



Foreign Student Guide

This guide indicates the information required to complete an application for admission as a foreign student at École des métiers de l'aérospatiale de Montréal (EMAM) of the Commission scolaire de Montréal (CSDM).

Here is a list of original documents that will have to be submitted to the school reception to complete an admission file:

- Application for admission completed online on srafp.com (must be printed and signed by the student)
- Valid passport
- Birth certificate
- Quebec certificate of acceptance (QCA) *
- Valid study permit *
- Work permit – Internship program *
- Assessment of schooling (one of the three following documents)
 - Verification of school documents on the *List of official school documents approved by the MEES* (Annex 5)
 - Comparative evaluation of studies conducted outside of Quebec
 - Proof of success of the General development test (GDT) in Quebec
- Proof of insurance

**These documents must be valid for the duration of the program and meet the professional training standards*

Completing an application

The first step is to register online at:

- www.srafp.com

Creating a permanent code

In order to complete your request, you will need to enter a permanent code. To create this code which will serve temporarily until the Ministry of Education and Higher Education (MEES) issues an official code, proceed as follows:

1. Take the first three letters of your surname;
 - a. If your surname contains only two letters, for example « Lê », add the letter X as the third letter.
2. Add the first letter of your given name;
3. Add your date of birth starting with the two digits indicating the day, followed by the two digits of the month. (If you are a female, you must add the number 50 to your month of birth);
4. Add the last two digits of the year of birth;
5. End by adding the number 99.

Only one application at a time may be completed.

Example:

Zakari Laachfoubi (male), born on February 26, 1986, the temporary permanent code would be [LAAZ26028699](#).

Sophia Perez (female), born on February 26, 1986, the temporary permanent code would be [PERS26528699](#).

Completing the registration

Once you have completed your registration on the SRAFP, you must inform the Secretariat Office for admissions of EMAM.

E-mail: emam.admission@csgm.qc.ca

Phone: 514-596-2376

Address: 5300 Chauveau St., Montréal, Québec, Canada H1N 3V7

Business hours: Monday through Friday 7:30 AM to 7:30 PM

A fee of \$250 for administrative processing will be required (with the exception of French citizens).

When the payment is settled, you will be given a letter of registration which will allow you to continue your administrative steps towards obtaining the QCA and permits (studies and work). The cost of your program will also be specified in this letter.

Program costs for the 2019-2020 school year

Aircraft Structural Assembly:

\$12,938.71 (people under the age of 20)

\$12,550.70 (people over the age of 20)

Cables and Circuits Assembly:

\$13,230.45 (people under the age of 20)

\$12,854.38 (people over the age of 20)

Aircraft Mechanical Assembly:

\$17,867.73 (people under the age of 20)

\$17,396.15 (people over the age of 20)

Machining Techniques:

\$26,797.51 (people under the age of 20)

\$26,018.35 (people over the age of 20)

Precision Sheet Metal:

\$18,138.33 (people under the age of 20)

\$17,630.93 (people over the age of 20)

Special feature for a French citizen

The Quebec Education Act states that a French national is exempt from tuition fees (training costs) under the agreement signed between Quebec and France. Only the fees for complementary services and school materials will be charged at an approximate cost ranging from \$375 to \$800 depending on the program.

Completing the admission file

Once you have obtained your documents (QCA, permits, etc.), you may report to the school Secretariat where certified copies of all your original documents will be made.

Once all the documents are in your file and the payments are made, you will be assigned to a group depending on availability.

Please note that it is possible that the initial group for which we have processed your request is complete. In such a case we will transfer your request to the next group.

Prerequisites to the programs

Programs that do not require specific prerequisites

Aircraft Structural Assembly
Aircraft Mechanical Assembly
Cables and Circuits Assembly

Programs that require specific prerequisites

Machining Techniques: Language of instruction **3053-1** Mathematics **2102-3**
Precision Sheet Metal: Mathematics **1101-3**

Payment Agreement

When the registration file is complete, you must make an appointment for the payment agreement with the school's Administrative Manager.

If you are outside Quebec, you can make your payment by bank draft or international transfer. For more information, please contact the Administrative Manager by e-mail at cotegen@csdm.qc.ca.

If you are close to the school, you will be able to pay these fees by credit card (Visa or Mastercard), Interac, certified cheque or money order.

We thank you for choosing École des métiers de l'aérospatiale de Montréal (EMAM) and we wish you success in achieving your professional goals.

General Development Test (GDT)

*It is possible to pass the GDT test at the Champagnat Center located in Montreal. It should be noted that this test can only be passed in Quebec and that it is only accepted for people over the age of 18. For foreign students, there will be a fee of \$100 to pass the GDT.

General Development Test (GDT)

Pre-admission to vocational training programs

The success of the general development test gives the opportunity to have access to vocational training programs for those who do not have the prerequisites normally required by these programs.

Depending on the vocational training program selected, certain **specific prerequisites** may be completed before passing the GDT, or thereafter, concomitantly. A meeting with an adviser of the "Reception, reference, counselling and accompaniment services" (SARCA) of the Champagnat Center will help you establish the necessary steps.

- The GDT includes 100 questions with a choice of answers
- The 100 questions are grouped in sections that are timed
- The total duration of the session is 2 hours
- The use of the calculator (provided by the Center) is allowed for the «problem solving» part

The success threshold is 45% for the entire test

In case of failure, the right of recovery may only be exercised after one year from the date of the test. In such case, the test must be taken as a whole.

REGISTRATION FOR THE GDT

Those interested in registering for the GDT must report to the SARCA of the Champagnat Center. Following a meeting with a counselor, the registration is completed in person in order to proceed with the opening of a file.

**Here is the contact information of the Champagnat Center
Adult General Training Center**

5017 Saint-Hubert St.
Montreal (Quebec) H2J 2X9
c-champagnat@csdm.qc.ca
Phone: 514-350-8060
Telecopier (FAX): 514-350-8813
Two (2) streets East of the Laurier metro station

In order to be eligible for one of these programs with the GDT, you must register for the specific prerequisites required. You could be eligible for these professional training programs by submitting your proof of registration to ADF @ (assisted distance training) for this or these specific prerequisite(s), as well as by presenting your proof of success to the GDT. In order to register to the ADF @ you may get information from the Champagnat Center of the CSDM (Commission scolaire de Montréal - Montreal School Board).

Here is the Internet link:

<http://www.csdm.qc.ca/EducationAdultes/FormationDistance.aspx>

Please note that if you are admitted with a GDT, it is not necessary to present an equivalency of MIDI studies (formerly MICC) to your admission file.

EQUIVALENCE OF STUDIES

Please note that this document is only a summary. For the complete procedure, please consult the Ministry of Immigration's official website under the heading «comparative assessment» at the following address:

<http://www.immigration-quebec.gouv.qc.ca/fr/education/evaluation-comparative/depot-demande/bureau.html#montreal>

To submit your application, you must send it by mail to the following address:

*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, 4e étage
Montréal (Québec) H2Y 1T8*

- The cost of \$113 CA is for the opening and processing of your file
- Expect a waiting period of 12 to 14 months

You can make your payment by credit card (*Visa MasterCard or American Express*), by debit card or by cheque, money order or by bank draft made to the order of the Minister of Finance of Quebec. **No refunds will be made.**

Make sure to include the following (**no photocopies**):

- An official identity document (original or certified) corresponding to the name that appears on the documents you are submitting to the school such as: birth certificate, Quebec Selection Certificate, passport, citizenship card, visa or permanent residence card.
- **Originals** of diplomas and transcripts or copies of these documents certified by the attending educational institution or by government authorities responsible for the training received.
- Translations of your school documents made or verified by a **translator who is a member of the Order of translators, terminologists and accredited interpreters of Quebec** (www.OTTIAQ.org), if written in a language other than English or French.

The application form for a comparative assessment completed and signed by the applicant.

Work Permit – Internship Program (free)

Here are the useful links to apply for a Work Permit - Internship Program:

<http://www.cic.gc.ca/francais/information/demandes/emploi-etudiants.asp>

<http://www.cic.gc.ca/francais/pdf/trousses/form/IMM5583F.PDF>

The form to be completed is IMM 5710:

<http://www.cic.gc.ca/francais/pdf/trousses/form/imm5710F.pdf>

Other information:

<http://www.immigration-quebec.gouv.qc.ca/publications/fr/etudes/Brochure-Etudier-Formation.pdf>

If you are studying or have succeeded in passing a professional training program leading to a DEP or ASP lasting 900 hours or more and you plan to extend your stay in Quebec with the prospect of living there permanently, you may be eligible for the on-site filing of an application for Certificate of Selection of Quebec (CSQ) leading to permanent residence. Several criteria will be examined, including your knowledge of French.

<http://www.immigration-quebec.gouv.qc.ca/fr/immigrer-installer/etudiants/demeurer-quebec/demande-csq/etudiants-quebec/lieu-moment-depot.html>

Student Accident Insurance Program

The CSDM is committed to ensuring a safe environment in the school by informing parents of their responsibility for the accident insurance program to students. Therefore, in order to cover the needs of CSDM students during the 2018-2019 school year for accident insurance to students, the Procurement Office of the Financial Resources Department of the CSDM proposes that you refer to the following insurance company: *La Capitale*

Insurance company: **La Capitale**

Phone : 1 – 866 612-3473

<http://www.lacapitale.com/fr/particuliers/assurances/assurance-accident/accimum>

Internet Sites

In addition, we invite you to visit the following Websites:

www.tacarrierecolle.ca, site created by Jobboom in collaboration with École des métiers de l'aérospatiale de Montréal (EMAM)

<http://www.formationeda.com/formationeda.php>, Adult Education

www.cic.gc.ca, Immigration Canada

www.immigration-quebec.gouv.qc.ca, Immigration Québec

<http://csdm.ca/formation-professionnelle/services/reconnaissance-des-acquis-et-des-competences/>, Recognition of Achievements

www.clicfp.qc.ca, Information on Trades and Vocational Training

www.afe.gouv.qc.ca, Financial Assistance for Education

www.toutpoureussir.com, Information on Trades in Vocational Training

www.inforoutefpt.com, Information on Educational and Professional Training

www.csdm.qc.ca/sarca, Reception, Accompaniment and Reference Services of the Montreal School Board

www.cra-arc.gc.ca/tx/nnrstdnts/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

CEGEP Rosemont : Student residence
514-376-1620

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