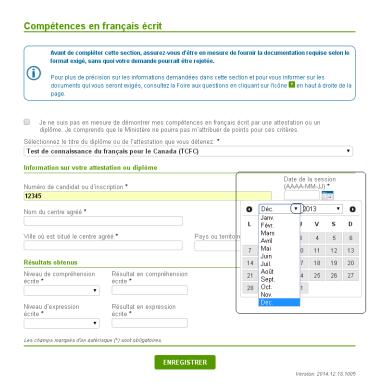
to the right of the year and select the year indicated on your document. If necessary, use the cursor

to scroll down the years on the screen.

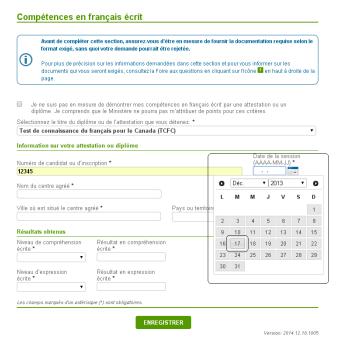


6 Click on the dropdown button

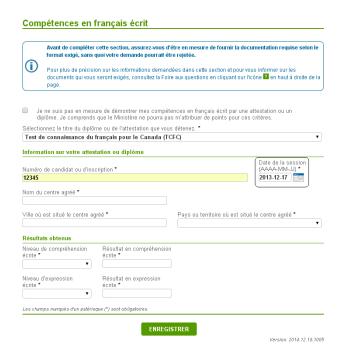
→ to the right of the month and select the month indicated on your document.



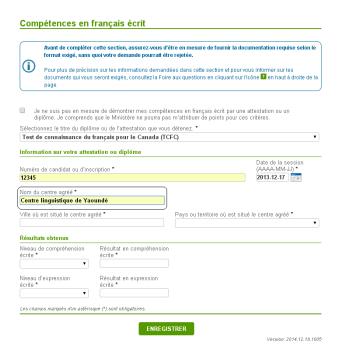
7 Click on the day indicated on your document. If the day is not indicated, enter the last day of the month.



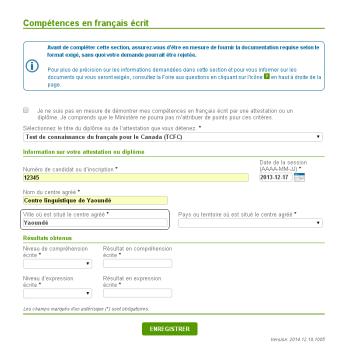
The calendar will close and the date of the session appears in the field Date de la session, as in the example below.



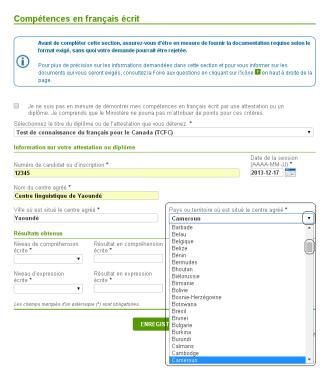
8 Under Nom du centre agréé, type in the name of the certified centre that appears on your document.



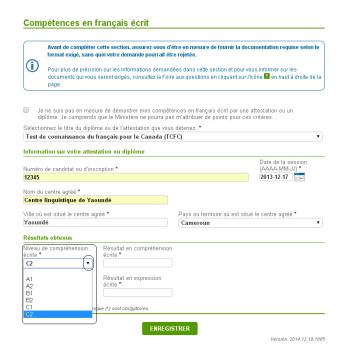
9 Under Ville où est situé le centre agréé, type in the name of the city where the certified centre is located.



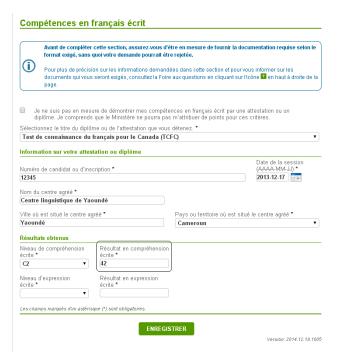
10 Under Pays ou territoire où est situé le centre agréé, click on the dropdown button
→ and select from the list the name of the country or territory where the certified centre is located.



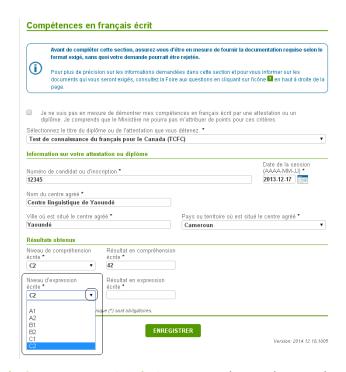
Under Niveau de compréhension écrite, click on the dropdown button **→** and select the level of written comprehension indicated on your document.



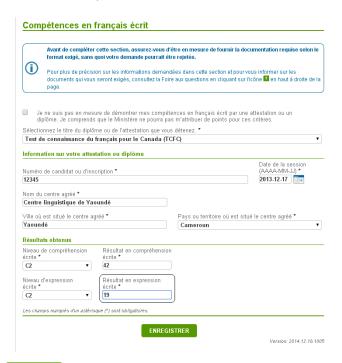
12 Under Résultat en compréhension écrite, type in the result you obtained in written comprehension, as indicated on your document.



13 Under Niveau d'expression écrite, click on the dropdown button ⋅ and select the level of written French as indicated on your document.



14 Under Résultat en expression écrite, type in the results you obtained in written French, as indicated on your document.



15 Click on entered regarding written French proficiency was saved: Le formulaire "Compétences en français écrit" a bien été enregistré.



16 Click on OK

Proficiency in spoken English

1 In the menu on the left, click on Anglais oral for spoken English.



The page Compétences en anglais oral (Proficiency in spoken English) will open..



2 If you do not have an attestation, checkmark the box Je ne suis pas en mesure de démontrer mes compétences en anglais oral par les résultats d'un test. Je comprends que le Ministère ne pourra pas m'attribuer de points pour ces critères., to indicate that you do not have test results to prove your proficiency in spoken English and that you understand that the Ministère cannot attribute points to you for this criteria.

NOTE: If you do not have an attestation, you will not receive any points for this criteria.

OR

To select the test you took, click on the dropdown button

 below the phrase Sélectionnez le test que vous avez passé.

NOTE: At the time of the writing of this Guide, the only possible choice was the **IELTS** test. Other tests could be added at a later date.



3 Under Numéro du test, type in the number of the test you took.



4 To enter the date of the test under Date du test, open the calendar by clicking on the icon ...

TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).

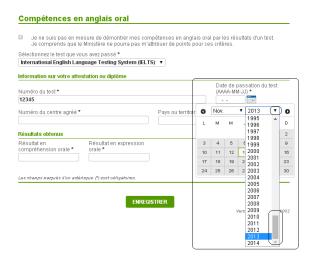




5 Click on the dropdown button

to the right of the year and select the year indicated on your document. If necessary, use the cursor

to scroll down the years on the screen.



6 Click on the dropdown button → to the right of the month and select the month indicated on your document.



7 Click on the day indicated on your document. If the day is not indicated on your document, enter the last day of the month.



8 The calendar will close and the date of the test appears in the field Date du test, as in the example below.



9 Under Numéro du centre agréé, type in the number of the certified centre that appears on your document.



10 Under Pays ou territoire où se situe le centre agréé, click on the dropdown button
→ and select from the list the name of the country or territory where the certified centre is located.



11 Under Résultat en compréhension orale, type in the result you obtained in oral comprehension, as indicated on your document.



12 Under Résultat en expression orale, type in the result that you obtained in spoken English, as indicated on your document.



13 Click on to save. A message will appear confirming that the information entered regarding spoken English profiency was saved: Le formulare "Compétences en anglais oral" a bien été enregistré.



14 Click on OK

Proficiency in written English

1 In the menu on the left, click on Anglais écrit for written English.



The page Compétences en anglais écrit will open, on proficiency in written English.



If you are not submitting a diploma or attestation, checkmark the box Je ne suis pas en mesure de démontrer mes compétences en français oral par une attestation ou un diplôme. Je comprends que le Ministère ne pourra pas m'attribuer de points pour ces critères., to indicate that you do not have an attestation or diploma to prove your proficiency in written English, and that you understand that the Ministère cannot attribute points to you for this criteria.

NOTE: If you are unable to provide an attestation or diploma, no points will be attributed to you for this criteria.

OR

To submit an attestation, click on the dropdown button
☐ under the phrase
Sélectionnez le test que vous avez passé, and select the test you took.



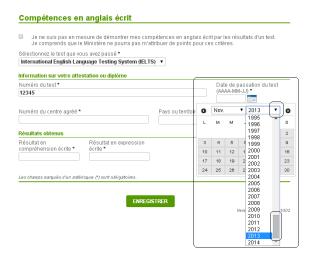
3 Under Numéro du test, type in the number of the test you took.



TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).



5 Click on the dropdown button
→ to the right of the year and select the year indicated on your document. If necessary, use the cursor
→ to scroll down the years.



6 Click on the dropdown button $\overline{}$ to the right of the month and select the month indicated on your document.



7 Click on the day indicated on your document. If the day is not indicated on your document, enter the last day of the month.



The calendar will close and the date of the test appears in the field **Date du test**, as in the example below.



Under Numéro du centre agréé, type in the number of the certified centre that appears on your document.



9 Under Pays ou territoire où est situé le centre agréé, click on the dropdown button → and select from the list the name of the country or territory where the certified centre is located.



Under Résultat en compréhension écrite, type in the result you obtained in written comprehension, as indicated on your document.



11 Under Résultat en expression écrite, type in the result you obtained in written English, as indicated on your document.



12 Click on ENREGISTRER to save. A message will appear confirming that the information entered regarding written English proficiency was saved: Le formulaire "Compétences en anglais écrit" a bien été enregistré.

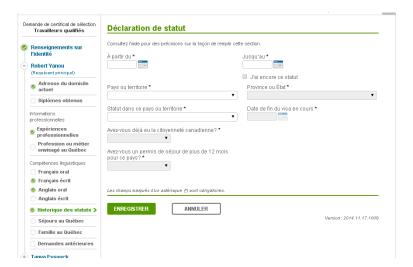


13 Click on OK

Status history

In the section Historique des statuts, you must provide information regarding your status in each of the countries or territories where you have resided over the last 10 years.

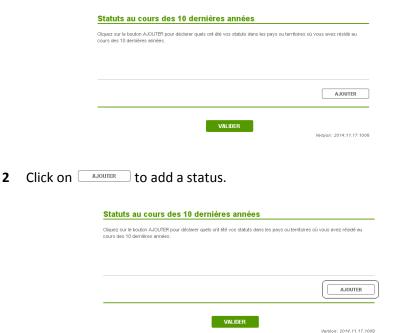
NOTE: For the purposes of your application, you cannot indicate more than one status for a given period. For example, a foreign student who was born in Senegal on July 1, 1989, lived there for 20 years, then came to study in Canada for 5 years and then lived here for 3 months as a temporary worker. This person must indicate her status as a Senegalese citizen for the first 20 years of her life (from July 1, 1989 to June 30, 2009). She must then indicate her status as a foreign student in Canada for the following 5 years (from July 1, 2009, when she arrived in Canada, to June 30, 2014, when her status as a foreign student ended). Lastly, she must indicate that she had temporary worker status for 3 months (from July 1, 2014 to September 30, 2014). Note that even if she resided at more than one address in Canada during her 5 years of study, she must only declare her status as a foreign student once.



1 In the menu on the left, click on Historique des statuts (Status history).



The page Statuts au cours des 10 dernières années (Status over the last 10 years) will open.

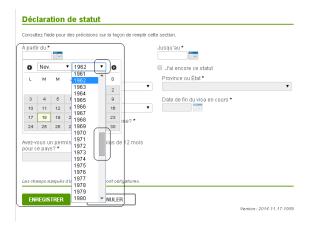


The page Déclaration de statut will open, so that you can declare a status. Under A partir du, open the calendar by clicking on the icon.

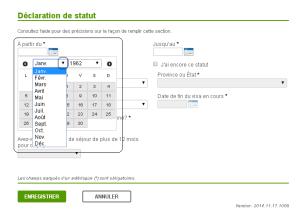
TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).



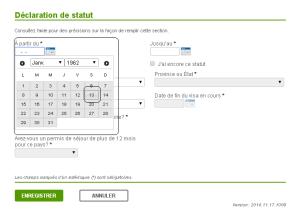
4 Click on the dropdown button
→ to the right of the year and select the year in which you obtained this status. If necessary, click on the cursor
→ to scroll down the years.



5 Click on the dropdown button → to the right of the month and select the month in which you obtained this status.



6 Click on the day you obtained this status.



The calendar will close and the date appears in the field A partir du, as in the example below.



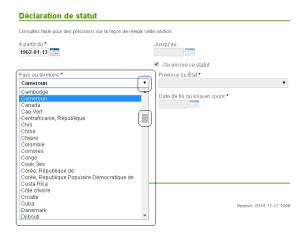
7 Under Date de fin, enter the date on which the status ended by proceeding in the same manner as you did in steps 4 to 6.

OR

If you still have the same status, checkmark the box J'ai encore ce statut.



8 Under Pays ou territoire, click on the dropdown button → and select the country or territory that corresponds to the status you declared. If necessary, use the cursor ■ to scroll down the list of countries and territories.



9 If you selected Canada or États-Unis (United States) under Pays ou territoire, you must select a province or state under Province ou État.

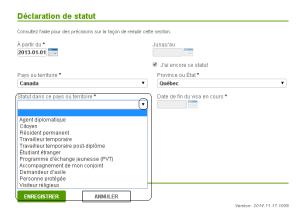


OR

If you selected a country other than Canada or États-Unis (United States), go directly to Statut dans ce pays ou territoire. Click on the dropdown button and select the relevant status from the list. The various statuses, in order, are:

- Agent diplomatique (Diplomatic agent);
- Citoyen (Citizen);
- Résident permanent (Permanent resident);
- Travailleur temporaire (Temporary worker);
- Travailleur temporaire post-diplôme (Post-diploma temporary worker);
- Étudiant étranger (Foreign student);
- Programme d'échange jeunesse (Participant of a youth exchange program);
- Accompagnement de mon conjoint (Person accompanying a spouse);
- Demandeur d'asile (Asylum seeker);
- Personne protégée (Protected person);
- Visiteur religieux (Religious visitor).

NOTE: The status of post-diploma temporary worker indicates that the person holds a temporary work permit that they received after obtaining a diploma.

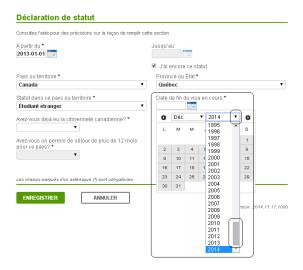


10 If the field Date d'expiration du visa (Visa expiry date) is empty, open the calendar by clicking on the icon ...

TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).



11 Click on the dropdown button \supseteq to the right of the year and select the year in which the visa will expire. If necessary, use the cursor \blacksquare to scroll down the years.



12 Click on the dropdown button \supseteq to the right of the month and select the month in which the visa will expire.



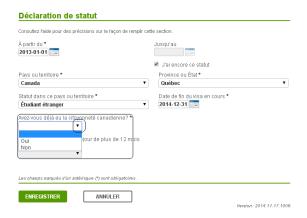
13 Click on the day the visa will expire.



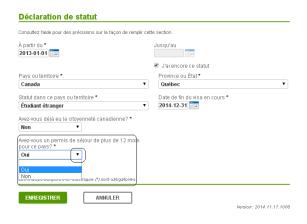
The calendar will close and the current visa expiry date appears in the field Date d'expiration du visa en cours, as in the example below.



14 To answer the question Avez-vous déjà eu la citoyenneté canadienne? (Have you ever had Canadian citizenship?), if the field is blank, click on the dropdown button → and select Oui (Yes) or Non (No).



15 To answer the question Avez-vous un permis de séjour de plus de 12 mois pour ce pays? (Do you have a residence permit of more than 12 months in this country?), if the field is blank, click on the dropdown button → and select Oui (Yes) or Non (No).



16 Click on ENREGISTRER to save.



The page Statuts au cours des 10 dernières années will open for statuses over the last 10 years. The residence status you declared will appear on this page.



17 If you have had other residence statuses over the last 10 years, add them. To do this, click on then proceed in the same manner as you did in steps 4 to 16.

When you are finished, click on validate the information entered.



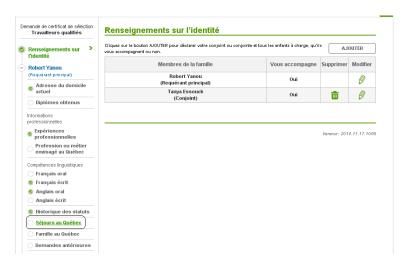
A confirmation message will appear confirming that the information entered regarding status over the last 10 years was saved: Le formulaire "Statuts au cours des 10 dernières années" a bien été enregistré.



Stays in Québec

In the section Séjours au Québec, you must provide information about your stays in Québec, if any.

1 In the menu on the left, click on Séjours au Québec.



The page Séjours au Québec will open.

	Je n'ai fait aucun séjour au Québec dans les 10 dernières années.
AJOUTER	
	es champs manqués d'un astérisque (°) sont obligatoires.
	es champs marqués d'un astérisque (°) sont obligatoires. VALIDER

2 If you have not stayed in Québec over the last 10 years, checkmark the box Je n'ai fait aucun séjour au Québec dans les 10 dernières années.

OR

To declare the stay(s) you have had in Québec over the last 10 years, click on AJOUTER.

Cliquez sur le bouton AJOUTER pour déclarer tous les séjours que vous avez	faits au Guébec depuis 10 ans.
Je n'ai fait aucun séjour au Québec dans les 10 dernières année	es.
	AJOUTER
Les champs marqués d'un astérisque (°) sont obligatoires.	
VALIDER	
	Version: 2014.11.17.10

3 If you checkmarked Je n'ai fait aucun séjour au Québec dans les 10 dernières années, go directly to step 11.

OR

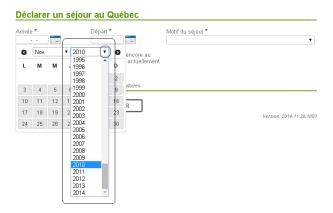
If you click on ____, the page Déclarer un séjour au Québec will open, to declare a stay in Québec.

Under Arrivée, open the calendar by clicking on the icon , to indicate your arrival date.

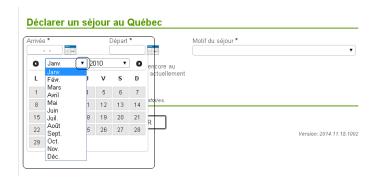
TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).



4 Click on the dropdown button
→ to the right of the year and select the year in which your stay in Québec began. If necessary, use the cursor
→ to scroll down the years.



5 Click on the dropdown button \supseteq to the right of the month and select the month in which your stay in Québec began.



6 Click on the day that corresponds to the beginning of your stay in Québec.



The calendar will close and the date appears in the field **Arrivée**, as in the example below.



7 In the field Départ, enter the date of the end of your stay in Québec by proceeding in the same manner as you did in steps 3 to 6.



OR

If you are still in Québec on this date, checkmark the box Je suis encore au Québec actuellement.

- 8 Under Motifs du séjour, click on the dropdown button
 → and select from the list the purpose of your stay. The possible choices, in order, are:
 - Études à temps plein (full-time studies)
 - Travail à temps plein (part-time studies)
 - Programme d'échange jeunesse (youth exchange program)
 - Affaires (business)
 - Visiteur, demandeur d'asile, etc. (visitor, asylum seeker, etc.)



9 Click on to save the information you entered.

OR

If you do not want to save this information, click on ANNULER. The information will be lost.



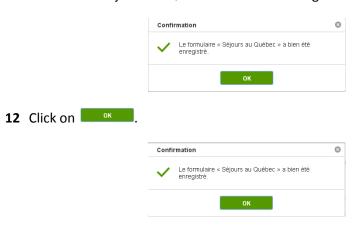
10 If you clicked on energistrer, the summary table Séjours au Québec will appear.



11 To add other stays in Québec over the last 10 years, click on _____ and proceed in the same manner as you did in <u>steps 3 to 10</u>.

OR

If you have no more stays to declare, click on valuer. A message will appear confirming that the information entered regarding stays in Québec was saved: Le formulaire "Séjours au Québec" a bien été enregistré.

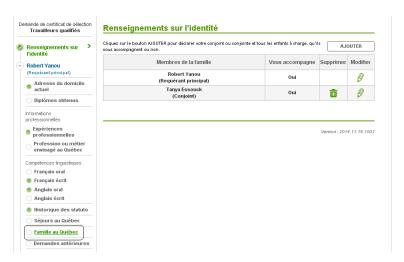


Family in Québec

In the section Famille au Québec, you must indicate if you can prove that a family member who lives in Québec has permanent residence or Canadian citizenship.

NOTE: When the Ministère reviews your application, it will ask for proof regarding the information you provided. You must then submit official documents or copies certified as true by a recognized authority.

1 In the menu on the left, click on Famille au Québec.



The page Famille au Québec will open.



2 If you do not have a family member who lives in Québec and has permanent residence or Canadian citizenship OR if you cannot provide proof, checkmark the box Je ne peux pas le démontrer to indicate this, then go to step 10.

OR

If you have a family member who lives in Québec and has permanent residence or Canadian citizenship AND you can prove it, click on the dropdown button

under Lien de parenté and select your kinship with this family member. The possible choices, in order, are:

- Conjoint de fait (De facto spouse [male])
- Conjointe de fait (De facto spouse [female])
- Demi-frère même mère (Half-brother same mother)
- Demi-frère même père (Half-brother same father)
- Demi-soeur même mère (Half-sister same mother)
- Demi-soeur même père (Half-sister same father)
- Époux (Spouse [male])
- Épouse (Spouse [female])
- Fille (Daughter)
- Fils (Son)
- Frère (Brother)
- Grand-père paternel Paternal grandfather
- Grand-père maternel Maternal grandfather
- Grand-mère paternelle Paternal grandmother
- Grand-mère maternelle Maternal grandmother
- Mère Mother
- Père Father
- Soeur Sister

NOTE: If the dropdown list does not contain your kinship with the family member who lives in Québec (for example: cousin), it means that the Ministère does not recognize this kinship for the purposes of your application for a Certificat de sélection du Québec. If this is the case, checkmark the box Je ne peux pas le démontrer.



3 Under Nom de famille, type in the last name of the family member who lives in Québec.



4 Under Prénom, type in your family member's first name.



5 Under Adresse, type in your family member's address. To enter the full address, you can use up to three fields, that is, the three following lines: Adresse, Adresse (ligne 2) and Adresse (ligne 3).



By default, the field Pays ou territoire indicates *Canada*.



7 By default, the field Province ou État indicates Québec.



8 Under Ville, type in the name of the city where your family member lives.



Under Code postal, enter the family member's postal code.



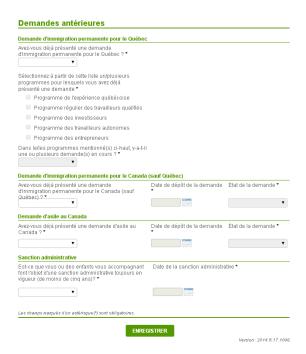
10 Click on to save the information you entered. A message will appear confirming that the information entered regarding family in Québec was saved: Le formulaire "Famille au Québec" a bien été enregistré.



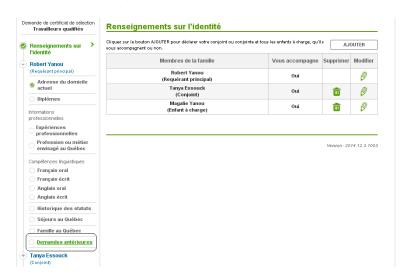
11 Click on OK

Previous applications

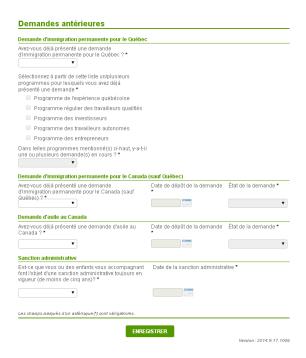
In the section **Demandes antérieures**, provide information related to previous applications (if this applies).



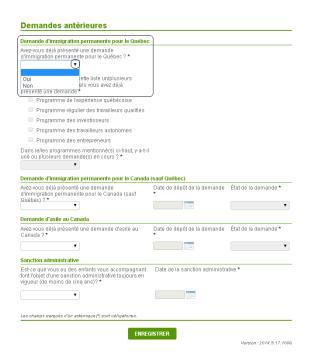
1 In the menu on the left, click on Demandes antérieures.



The page Demandes antérieures will open.

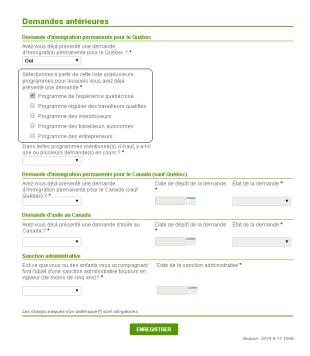


2 To answer the question Avez-vous déjà présenté une demande d'immigration permanente pour le Québec? (Have you ever submitted an application for permanent immigration to Québec?) click on the dropdown button → and select Oui (Yes) or Non (No).



- 3 If you answered Oui (Yes) go to step 2 and checkmark the boxes that correspond to the programs under which you submitted an application. The choices, in order, are:
 - Programme de l'expérience québécoise (Québec experience program);

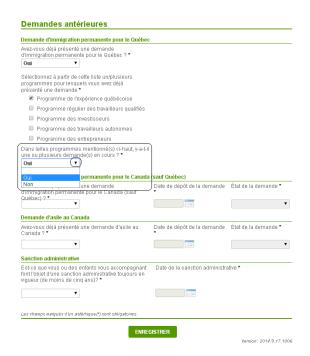
- Programme régulier des travailleurs qualifiés (Regular Skilled Worker Program);
- Programme des investisseurs (Investor Program);
- Programme des travailleurs autonomes (Self-Employed Worker Program);
- Programme des entrepreneurs (Entrepreneur Program).



OR

If you answered Non (No) in step 3, go to step 5.

4 If you selected Oui (Yes) in step 2 and checkmarked boxes in step 3, you must answer the question Avez-vous une ou des demandes en cours dans le cadre du ou des programmes que vous avez cochés ci-dessus? (Do you have one or more applications in progress under the program(s) you checkmarked above?). Click on the dropdown button □ and select Oui (Yes) or Non (No).



5 To answer the question Avez-vous déjà présenté une demande d'immigration permanente au Canada (ailleurs qu'au Québec)? (Have you ever submitted an application for permanent residence in Canada, elsewhere than Québec?), click on the dropdown button → and select Oui (Yes) or Non (No).



6 If you answered Non (No), go to step 11.

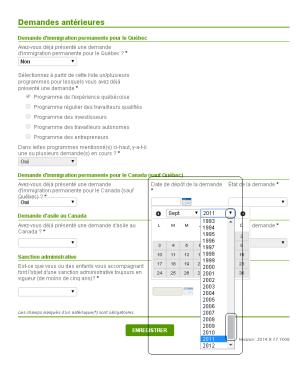
OR

If you answered Oui (Yes) to the preceding question, you must enter the date of submission of the application in the field, Date de dépôt de la demande. Open the calendar by clicking on the icon ...

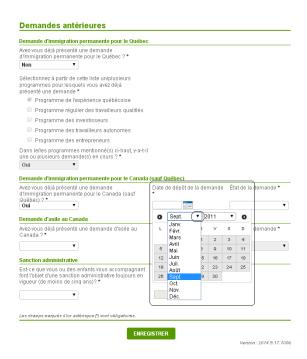
TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).



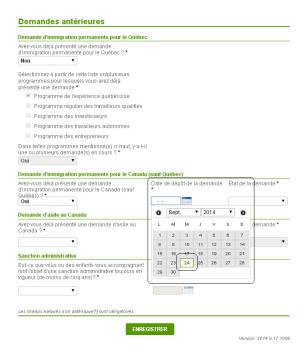
7 Click on the dropdown button → to the right of the year and select the year in which you submitted your application. If necessary, use the cursor ■ to scroll down the years.



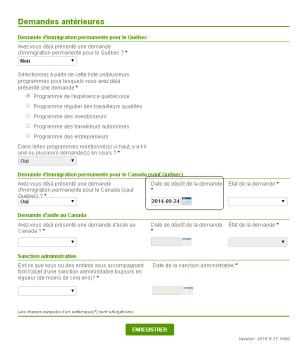
8 Click on the dropdown button $\overline{}$ to the right of the month and select the month in which you submitted your application.



Click on the day you submitted your application.

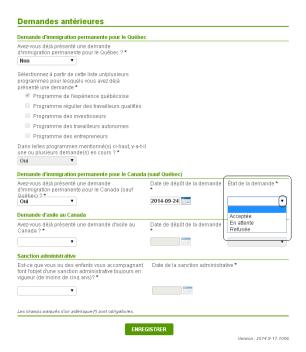


The calendar will close and the date appears in the field Date de dépôt de la demande, as in the example below.

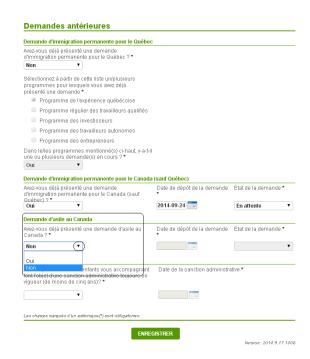


- 10 If you submitted an application for permanent immigration to Canada (elsewhere than Québec), click on the dropdown button → and select the status of your application. The choices, in order, are:
 - Acceptée (Accepted)
 - En attente (Pending)

• Refusée (Refused)



- 11 To answer the question Avez-vous déjà présenté une demande d'asile au Canada? (Have you ever applied for asylum in Canada?), click on the dropdown button → and select Oui (Yes) or Non (No).
- **12** If you answered Non (No) to the preceding question, go to step 17.



OR

If you answered Oui (Yes) to the preceding question, open the calendar by clicking on the icon .



TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day)

OR

If you answered Non (No) to the preceding question, go to step 17.

13 Click on the dropdown button

to the right of the year and select the year in which you submitted your application. If necessary, use the cursor

to scroll down the years.



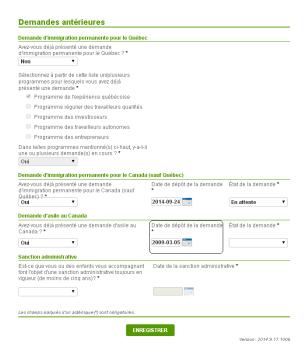
14 Click on the dropdown button to the right of the month and select the month in which you submitted your application.



Click on the day you submitted your application.



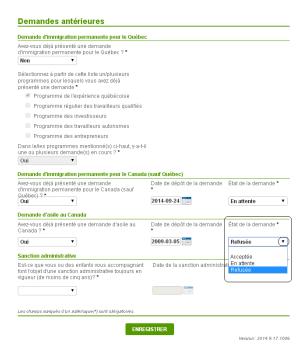
The calendar will close and the date appears in the field Date de dépôt de la demande, as in the example below.



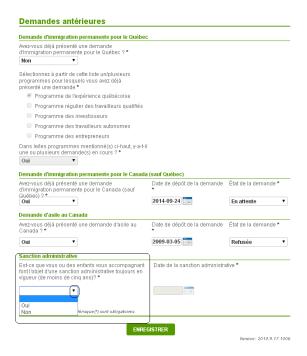
- **16** If you have ever submitted an application for asylum in Canada, click on the dropdown button

 under État de la demande and select the status of your application. The choices, in order, are:
 - Acceptée (Accepted)
 - En attente (Pending)

• Refusée (Refused)



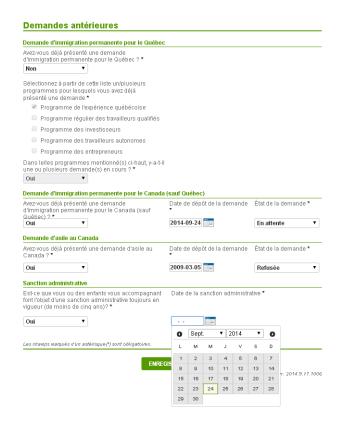
17 To answer the question Dans les 5 dernières années, le Ministère vous a-t-il fait savoir, à vous ou à l'une des personnes qui vous accompagnent, qu'il pourrait refuser de traiter vos demandes parce que vous avez fourni un renseignement ou un document faux ou trompeur? (In the last 5 years, has the Ministère informed you or anyone accompanying you that it could refuse to process your application because you provided false or misleading information or documentation?), click on the dropdown button and select Oui (Yes) or Non (No).



18 If you answered Non (No), go to step 22.

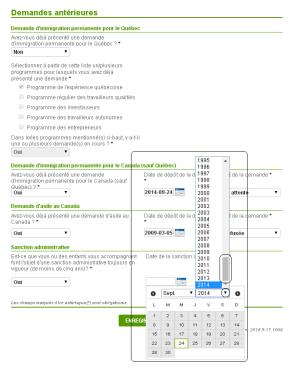
OR

If you answered Oui (Yes), click on the icon to open the calendar and enter the date indicated on the notice from the Ministère.

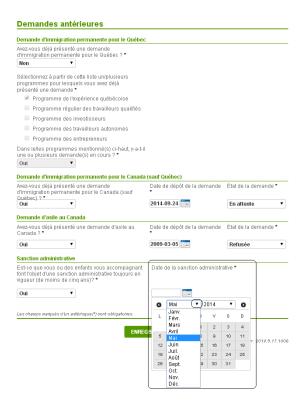


TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).

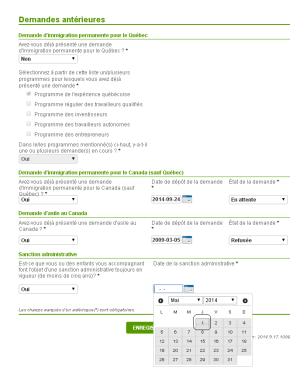
19 Click on the dropdown button to the right of the year and select the year that corresponds to the date of the Ministère's notice. If necessary, use the cursor to scroll down the years.



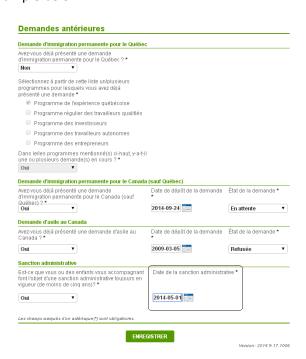
20 Click on the dropdown button to the right of the month and select the month that corresponds to the date of the Ministère's notice.



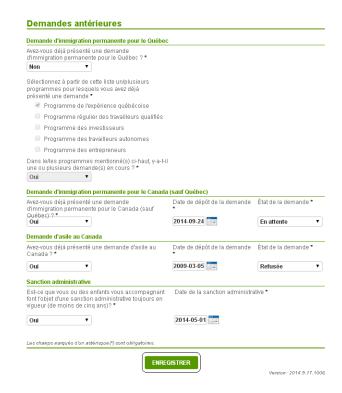
21 Click on the day that corresponds to the date of the Ministère's notice.



The calendar will close and the date appears in the field Date de l'avis du Ministère, as in the example below.



22 Click on ENREGISTREE to save the information you provided in the section Demandes antérieures, regarding previous applications.



A message will appear confirming that the information entered regarding previous applications was saved: Le formulaire "Demandes antérieures" a bien été enregistré.

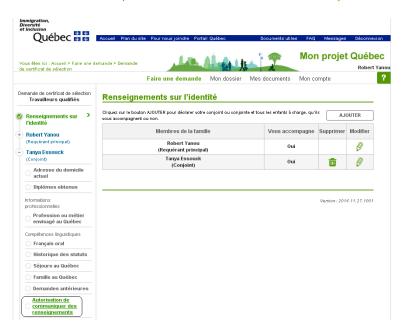


Authorization to release information

You must complete the section Autorisation de communiquer des renseignements to indicate whether or not you authorize the Ministère to release information to your spouse, and to specify the period for which this authorization is valid.



1 In the menu on the left, click on Autorisation de communiquer des renseignements.



1 Before answering the question Autorisez-vous le Ministère à transmettre tout renseignement relatif au traitement de la présente demande à votre conjoint ou conjointe? (Do you authorize the Ministère to release all information relevant to processing the present application to your spouse?), read the text on this page. To read the English translation, go to Appendix C. To answer, click on the dropdown

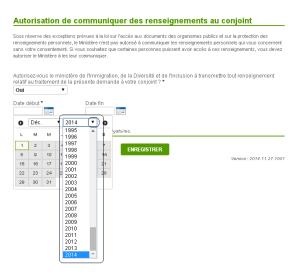
button and select Oui (Yes) or Non (No).

Autorisation de communiquer des renseignements	
Sous réserve des exceptions prévues à la loi sur l'accès aux documents des organismes piernesignements personnels, let Ministère n'est pas autorisé à communiquer les renseignemes sans votre consentement. Si vous souhaitez que certaines personnes puissent avoir accès autoriser le Ministère à les leur communiquer.	nts personnels qui vous concernent
(0.4-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	
Autorisez-vous le ministère de l'Immigration, de la Diversité et de l'Inclusion à trai relatif au traitement de l a présente demande à votre conjoint ? *	nsmettre tout renseignement
Oui 🔻	
Oui Date fin	
Non	
Les champs marqués d'un astérisque (*) sont obligatoires.	
ENREGISTRER	
	Version: 2014.11.27.100

2 To enter the date on which your authorization begins, open the calendar by clicking on the icon ...

TIP: You can also type the date on the keyboard using the format YYYY-MM-DD (4 digits for the year, 2 digits for the month and 2 digits for the day).

3 Click on the dropdown button → and select the year in which your authorization begins. If necessary, use the cursor ■ to scroll down the years.



4 Click on the dropdown button → and select the month in which your authorization began.



5 Select the day on which your authorization began.



The calendar will close and the date on which the authorization began will appear in the field **Date de début**, as in the example below.

Insérer la page-écran SVP

6 To enter the date on which the authorization ended, in the field Date de fin, proceed in the same manner as you did for steps 3 to 6.

Financial autonomy

In the section Autonomie financière, you must read the text and click on the blue hyperlink to find out the minimum sum of money you must have based on your situation.

1 In the menu on the left, click on Autonomie financière.



The page Autonomie financière will open.



2 Read the text on this page. To read the English translation, go to Appendix A. To confirm that you have read and understand the text regarding financial autonomy, checkmark the box that appears beside the paragraph that begins: "Je reconnais que j'ai pris connaissance des renseignements concernant l'autonomie financière, que je comprends [...]."



NOTE: To find out what sum of money you must have, click on tableau sur les besoins essentiels. A table on essential needs appears in a new window.

3 Click on ENREGISTRER to save. A message will appear confirming that the information entered regarding financial autonomy was saved: Le formulaire "Autonomie financière" a bien été enregistré.



4 Click on OK

Correspondence address

In the section Adresse de correspondance, you must indicate the address where the Ministère can send you mail, if necessary. If this address is the same as the one you entered when you created your account, simply click on and the fields in this section will be completed automatically.

This section is similar to the section Adresse du domicile actuel (Current home address). Simply refer to this section, if necessary. However, if you do not reside at the correspondence address you entered, you must complete the last three fields in this section, indicating the last name (Nom de famille) and first name (Prénom) of the person who resides at this address as well as the nature of your relationship to this person. You must proceed as follows.



1 Under Nom de famille, type in the last name of the person who resides at the correspondence address you entered.



2 Under Prénom, type in the first name of this person.



In response to the question Quel est votre lien avec cette personne? (What is your relationship to this person?), indicate who the person is who resides at the correspondence address you provided (e.g., sister, cousin, neighbour, etc.).



4 Click on ENREGISTRER to save.



A message will appear confirming that the information entered regarding the correspondance address was saved: Le formulaire "Adresse de correspondence" a bien été enregistré.

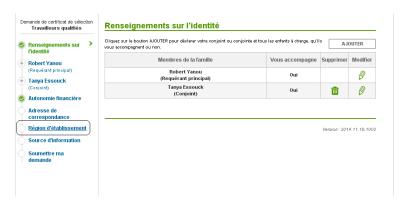


5 Click on ok

Settlement region

In the section Région d'établissement, you must select the region where you plan to settle.

1 In the menu on the left, click on Région d'établissement.



2 The page Région d'établissement will open.



- 3 To answer the question Dans quelle région souhaitez-vous vous établir? (In what region do you wish to settle?), click on the dropdown button
 ☐ and select the name of the administrative region where you plan to settle. The choices, in order, are:
 - 00 Région administrative non précisée (Administrative region not specified)
 - 01 Bas-Saint-Laurent
 - 02 Saguenay–Lac-Saint-Jean
 - 03 Capitale-Nationale
 - 04 Mauricie
 - 05 Estrie
 - 06 Montréal
 - 07 Outaouais
 - 08 Abitibi-Témiscamingue
 - 09 Côte-Nord
 - 10 Nord-du-Québec
 - 11 Gaspésie–Îles-de-la-Madeleine
 - 12 Chaudière-Appalaches
 - 13 Laval
 - 14 Lanaudière

- 15 Laurentides
- 16 Montérégie
- 17 Centre-du-Québec

If you do not know where you will settle, select the first option, **00** Région administrative non precise, to indicate that you are not specifying a region.



4 Click on ENREGISTRER. A message will appear confirming that the information entered regarding the settlement region was saved: Le formulaire "Région d'établissement" a bien été enregistré.



5 Click on ok

Information sources

In the section Sources d'information, you must indicate the information sources you consulted on immigrating to Québec.

1 In the menu on the left, click on Sources d'information.



The page Sources d'information will open.



- 2 In the list of information sources, checkmark all of the sources you consulted. The list includes, in order:
 - Alliances françaises ou écoles de langues (Alliances françaises or language schools)
 - Ambassade ou Gouvernement du Canada (Canadian embassy or Government of Canada)
 - Avocat ou consultant en immigration (Immigration lawyer or consultant)
 - Blogue ou forum de discussion (Blog or discussion forum)
 - Employeur du Québec (Employer in Québec)
 - Établissement d'enseignement (Educational institution)
 - Foire d'emploi (Job fair)
 - Parents et amis (Family and friends)

- Publicités ou reportages (télévision, radio, journaux) (Ads or media reports [television, radio, newspaper])
- Salon d'étudiants (Student fairs)
- Séance d'information du ministère de l'Immigration, de la Diversité et de l'Inclusion (Information sessions offered by the Ministère de l'Immigration, de la Diversité et de l'Inclusion)
- Site Web de recherche d'emploi (Job search website)
- Site Web du ministère de l'Immigration, de la Diversité et de l'inclusion
 (Website of the Ministère de l'Immigration, de la Diversité et de l'Inclusion)

For example, if you obtained information about Québec by doing research on the Ministère's website, checkmark Site Web du ministère de l'Immigration, de la Diversité et de l'Inclusion. Similarly, if you obtained information about Québec by talking to your family and friends, checkmark Parents et amis.



3 Click on to save. A message will appear confirming that the information entered regarding the information source was saved: Le formulaire "Source d'information" a bien été enregistré.



4 Click on OK

Modifying your application

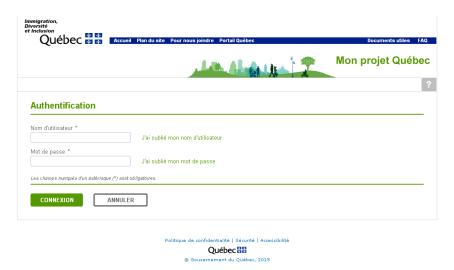
You can modify your application at any time before submitting it.

To make changes, you must access your account with your username and your password.

1 Access the page Accueil of Mon projet Québec, then click on seconicies to log on.



The page Authentification will open.



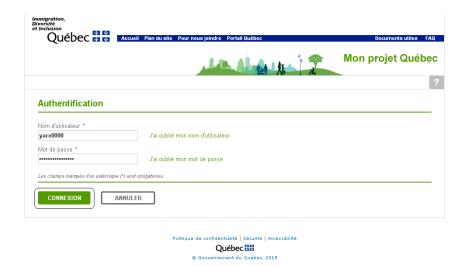
2 Under Nom d'utilisateur, type in your username.



Under Mot de passe, type in your password.



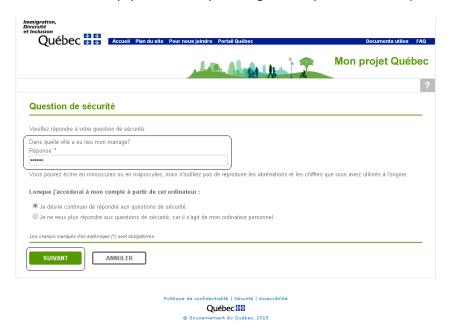
4 Click on CONNEXION



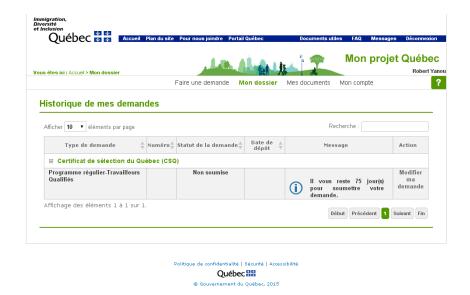
5 On the page Question de sécurité, type in the answer to your security question. For more information on this subject, consult *Mon projet Québec, A Guide to Creating and Managing an Account*.

Click on sulvant to go to the next step.

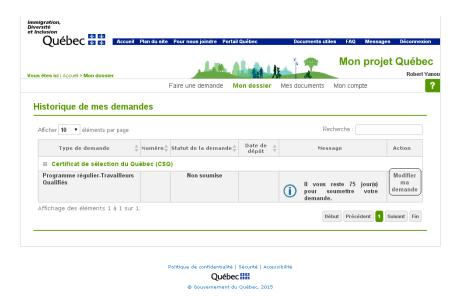
NOTE: If you checkmarked the box Je ne veux plus répondre aux questions de sécurité, car il s'agit de mon ordinateur personnel (I do not want to answer the security questions, because this is my personal computer), you will not have to answer the security question and you will go directly to the next step.



The page Historique de mes demandes will open.



6 Click on Modifier ma demande, to make changes to your application.



The page Renseignements sur l'identité (Identity information) will open.



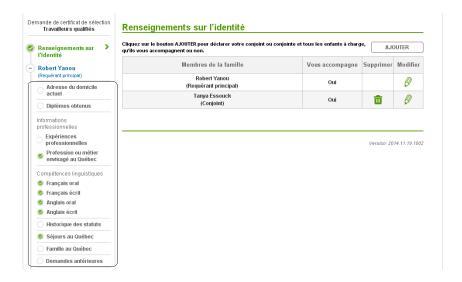
7 To change information about one of your family members, click on the icon ____ at the end of the line on which the name of this family member appears. The identity information about this person will appear on the screen, under Renseignements sur l'identité. Change this information. If necessary, consult the section Applying for a Certificat de sélection du Québec for information on the various fields on this page.

NOTE: To add a family member, click on **Renseignements sur l'identité** in the menu on the left, then on _____, and complete the <u>fields</u>.

Nom(s) de famille inscrit(s) dans le passeport *		Prénom(s) inscrit(s) dans le passeport *	
Yanou		Robert	
Le passeport ne contient auci	ın nom de famille 🔲 Le p	passeport ne contient aucun prénom	
Numéro de passeport *		metteur du passeport *	
0123456789		roun •	
Autres noms sous lesquels vous é	tes connu		
Nom(s) de famille Prénom	(s) Type	Í	
		▼ AJOUTER	
Aucun nom de famille Aucu	n prónom		
→ Addan noin de lannile ← Adda	ii prenoiii		
	n'y a aucun autre nom sous lequel v	ous etes connu	
	ny a aucun aure nom sous iequel v	ous etes connu	
Numáro d'identification nationale			
	Pays ér	netteur de l'identification nationale *	
Numéro d'identification nationale 1234567890	Pays ér Camei	netteur de l'identification nationale *	
1234567890 Numéro d'identification auprès du	Pays ér Camei	netteur de l'identification nationale *	
	Pays ér Camei	netteur de l'identification nationale *	
1234567890 Numéro d'identification auprès du 2345678901	Pays ér Camer	netteur de l'identification nationale *	
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1234567890 Numéro d'identification auprès du 2345678901 Sexe * Masculin •	Pays ér Camer gouvernement fédéral Date de 1962-0	netteur de l'identification nationale * roun r naissance (AAAA-MM-JJ) *	
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1234567890 Numéro d'identification auprès du 2345678901 Sexe * Wasculin Douala Numéro de référence individuel du	Pays ér Camel gouvernement fédéral Date de 1952-0 Pays d. Came	netteur de l'identification nationale * oun naissance (AAAA-MM-JJ) * 1-13 ** e naissance *	
1234567890 Numéro d'identification auprès du 2345678901 Sexe * Masculin Ville de naissance * Douala Numéro de référence individuel du ABC123456 Citoyenneté ou nationalité * Cameroun	gouvernement fédéral Date de 1962-0 Pays de Came	netteur de l'identification nationale * roun naissance (AAAA-MM-JJ) * 1-13 ** e naissance * roun vitoyenneté ou nationalité	
1234567890 Numéro d'identification auprès du 2345678901 Sexe * Masculin Ville de naissance * Douala Numéro de réference individuel du ABC123456 Cameroun Première langue matemelle *	Pays ér Camer gouvernement fédéral Date de 1962-0 Pays de Camer Ministère Autre c	netteur de l'identification nationale * roun r naissance (AAAA-MIM-JJ) * 1.13 roun ro	
1234567890 Numéro d'identification auprès du 2345678901 Sexe * Masculin Ville de naissance * Douala Numéro de référence individuel du ABC123456 Citoyenneté ou nationalité * Cameroun	gouvernement fédéral Date de 1962-0 Pays de Came	netteur de l'identification nationale * roun r naissance (AAAA-MIM-JJ) * 1.13 roun ro	
1234567890 Numéro d'identification auprès du 2345678901 Sexe * Masculin Ville de naissance * Douala Numéro de réference individuel du ABC123456 Cameroun Première langue matemelle *	Pays ér Camer gouvernement fédéral Date de 1962-0 Pays de Camer Ministère Autre c	netteur de l'identification nationale * roun r naissance (AAAA-MIM-JJ) * 1.13 roun ro	

OR

For the list of sections regarding this person, use the button 🖲 in the menu on the left.



AND

Click on the link that corresponds to the section in which you wish to change information (e.g., diplomas, under **Diplômes**). If necessary, consult the <u>table of contents</u> of this guide for more information on the section you wish to change.

After making the necessary changes, click on to save, or to validate.

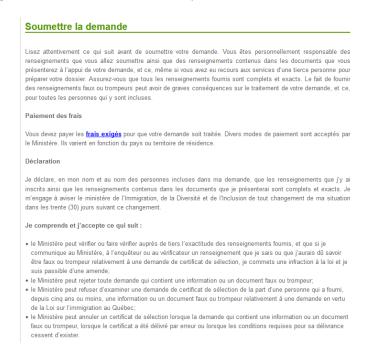
Submitting your application

To complete the section **Soumettre ma demande**, you must read the text and sign it. You can also click on the hyperlink (in blue) for information on application processing fees.

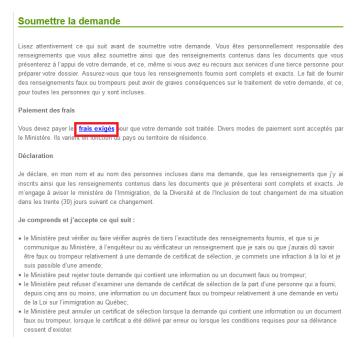
1 In the menu on the left, click on Soumettre ma demande.



The page Soumettre la demande will open.



2 Read the text on this page, then checkmark the box En foi de quoi, je signe (In witness whereof, I sign). To read the English translation, go to Appendix B.
NOTE: For information on the fees you must pay, click on frais exigés. A page on the Ministère's website will open. Click on the first link that appears on this page (Demande de Certificat de sélection du Québec [Travailleurs qualifiés]) for an overview of the fees to be paid and the various methods of payment.



Once you have returned to the page Soumettre la demande, under Ville, type in the name of the city where you are.



4 Under Pays ou territoire, click on the dropdown button

and select the country or territory. If necessary, use the cursor

to scroll down the list of countries and territories.



The current date automatically appears in the field Date.



5 Click on soumetime to submit. A confirmation message will appear to inform you that you will not be able to make anymore changes to your application once it has been submitted.



6 To submit your application, click on **Oui** (Yes). If you have provided all of the necessary information according to the instructions, a message will confirm that your application for a Certificat de sélection du Québec has been successfully sent.



OR

If you wish to wait to submit your application, click on Non (No). You can click on any item in the menu on the left to access the various sections and change the information you provided. When you have finished, you can return to step 1 to submit your application.

NOTE: If your application contains errors, make the necessary corrections, then submit it again.

Once you have successfully submitted your application, click on Frais à acquitter will open. This page contains the details regarding your application fees. You will receive an email informing you that the Ministère has sent another message to your account.



8 To read this message, click on the link in the email and you will be directed to the page Historique de mes demandes (History of my applications). On the blue bar at the top of the page, click on the word Messages.



The page Mes messages will open.



9 Click on Confirmation de réception de votre demande to view the notification of receipt of your application.



10 The page Confirmation de réception de votre demande will open. The message informs you that the Ministère has received your application for a selection certificat and that it will be processed once you have paid the required fees. It also reminds you that you have 90 days to pay the fees and that your application will be considered invalid if you do not respect this timeframe.



11 Click on . The page will close again. When you have returned to the page Mes Messages, you can click on Fiche d'accompagnement, for the transmittal slip.



The page Fiche d'accompagnement will appear. You will be instructed to enclose the transmittal slip with your mailings to the Ministère. To print it, click on Imprimer la fiche d'accompagnement on the page Mon dossier in Mon projet Québec.



12 Click on Fiche d'accompagnement. The transmittal slip will open in a new window.



MON PROJET QUÉBEC - FICHE D'ACCOMPAGNEMENT

Monsieur Robert Yanou 22, rue de la Tour

Douala Cameroun

****** IMPORTANT ******

- Pour tout envoi, vous devez joindre cette fiche d'accompagnement avec votre correspondance à l'adresse qui figure au bas de cette fiche.
 Si vous devez joindre des documents, utilisez une enveloppe matelassée (à bulle d'air ou à mousse) afin de protéger vos documents.
 Ne placez pas vos documents dans un protège-document.

Numéro de dossier : D0000001051 Numéro de référence individuel : Type de demande : Programme régulier-Travailleurs Qualifiés Territoire de traitement :

Ministère de l'Immigration, de la Diversité et de l'Inclusion « 285, rue Notre-Dame Ouest, 4e étage » « Montréal (Québec) H2Y 1178 » Téléphone : 514-664-9191 www.immigration-québec.gouv.qc.ca

Paying your application fee

You have submitted your application for a Certificat de sélection du Québec. You must now pay the required fees. There are three possibilities. You can:

- pay online by credit card (MasterCard, American Express or Visa)
- pay by mail
- pay later

Online payment



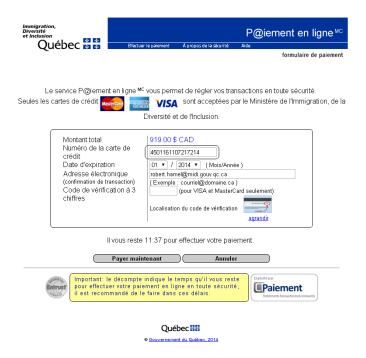
To make your online payment, click on PAYER EN LIGHE. The message that appears informs you that in case of interruption, select the tab "Mon Dossier" and click on "Payer ma demande." You will return to the page on required fees, under "Frais à acquitter", and you can, if necessary, choose payment by mail.



2 Click on . The page <u>P@iement en ligne</u> will open. The full amount to be paid will appear in Canadian dollars in the field <u>Montant total</u>.

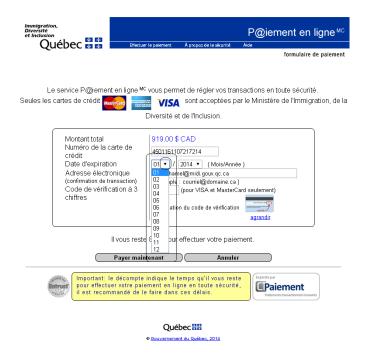


3 In the field Numéro de la carte de crédit, type in the number of the credit card you are using.

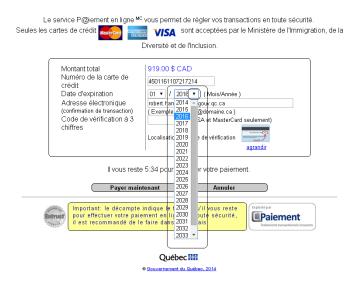


4 In the fields reserved for the expiry date, under Date d'expiration, click on the dropdown button
☐ and select the month and year of expiry of the credit card.

Selection of credit card expiry month



Selection of credit card expiry year



5 In the field Adresse électronique, type in your email address, if it does not already appear. This is the address the Ministère will use to send you the transaction confirmation.



6 In the field Code de vérification à 3 chiffres, type in the 3-digit verification code that appears on the back of the credit card (unless you are using an American Express card).



7 To pay your application fees, click on Payer maintenant.



A message will appear informing you that the transaction is in progress and asking you to please wait. The online payment confirmation page will open. A transaction receipt will be sent to the email address you indicated at the time of your payment.

NOTE: You must keep your receipt as proof of payment for your application. Payment confirmation will appear on the page Mes Messages.



- **8** To read your messages, consult the heading *Consulter les messages du Ministère* in the guide *Mon projet Québec, A quide to creating and managing an account..*
- 9 Paying your application fee by mail

You can choose to pay by mail.

If you decide to send your payment by mail, you must pay the exact amount, no less and no more. Otherwise, the Ministère will return your payment. Your application will be considered invalid and you will have to submit a new one.

1 Click on PAYER PARLA POSTE. The following message will appear: "Si vous choisissez de payer par la poste, vous ne pourrez pas revenir sur votre choix. Voulez-vous envoyer

votre paiement par la poste?" (If you choose to pay by mail, you cannot change your mind. Do you want to make your payment by mail?)



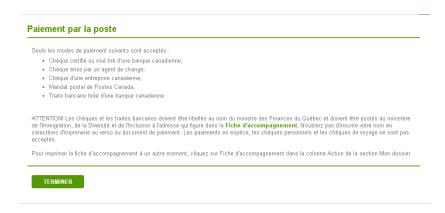
2 If yes, click on to continue.

OR

If no, click on to return to the preceding page.



- 3 If you clicked on _____, the page Paiement par la poste (Payment by mail) will open, specifying:
 - methods of payment accepted;
 - that cheques must be made out to the Minister of Finance and mailed to the Ministère de l'Immigration, de la Diversité et de l'Inclusion;
 - that the transmittal slip must be enclosed with your payment;
 - that cash payment, personal cheques and traveller's cheques are not accepted.



4 Click on the link Fiche d'accompagnement to download the transmittal slip in PDF format.





****** IMPORTANT ******

Pour tout envoi, vous devez joindre cette fiche d'accompagnement avec votre correspondance à l'adresse qui figure au bas de cette fiche.
Si vous devez joindre des documents, utilisez une enveloppe matelassée (à bulle d'air ou à mousse) afin de protéger vos documents.
Ne placez pas vos documents dans un protège-document.

Numéro de dossier : D0000001051 Numéro de référence individuel : Type de demande : Programme régulier-Travailleurs Qualifiés Territoire de traitement :

Ministère de l'Immigration, de la Diversité et de l'Inclusion « 285, rue Notre-Dame Ouest, 4e étage » « Montréal (Québec) H2Y 1178 » Téléphon e : 514-864-9191 www.immigration-quebec.gouv.qc.ca

The transmittal slip contains the following information regarding the application for which you wish to make the payment:

- title, first name and last name of the principal claimant
- his or her complete address (as indicated on the online application)
- important information about the mailing
- application number
- individual reference number
- type of application
- processing territory
- address to which you must post your cheque and transmittal slip.
- 5 Print the **fiche d'accompagnement** and enclose it with your payment.
- To close the window, click on **Example**.

Once your payment has been received, the Ministère will post a message in your account accompanied by two documents:

- the letter regarding the opening of your file;
- the summary of your application for a Certificat de sélection du Québec.

You can consult these documents at any time on the page Mes Messages in Mon projet Québec.

Pay later

1 To pay later, click on PAYER PLUS TARD. A message will appear.



The message informs you that you must pay within 90 days and that your application will be pending payment until then. To make your payment, you must select the tab Mon Dossier and click on Payer ma demande.



Appendix A

Financial self-sufficiency

The Contract respecting financial self-sufficiency is a legal agreement by which you undertake to provide for your basic needs and, where applicable, those of your spouse and dependent children accompanying you to Québec, including those who are Canadian citizens. It comes into effect on the day you arrive in Québec as a permanent resident and is valid for a period of three months.

The basic needs covered by this contract include food, housing, clothing and all other personal necessities.

The Ministère de l'Immigration, de la Diversité et de l'Inclusion may provide information concerning this contract to the Ministère de l'Emploi et de la Solidarité sociale if any application is made for last-resort financial assistance for any person(s) included in an application.

Any amount paid to you or to persons included in your application in the form of last-resort financial assistance under the applicable legislation throughout the term of the contract will have to be reimbursed.

As required by the *Act respecting immigration to Québec* and the Regulation respecting the selection of foreign nationals, you must demonstrate your financial self-sufficiency by signing the contract respecting financial self-sufficiency when asked by the Ministère, or else your application for a selection certificate cannot be accepted.

To find out how much money you need to have at your disposal, see the basic needs table.

I have read the information regarding financial self-sufficiency and I understand the nature and scope of the contract respecting financial self-sufficiency. I undertake to sign this contract and submit it to the Ministère de l'Immigration, de la Diversité et de l'Inclusion when asked to do so.

Appendix B

Submitting your application

Carefully read the following before submitting your application. Whether or not you retain the services of a third party to prepare your file, you are personally responsible for the information you submit as well as for the information contained in any supporting documents submitted with your application. Make sure the information provided is complete and accurate. Providing false or misleading information can have serious consequences with regard to your application, including for all persons included.

Payment of fees

You must pay the <u>fees required</u> for your application to be processed. A variety of payment methods are accepted by the Ministère. They vary depending on your country or territory of residence.

Declaration

I acknowledge, for myself and for the persons included in my application, that the information I provided and the information contained in the documents I submit is complete and accurate. I undertake to notify the Ministère de l'Immigration, de la Diversité et de l'Inclusion of any change in my situation within thirty (30) days of said change.

I understand and agree as follows:

- •The Ministère will seek confirmation from a third party of the accuracy of the information provided. I am committing an offence and am liable to a fine if I give the Ministère any information that I know or should have known to be false or misleading in relation to my application for a selection certificate.
- •The Ministère will reject any application that contains false or misleading information or documents.
- •The Ministère will refuse to examine my application for a selection certificate if I have provided false or misleading information or documents on an application submitted under the *Act respecting immigration to Québec* in the past five years.
- •The Ministère will cancel any selection certificate issued based on an application containing false or misleading information or documents, if it was issued by mistake or if the conditions required for its issuance no longer exist.

I also acknowledge being aware of the following:

- •That it may be difficult for me to get a job in Québec corresponding to my training or experience, and that the job market situation is likely to change by the time I arrive in Québec.
- •That I am responsible for covering any expenses associated with my settlement and, where applicable, that of my family members.

In witness whereof, I have signed.

Appendix C

Authorization to release information

Except as otherwise provided by the *Act respecting access to documents held by public bodies* and the protection of personal information, the Ministère de l'Immigration, de la Diversité et de l'Inclusion needs your consent to disclose personal information regarding you.

This authorization:

- Cancels any prior authorization given in this regard.
- Does not give my spouse the authority to represent me or act on my behalf.

Do you authorize the Ministère to share information about you with your spouse for the purposes of processing your application? *

Date authhorization begins*

Date authorization ends

Appendix D

Requirements regarding the Application for Selection Certificate

Before submitting an immigration application, you can assess your chances of being selected by Québec. This can be done quickly and free of charge, by using the Preliminary Evaluation for Immigration.

You do not have to submit any documents when filling out your application. However, some documents will be required to confirm the veracity of the information you provided. You have 90 days to provide the required documents, otherwise your application will be rejected.

To properly fill out your application, consult the form Documents to submit in support of the Application for a Certificat de sélection du Québec.

Note that you are entirely responsible for the veracity of the information you provide regarding yourself and the people accompanying you.