



École des métiers
de l'**aérospatiale**
de Montréal

École des métiers de
l'**aérospatiale de Montréal**

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International Student

This document present the information required to complete your application at our institution. We accept foreign students if they have a valid Certificate of Acceptance of Quebec (CAQ) for the vocational training, student visa, work permits/internship program, a passport and proof of education attesting to the success of the prerequisites.

Make your application

First, you (or the person you are helping) must apply online on the website of the *École des métiers de l'aérospatiale de Montréal* at www.srafp.com or access via our website at www.emam.ca.

Permanent Code

In order to complete your application, you will need to enter a permanent code. To create a temporary code that will serve until the Ministère de l'Éducation et Enseignement supérieur (MEES) gives you an official one, you can set it up following the instructions: start with the first three letters of your last name, add the first letter of your first name, then your date of birth starting by the two digit indicating the day of your birth, followed by two digits for the month in which you could add the number 50 to inform the system of the female sex of the applicant, if this is the case. Then, you add the last two digits of year of birth and you complete by adding 99.

For example, if my name Zakari Laachfoubi and I was born on February 26th 1986, my temporary permanent code would be [LAAZ26028699](#). If I am a woman and my name is Sophia Perez, and that my date of birth is November 26th, 1982, my temporary permanent code would be [PERS26618299](#).

If your last name contains only two letters, for example Lê, please add the letter X as the third letter. So, the temporary permanent code could be [LEXS19038199](#).

You can complete only one application at a time.

Letters

Then, you must send an email to the admission secretary at emam.inscription@csgm.qc.ca advising that your application has been completed in the system. She will apply the policy of the school board of Montreal which is to charge \$ 250 for the administrative processing of applications for foreign students (except French citizens). If you are outside of Quebec, it is possible to make your payment by International money transfers or wire transfer.

If you are near the school, or a person authorized by you may attend school during business hours, you can pay these fees by credit card (Visa or Mastercard), certified check, or Interac. Following the confirmation of the transaction, we will be happy to produce a detailed letter of your registration allowing you to apply for your visa to study. And more, the cost of your training will be specified on the letter.

Please note that the letters are produced once a week, on Mondays (Tuesdays during holidays). They can be sent by mail or deposited to the reception desk. The cost associated with the chosen training will also be specified in the letter.

Cost for the 2016-2017 school year

Aircraft Structural Assembly: \$12 219,29 for people under 20 years old and \$11 857,28 for people over 20 years of age.

Cable and Circuit Assembly: \$12 521,61 for people under 20 years old and \$12 170,74 \$ for people over 20 years of age.

Machining Technics: \$25 451,99 for people under 20 years old and \$24 725,14 for people over 20 years of age.

Montage mécanique en aérospatiale (not offered in English): \$16 957,80 for people under 20 years old and \$16 517,83 for people over 20 years of age.

Tôlerie de précision (not offered in English): \$17 249,39 for people under 20 years old and \$16 776,00 for people over 20 years of age.

Fees for additional services and educational materials will also be required for an approximate cost of 375 \$ to 800 \$.

Payment agreement

It will be possible to establish a payment agreement with the Administrative Assistant Director of the school, which is available upon appointment. This payment agreement can be established a few days before starting your program if your application is considered as complete.

Required documents for your file

Below is the list of the original documents to be presented at the reception of the school:

- CAQ valid for vocational training
- Valid study permit
- Completed online application on the website srafp.com (the application must be printed and signed by the student)
- Birth certificate (if possible)
- Valid passport
- '*Évaluation comparative des études effectuées hors du Québec*' for studies done outside Quebec or
- Proof of completion of the General Development Test (GDT) in Quebec *
- Work Permit - Internship Program (can be obtained free of charge)

General Development Test (GDT)

* In order to take the GDT, we inform you that it is possible to do so at J.F.K. Adult Education Testing Center, located in Montreal. It should be noted that this test can be taken only in Quebec and is accepted only for those over 18 years old. For foreign students, some fees are required to take the GDT.

To access this test, you must send me an email so I can introduce you to the center. You absolutely must be referred by me to be allowed to take the test.

Some programs have additional prerequisites other than the success of the GDT.

Programs that require specific prerequisites

Machining techniques: Language of education 3053 - Mathematics 2102-3
Tôlerie de précision (not offered in English): Mathematics 1101-3

Other programs available do not require specific prerequisites.

General Development Test (GDT)

Prerequisite for admission to professional formation.

The success of the general Development test gives the possibility of accessing vocational training programs for people who do not have the academic prerequisites normally required by these programs.

According to the training program selected, some specific prerequisites can be completed before taking the GDT, or after, concurrently. A meeting with a counsellor of the J.F.K. Adult Education Testing Center will help you in setting the necessary course.

- GDT has 100 questions with multiple choices
- The 100 questions are grouped into selections which are timed
- The total duration of the session that is allowed is 2 hours
- The use of the calculator (provided by the Center) is permitted to the "problem solving" section

The necessary mark to achieve success is 45% for the entire test

The right to take the test a second time can be done only after one full year of the execution of the first test. In this case, the test must be retaken entirely.

Registration to the GDT

Those interested in passing the GDT must be registered in a program at *École des métiers de l'aérospatiale de Montréal*. Then you must send an email to our counsellor (Mrs. Caroline Boivin) for ask your authorisation to pass this test. Thereafter, this counsellor will send you an email telling you that you can now contact the J.F.K. Center for take an appointment and get more information. After passing the test, we will receive your result and we will contact you by email. If the test is successful, you can complete your registration.

Here are the coordinates of the J.F.K. Adult Education Testing Center

3030, rue Villeray, Montreal (Metro St-Michel)
514 483-7200 ext. 6388

SCHOOL EQUIVALENCY

Please note that this document is a summary. For the complete procedure, visit the official website of the "Ministère" under the heading "*Évaluation comparative des études effectuées hors du Québec*" at the following address:

<http://www.immigration-quebec.gouv.qc.ca/fr/education/evaluation-comparative>

To submit your application, you must send by mail your request to the:

**Direction du courrier, de l'encaissement et de l'évaluation comparative
Ministère de l'Immigration, de la Diversité, et de l'Inclusion
285, rue Notre-Dame Ouest, 4^e étage
Montréal (Québec) H2Y 1T8**

- **Fees of 113 \$ for opening and processing of your file**
- **Translation is around 45 \$ for first page and around 19 \$ for each additional page**
- **Waiting period will be of 12 to 14 months**

You can make your payment by cash, credit card (Visa, MasterCard or American Express), debit card or by certified check, postal money order or bank money order payable to the "*Ministère des finances du Québec*".

No refunds will be made.

Be sure to join (no photocopies allowed):

- An official identification document (original or certified) corresponding to your name as seen on school official documents that you present, such as: birth certificate, 'Certificat de sélection du Québec', passport, citizenship card, visa or Permanent Resident Card.
- The **original** of diplomas and school reports or copies of these documents certified by the attended educational institution or by government authorities responsible for training received.
- The translations of school documents done or verified by a translator member of the **Ordre des traducteurs, des terminologues et des interprètes agréés du Québec** (www.OTTIAQ.org), if written in a language other than English or French.

The application form of 'Comparative Evaluation' completed and signed by the applicant.

Therefore, the CAQ must be valid for vocational training. The study permit can be of a different level of education, as they are modified only during renewals.

Work Permit - Internship Program

To apply for work permits - Internship Program, here are the useful links:

<http://www.cic.gc.ca/english/information/applications/work-students.asp>

<http://www.cic.gc.ca/english/pdf/kits/forms/IMM5583E.PDF>

The form is complete: IMM 5710

<http://www.cic.gc.ca/english/pdf/kits/forms/IMM5710E.pdf>

More information:

<http://www.immigration-quebec.gouv.qc.ca/publications/en/studies/Brochure-Study-Quebec.pdf>

<http://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students/stay-quebec/application-csq/students-quebec/when-where-submit.html>

Accident-insurance program for students

The CSDM is committed in ensuring a safe environment in schools by informing parents of their responsibility in regard of the accident-insurance program for students. Therefore and in order to meet the needs of CSDM's students for the year 2014-2015 in respect of the accident-insurance program, the Bureau des approvisionnements du Service des ressources financières of the CSDM refer you to the following insurance companies: *La Capitale ou Desjardins Sécurité financière*.

Insurance Company: La Capitale

Phone: 1-866 612.3473

Website:

<http://www.lacapitale.com/fr/particuliers/assurances/assuranceaccident/accim>

Compagnie d'assurances Desjardins Sécurité financière

Phone: 1-877 888.4873

Website:

http://www.desjardins.com/fr/particuliers/produits_services/assurances_personnes/accirance/

Deposit of your file at the *École des métiers de l'aérospatiale de Montréal*

When your application will be complete, you will be able to send it to us by mail. All your document must be stamp certified copy (by a banking institution, an institution or a commissioner of oaths) or, ideally, you can apply in person at the school's office which is open from 8 am to 19 pm, Monday to Friday. At this time, we will make certified copies of all your documents. Only from that time, your application will be processed and a place could be assigned to you. You can make only one application at a time.

Websites

Also, I invite you to visit the following websites:

www.tacarrierecolle.ca, site by Jobboom and in collaboration with the "École des métiers de l'aérospatiale de Montréal"
www.cic.gc.ca, Immigration Canada
www.immigration-quebec.gouv.qc.ca, Immigration Quebec
<http://csdm.ca/formation-professionnelle/services/reconnaissance-des-acquis-et-des-competences/>, recognition of competencies (RAC)
www.clicfp.qc.ca, information on careers and vocational training
www.afe.gouv.qc.ca, student financial assistance
www.toutpoureussir.com, information on career in vocational training
www.inforoutefpt.com, educational and vocational information
www.csdm.qc.ca/SARCA, reception service, support and references of the Commission scolaire de Montréal
www.cra-arc.gc.ca/tx/nrrsdnts/ndvdlstdnts-fra.html, Canada Revenue Agency
<http://montreal.kijiji.ca/f-immobilier-chambres-a-louer-colocs-W0QQCatIdZ36>, rooms for rent
<http://montreal.kijiji.ca/f-immobilier-appartements-condos-W0QQCatIdZ37>, apartments for rent

About your payment (250, 00 \$) and letters, please contact the admission secretary by email at emam.inscription@csdm.qc.ca. We therefore remain in waiting of your answer.

We are happy that you chose *l'École des métiers de l'aérospatiale de Montréal* for your studies and we wish you will achieve all your professional goals.

08/19/2014