

OTHER WAYS TO REGISTER IN THE SCHOOL OF CONTINUING STUDIES

In-Person Registration

If you are a new Independent (Special) Student, or if you are unable to register using Minerva, you must register in-person. Please email info.conted@mcgill.ca or call Client Services at 514-398-6200 for information concerning registration.

Specific dates for Fall, Winter, and Spring/Summer term in-person registration are available on the SCS registration website.

Required Documents

Returning Students

1. McGill ID card or proof of Student Number (i.e., unofficial transcript)
2. Proof of satisfactory completion of prerequisite courses

Newly Admitted Students

1. Your letter of admission
2. Proof of satisfactory completion of prerequisite courses
3. Your student ID card (if you were a Special Student in a previous term)
4. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student (if you have not done so). For more information, see Legal Documents

New Independent (Special) Students

1. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student. For more information, see Legal Documents
2. Your Permanent Code from the Government of Quebec (see Legal Documents)
3. Proof of satisfactory completion of prerequisite courses
4. Proof of proficiency in English, if applicable (see Proof of Proficiency in English)

Independent (Special) Students Registering in Graduate-Level Courses

1. An unofficial transcript in English or French confirming degree completion and, if applicable, an "avis d'études" from the *Gouvernement du Québec, Ministère de l'Immigration, de la Francisation et de l'Intégration*
2. A letter from your university of origin confirming the expected date of completion of your degree (if your degree has not yet been granted). You must request to have an official transcript sent to us before the end of term once your degree is completed.
3. Proof of proficiency in English, if applicable (see Proof of Proficiency in English)

Failure to provide the documents listed above will result in your not being permitted to register in courses.

International Students

In addition to the above, international students should bring:

1. A completed Study Plan
Note: Once admitted into a program, School of Continuing Studies students will be provided with a Study Plan, outlining the appropriate sequence of courses which will enable them to complete their program within the time frame specified by the immigration authorities. For more information, please contact Client Services at 514-398-6200 or send an email to info.conted@mcgill.ca.
2. A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see Legal Documents)
3. Valid passport
4. Your Health Insurance Number (If you have not purchased insurance, you must do so at the Brown Student Services Building, 3600 McTavish, before registration)

Registration for Short Courses, Seminars, and Workshops

For registration in short courses, seminars, and workshops, please see the appropriate academic area:

- Professional Development and Non-Credit Offerings
- McGill Community for Lifelong Learning

Registration by Proxy

If you are unable to register during the scheduled registration periods, you can register by proxy. A proxy form is available at the School of Continuing Studies or at mcgill.ca/continuingstudies/registration. This form must be completed and signed by both you and the proxy holder. The School will not accept proxy forms sent by fax. The proxy holder must bring the signed form along with all supporting documents, and be prepared to pay the fees in full (see In-Person Registration (p. 1)).