

# HOW TO APPLY TO DAWSON COLLEGE



## IMPORTANT LINKS FOR



Apply Online  
Winter 2019



Academic Calendar  
Fall 2018



Opus Card Information

# APPLICATION/ADMISSION PROCESS

Application System

- Apply, upload all documents and pay fees

Application Status Portal

- Application status, admit/refusal letters, confirm on-line

My Dawson Portal

- Review Admission package

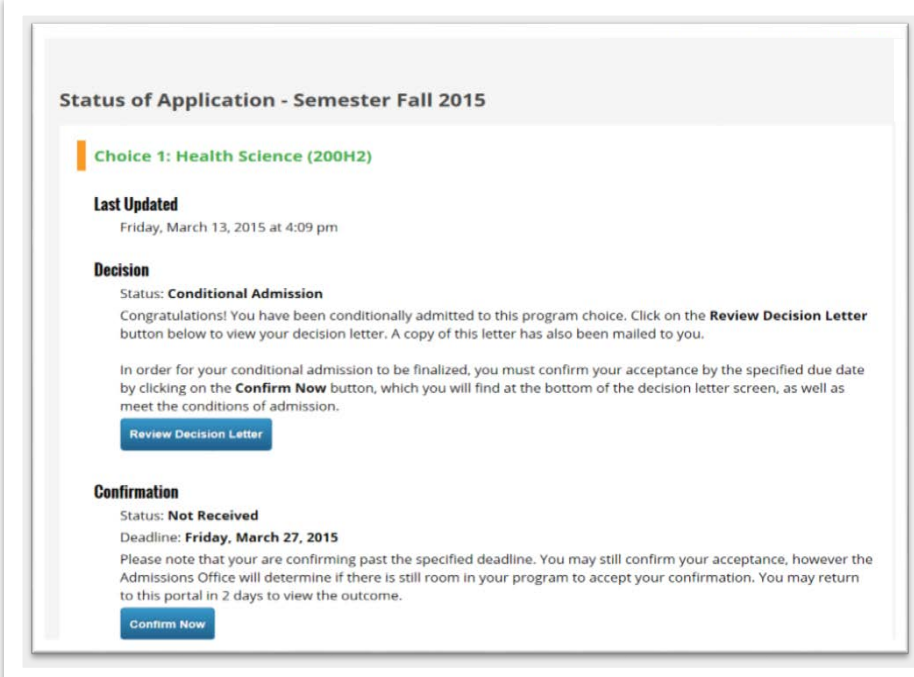
# APPLICATION SYSTEM

Applications can only be submitted online:

- Upload all required documents – electronic submission only
- Pay fees –
  - Credit card – online
  - Money order or certified cheque (by mail or at Registrar Counter)
  - Debit card – Registrar Counter
- Deadlines –
  - Fall: March 1<sup>st</sup>
  - Winter: November 1<sup>st</sup>
- Missing payment → application is not processed
- Missing documents → may delay processing of application and decision

# APPLICATION STATUS PORTAL

- A few days after the deadline, an email is sent to applicants with their student number and instructions on how to use the Application Status Portal.
- Decision letters can also be viewed and downloaded in this portal.
- Students must **confirm online** through the Application Status Portal by the deadline provided.



**Status of Application - Semester Fall 2015**

**Choice 1: Health Science (200H2)**

**Last Updated**  
Friday, March 13, 2015 at 4:09 pm

**Decision**  
Status: **Conditional Admission**  
Congratulations! You have been conditionally admitted to this program choice. Click on the **Review Decision Letter** button below to view your decision letter. A copy of this letter has also been mailed to you.

In order for your conditional admission to be finalized, you must confirm your acceptance by the specified due date by clicking on the **Confirm Now** button, which you will find at the bottom of the decision letter screen, as well as meet the conditions of admission.

[Review Decision Letter](#)

**Confirmation**  
Status: **Not Received**  
Deadline: **Friday, March 27, 2015**  
Please note that you are confirming past the specified deadline. You may still confirm your acceptance, however the Admissions Office will determine if there is still room in your program to accept your confirmation. You may return to this portal in 2 days to view the outcome.

[Confirm Now](#)

# MY DAWSON PORTAL (OMNIVOX)

Admission Package only available through:



## Admissions Package

- Required Steps to Complete from April to August
- Institutional Student Evaluation Policy
- Student Services
- Other Important Information for your Studies

### Students

Student Number  
7 digits

Password

Login to MY Dawson

# What you need to know when applying to Dawson College



# WHEN TO APPLY TO DAWSON

The Dawson Application system becomes available at the following times:

- For Fall Applicants – End of January
- For Winter Applicants – Mid-September



## IMPORTANT LINKS FOR



# APPLICATION - WALKTHROUGH

Feeling nervous about submitting your application?

Try it out first by using [Simulate an Application](#)

Don't forget to then go back and use [Start a New Application Now](#)

## Day Program Students

Before applying, be sure to visit [Dawson College's website](#) to find out the following:

- What [programs](#) are available?
- Do I have the [prerequisites](#)?
- I completed high school outside the province of Québec, what [important information](#) do I need to know?

**All required documents must be uploaded by March 1st**

[Simulate an Application](#)

[Start a New Application Now](#)



- Three subsections: Identification, Legal Status, and Parents' Names
- Validation rules: QC permanent code will validate against your Family and First names, Date of Birth, and Sex on your birth certificate. Please leave blank if you have never studied in Quebec.
- You must correct any errors before you can proceed.

**Identification**

Family name at birth:

*Record your name as it appears on your Québec report card, otherwise refer to your birth certificate.*

First name:

Sex:

 M  F

Date of birth:

*YYYY-MM-DD format*

Have you previously studied in Québec at the high school or cégep level:

 Yes  No

Permanent code:

*If you have previously studied in Québec at the high school or cégep level, you will find your Permanent Code on any transcript or report card issued by your school. It is made up of 4 letters and 8 digits. IT IS NOT YOUR HEALTH INSURANCE NUMBER. Leave it blank if you have never studied in Québec.*

Mother tongue:

 English  French  Other

Language spoken at home:

 English  French  Other

- Three subsections: Identification, Legal Status, and Parents' Names
- Enter information or select from drop down menus.

**Legal Status**

Country of birth:

Province / State of birth:   
*Choose 'Not applicable' if born outside Canada or the US.*

City of birth:

Country of permanent residence:

Province of permanent residence:

Legal status in Canada:

Country of citizenship:

Principal occupation during the last 6 months:  Studies  Work  Other

If "Other", please specify:

Enter parents or guardians first and last name.

**Parents' names (at birth)**

Father's last name:

Father's first name:

Mother's last name:

Mother's first name:

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Ensure that all contact and mailing information is accurate.

This information is used by Admissions to contact applicants and future students.

### Mailing Address

Postal / ZIP code:

*Leave this field blank if you live outside of Canada or the United States.*

Country:

Province:

Street number:

Street name:

Apartment #:

City / Town:

PO Box:

*Enter your PO box, if applicable*

Enter your phone numbers and email address.

**Important:**

You must enter a **valid email address** as we contact you or send you important information by email. Hotmail addresses are not recommended.

Check your email regularly after applying!

Main phone number:

*With no spaces or dashes or plus sign, e.g., "5149318731".*

Alternative phone number:

*With no spaces or dashes or plus sign, e.g., "5149318731".*

Ext:

Cellular phone number:

*With no spaces or dashes or plus sign, e.g., "5149318731".*

E-mail address:

*Make sure to enter a VALID e-mail address, as we may be contacting you by e-mail.*

Confirm e-mail address:

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Select the appropriate options for secondary studies, and where applicable college and university studies.

For each level of schooling listed below, please identify the option that applies to you.

#### Secondary Studies - Youth Sector

I am presently registered in a regular high school program (not adult education):

- In Québec
- In another province in Canada
- Outside Canada

I am NOT presently registered in a regular high school program, but I have completed all or part of a diploma there:

- In Québec
- In another province in Canada
- Outside Canada

#### Secondary Studies - Adult Sector

I am presently registered in a high school adult education program:

- In Québec
- In another province in Canada
- Outside Canada

I am NOT presently registered in a high school adult education program, but I have been previously. The last secondary adult school that I attended was:

- In Québec
- In another province in Canada
- Outside Canada
- I have never taken courses in a high school adult education program

For applicants who have studied in Quebec only:

Please select the correct academic background information based on what you have previously entered.

#### Secondary Studies - Youth Sector

Name of the last school board  
attended:

Select One

Name of your last school:

Select a school board first

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Winter semester application: Only one choice program is available

Fall semester applications: Two choices are available. A second choice is not obligatory but recommended.

Please note: Second Choice programs are only reviewed once all applications for first choice have been processed. As such we have less space available during our review of the applicants second choice program.

#### Program Choice

1st choice:

Select One ▼

*Before make your first choice, please check [Table of Programs Offered and Program Requirements](#)*



## Payment information:

- \$30 Application fee must be paid before the application deadline:
  - For winter applicants - end of day November 1<sup>st</sup>
  - For fall applicants – end of day March 1<sup>st</sup>
- If you did not study in Quebec and need your academic records evaluated by us, there is an additional fee of \$50 for this service.
- Payment can be made by:
  - Credit card – online
  - Money order or certified cheque (mail or at Registrar Counter)
  - Debit card – Registrar Counter

### Payment

Application fees amount to \$30.00:

I agree to pay the application fee by the deadline 2018-11-01 23:59:00. If payment is not received I acknowledge that my application will not be processed.

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You will now be able to see a summary of your application.

Some tips:

- Review carefully and make any corrections where necessary by going back to that step.
- Use the [Previous Page](#) [Next Page](#) buttons to return to any step to make corrections
- Once you have reviewed your application and made the declarations you are ready to submit your application.

#### Declaration

- I hereby declare that the information included in this application is correct. I authorize the college to verify the documents to be sent in support of this application, as well as any other related information.
- I authorize the "Ministère de l'éducation, du loisir et du sport" and/or the "Ministère de l'enseignement supérieur, de la recherche, de la science et de la technologie", and any academic institution to transmit my academic results to the college.

[Previous Page](#)[Submit your application to Dawson College](#)

After selecting [Submit your application to Dawson College](#) you will be provided with the following:

**IMPORTANT**

Your Transaction and Verification codes list below are required to log in to the Dawson Application system. These codes may also be found on the copy of your application.

Transaction Code: 1234567

Verification Code: ABCD123EFG

**Please keep this for your records.**

**IMPORTANT!**

Write down or take a screenshot of these numbers. You need them to log in to the application system to upload documents and make a your payment

## Application System Log-in

Using your Transaction and Verification codes you may log into the Application System to:

- Download your application
- Upload Required Documents as outlined in your application by Wednesday, November, 1, 2017 at 23:59
- Pay your application fees by Wednesday, November, 1, 2017 at 23:59

## Application Details

Your application was submitted on October 25, 2017 at 13:38 PM

[Download a copy of your application](#)

We recommend that you download a copy of your application.

## Payment

To complete your application, you can pay now or send a certified cheque or money order for **\$30** payable to:

Dawson College Admissions  
3040 Sherbrooke West  
Westmount, QC  
H3Z 1A4

[Pay now with credit card](#)

# SUBMITTING DOCUMENTS

All required documents must be uploaded. If you cannot upload your documents, you have two options:

1. You do not have a scanner - please take clear and legible photos of your documents and upload.
2. You cannot upload your documents for any other reason, please come to the Registrar's Office to scan and upload during the hours of 8:30 – 16:45 Monday – Friday.

Dawson Admissions will not accept any paper and/or emailed documents. All documents must be uploaded through the Application portal.

## How to submit your required documents

### Online:

You can  your required documents now. The allowed file formats are: **pdf, jpg, jpeg, gif, png, tif, tiff, bmp**.

# RETURN TO APPLICATION SYSTEM

Once your application has been successfully submitted, you can always log back in to the system using your **Transaction Code** and your **Verification Code** until the deadline to:

- Make your application fee payment
- Upload required documents
- Download a copy of your application

## IMPORTANT

Your Transaction and Verification codes list below are required to log in to the Dawson Application system. These codes may also be found on the copy of your application.

Transaction Code: 1234567

Verification Code: ABCD123EFG

**Please keep this for your records.**

## Already Applied?

If you wish to view your completed application, please enter your transaction and verification code here:

Transaction Code:

Verification Code:

[View Submitted Application](#)

Deadlines are always end of day:

- Winter applicants – November 1<sup>st</sup>
- Fall applicants – March 1<sup>st</sup>.