

# SUBMITTING LEGAL DOCUMENTS

McGill requires documentation from you to confirm your legal status. The following sections describe the documents needed for your specific situation and how you should proceed.

## What Documents Does McGill Need from You

Please send the requirements listed below according to the status that applies to you. This information may be subject to change, so **always refer to the Legal Documents website for the most up-to-date information.**

### Quebec and Canadian Out-of-Province Students

You have applied to McGill directly from CEGEP or you already have a student record at McGill

- **Usually** no documents are required to prove your Canadian and/or Quebec status. In most cases, your status is confirmed to us by the Government of Quebec or is already in your McGill record. Check your Minerva account to verify that your status is updated correctly (*Select Student Menu > Student Accounts Menu > View your Tuition and Legal Status*)

You have applied to McGill from another Quebec university

- Proof of Canadian status is required: refer to the Legal Documents website for a comprehensive list of accepted documents.
- Additionally, for Quebec residency status, **usually** no documents are required, unless McGill cannot confirm this from the Government of Quebec. Check your Minerva account to verify that your status is correct

You were born in Quebec

- Quebec birth certificate (Note 4)

You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec

- Proof of Canadian status is required: refer to the Legal Documents website for a comprehensive list of accepted documents.
- Permanent Code Data Form (Notes 1 and 5)

You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec

- Proof of Canadian status is required: refer to the Legal Documents website for a comprehensive list of accepted documents.
- Permanent Code Data Form (Notes 1 and 5)
- Attestation of Residency in Quebec Form (Note 5)
- Other supporting documents, depending on which situation you checked on the above Attestation of Residency Form

## International Students

You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)

- You may need a Visitor's Permit or Electronic Travel Authorization (eTA) issued by Immigration, Refugees, and Citizenship Canada (IRCC) at your port of entry into Canada. To determine if you are required to have a visa, please refer to the Immigration and Citizenship website
- Photo page of your passport
- Permanent Code Data Form (Notes 1 and 5)

You will be in Canada for more than six months (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters)

- Certificate of Acceptance of Quebec (CAQ)
- Study Permit issued by Immigration Canada
- Permanent Code Data Form (Notes 1 and 4)

**Note 1:** Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, if you have clearly identified your parents' names on your application to McGill, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.

**Note 2:** Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident card (both sides). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.

**Note 3:** Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a valid Quebec Permanent Code, McGill will accept a copy of your valid Canadian passport that indicates your birthplace as being within the province of Quebec as proof that you are eligible for Quebec residency.

**Note 4:** You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms on the Forms and Reference Materials page.

## Fee Exemptions

Exemption from the out-of-province or international supplement tuition fees is possible for students in any of the following three categories, as authorized by the Government of Quebec:

1. **French Course Fee Exemptions** – Full-time international students are charged fees at the Quebec tuition rate by default for certain eligible French courses (note exclusions as listed on the Tuition Fee Exemption page).
2. **Out-of-Province Tuition Supplement Exemptions** – Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details can be found on the Tuition Fee Exemption page):
  - Students in a Ph.D. program
  - Students in a Postgraduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows

- Students registered full-time in the Master's in French (*Maîtrise en français*). The exemption begins at the moment the student registers in the program, without retroactive effect

3. **International Students Eligible for Fee Exemptions Based on Legal Status in Canada** – Students with one of the following statuses may be exempt from International Supplements (certain categories of international fees may be assessed at the Canadian tuition rate):
- Citizens of France
  - Citizens of certain countries with an agreement with the Government of Quebec
  - Diplomatic, consular, or other representatives of international organizations
  - Convention refugees
  - Students awaiting permanent residency in Canada and holding an eligible CSQ
  - Students whose spouse holds, or unmarried students whose parent holds a Temporary Work Permit in Canada
  - Students funded by the FRSQ (*Fonds de la recherche en santé du Québec*)

## Where and How Do I Send My Documents

You must send in all your documents after you have accepted your offer of admission but before the start of classes. **Do not send originals.** Email clear and legible copies of your documents. Write your McGill student ID in the filename of each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order.

Please refer to the Legal Documents website for detailed instructions on where and how to submit your document according to student category.

If there is a problem with your documents, contact Service Point at:

Telephone: 514-398-7878

Website: [mcgill.ca/servicepoint/contact](http://mcgill.ca/servicepoint/contact)

## For the School of Continuing Studies

By email: [legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca)

In person (appointment required) or by mail/courier:

McGill University  
School of Continuing Studies  
680 Sherbrooke Street West, Suite 1199  
Montreal QC H3A 3R1

If there is a problem with your documents, contact the School's Client Services at:

Telephone: 514-398-6200

Email: [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca); [legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca)

## Why Does McGill Collect Legal Documents from You

Your tuition status at McGill will vary depending on your legal status in Canada. In order to determine your appropriate rate of tuition (Quebec,

Canadian out-of-province, or international), we require documentation confirming your current status. The documentation is also required in order to confirm your valid citizenship/immigration status. To find out which documents you must provide and when they are required, refer to What Documents Does McGill Need from You? (p. 1)

Some of the documents McGill requests help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code is created by the Quebec Ministry of Education and is obligatory for all students registered in a Quebec institution. If you have previously attended school in Quebec, you should already have a Permanent Code; it can be found on your school report card or your CEGEP and/or university transcripts. If you do not already have a Permanent Code, we will request to have it created for you. Once it has been created, it will appear on your unofficial transcript.

You can consult your tuition and legal status (including your Permanent Code) in Minerva. Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.

**Note for Medicine and Health Sciences:** Once admitted to the Faculty, you will be required to provide additional documentation for the purposes of admission and registration. Details are provided in the application instructions. For more information, refer to the Undergraduate Medical Admissions Supporting Documentation page.

## Has McGill Received Your Documents Quebec/Canadian/International Fees and Immigration Status

Once McGill has received your documents, it usually takes 5-10 business days to process them and update your status accordingly.

- Check your tuition fee and legal status in the Minerva Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. Ensure that you select the correct term when viewing your status.
- Check the phrase: *Fees currently calculated according to rules for....* This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For information on fees, see Student Accounts.

**If you do not agree with your tuition status, notify McGill**

**immediately.** Documentation provided to modify your legal and tuition status must be received within the given semester for changes to be applied for that semester. Retroactive tuition status updates are not permitted; requests and documents submitted after the semester has ended will be processed, with changes applied to the *following* semester.

## Permanent Code

Your Permanent Code will be created and/or validated by Quebec's Ministry of Education normally within the first six to eight weeks of your first registered semester at McGill.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed

in What Documents Does McGill Need from You? (p. 1) or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

## What Are the Consequences of Not Providing Your Documents

The deadline to submit documents in support of a change to your tuition status effective for that semester is the last day of classes for that semester (e.g., December 1 for changes to be made to your tuition status for the Fall term, or April 1 for changes to be made for the Winter term).

If documents are still missing from your file after the start of the semester, a hold will be added to your record preventing you from registering or dropping any courses, and in some cases, from obtaining your official transcript.

**International students who have not provided their valid immigration documents to McGill may be de-registered from their courses.**