



# ONLINE APPLICATION GUIDE

INTERNATIONAL APPLICANTS  
PLEASE READ THIS GUIDEBOOK PRIOR TO  
BEGINNING YOUR APPLICATION

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# PREPARATION



*Have all your required documents scanned separately and ready to download in PDF format.  
\*Document size must not exceed 2 MB*



*Have a valid credit card (VISA or Master card) ready to pay the total application fees of \$250.00.  
\*The \$50.00 application fee, and \$200 enrollment fee are non refundable once submitted.*

# BEGIN YOUR APPLICATION

Once you have read through this document thoroughly click the link below to start your application.

<https://milestonecollege.coba.ca/colnet/demandeadm.asp?GKfUxp1hui7fp4Ek9o+nABlyPUArH02X6kEsEqqP+rGys+FcvwJHSZI7n37aqbhLkmDIT94g2VBnsGgPyX6jZ1s7z7M8AfRzFMBNpnnBVMQy12e>

\*For the best experience we recommend using a desktop computer to complete your application.

\*Do not use the back button on your browser. If you need to make corrections use the back tab on the bottom of each section.

\*Session time is 15 minutes per user. If you exceed this time limit you will need to start from the beginning.

\*All fields with a red asterisk are required and must be filled.





# STEP 1: YOUR PROFILE

1-1 :

## Study program

Program for which you wish to make an application for admission \*

Select the desired program from the list ▼

Select your program and start date.

1-2 :

Select foreign student.

## Status

Student status

Quebec student ▼

Status in Canada

Canadian (Quebec) ▼

If you currently have a student VISA, you can select STUDENT VISA. If you do not, select other.



1-3 :

If you have not attended school in Québec, leave blank.

**Identification**

Mandatory for those educated in Quebec.

Permanent code

Last name \*

Given name \*

Other first names

Social Insurance Number (SIN)  ← Leave blank.

Date of birth \*  (DD-MM-YYYY)

Sex \*

Password \*

[Why set a password?](#)  
The password must contain between 5 and 30 characters

Confirm the password \*

Remember your password.

\*What you enter must match what is on your passport. If you do not have a last/family name on your passport, please re-enter your first name.

\* Only the 1st letter of each name should be in Capitals.



## 1-4 :

**Permanent residence**

\* If you live outside Canada, you can leave this section empty and enter your address in the Comment section at the end of this page.

Civic no. \*  Street \*  Apt.

Address cont.

City \*  Province \*

Postal code \*

A telephone number or cell is mandatory.

Home phone \*  (555 555-5555)

Cellular \*  (555 555-5555)

For Canadian Residents only. If you live outside Canada, you must leave your address in the comments section at the bottom.

## 1-5 :

**Email**

Email \*

Email confirmation \*

We need your personal e-mail to contact you.

## 1-6 :

**Personal information**

First language

Commonly used language

City of birth \*

Province or country of birth

Country of Citizenship

Occupation



1-7 :

Parent information	
Parent's 1 gender *	<input type="text"/>
Parent's 1 name *	<input type="text"/>
Parent's 1 first name *	<input type="text"/>
Parent's 1 home phone	<input type="text"/> (555 555-5555)
Parent's 1 work phone	<input type="text"/> (555 555-5555)
Parent's 2 gender	<input type="text"/>
Parent's 2 name	<input type="text"/>
Parent's 2 first name	<input type="text"/>
Parent's 2 home phone	<input type="text"/> (555 555-5555)
Parent's 2 work phone	<input type="text"/> (555 555-5555)

We require the gender, first name, and last name for both parents. Please be sure include. If you are not able to please indicate so in comments section.

1-8 :

Comments	
Please indicate any complementary information related to your request for admission in this field.	<input type="text"/>

If you live outside of Canada, you must type your current address and phone number here.

\*If you are an agent or have been referred, please enter the full name of the agent and the name of the agency as well.





# STEP 2: YOUR EDUCATION HISTORY

2-1 :

**High school study**

Situation

Educational institution

Other

Select: I have not received my high school diploma (DES).

**College study**

Situation

Do not change.

**University study**

Level of education

Educational institution

Diploma obtained

Concentration



# STEP 3 : UPLOAD YOUR DOCUMENTS

3-1 :

## Message

Dear applicant,

1. Analysis of application will not start before registration fee of 250CAD is received. The registration fee is not refundable.

2. The applicant (recruiter) must send each document separately in PDF file format..

3. Documents needed:

(1) Passport or ID card ( for local students)

(2) Original Diploma(s) or Translated certified copies of diplomas

(3) Official transcript(s) or Translated certified copies of transcript(s)

(4) Translated certified copies of your birth certificate

(5) Language prerequisite (if applicant does not have a diploma whose instructional language is English )

- Please note that if you do not have a diploma, you must send the transcripts of your most recent studies as well as a certified translated copy.

Notes:

- All scanned documents must be complete and legible.
- All translated documents must be in French or English.

Bureau d'admission et d'inscription  
Admission & Registration Office  
Collège Milestone – Milestone College  
6400 Auteuil, Suite 200, Brossard QC J4Z 3P5  
[www.milestonecollege.ca](http://www.milestonecollege.ca)  
F: 514-546-6686  
T: 514-933-6688

Read all instructions carefully and make sure all documents are scanned from originals. Documents must be complete, legible, in PDF format.

All Documents must be in French or English and translated copies must be notarized.



## 3-2 :

### Submitting the documents

#### Certificat d'acceptation du Québec (CAQ)

[Add a document](#)

#### Birth Certificate \*

Le certificat doit être en français ou anglais en format PDF The certificate should be in french or english with PDF format

[Add a document](#)

#### Diploma \*

Diplôme du du secondaire/ Secondary Diploma

[Add a document](#)

#### Passport \*

[Add a document](#)

#### Study permit

[Add a document](#)

#### Transcript \*

Relevé de notes du secondaire/ Secondary transcript

[Add a document](#)

\* Mandatory document

If you do not have your CAQ or study permit leave them blank, and you will upload them when received.



Type of document	Certificat d'acceptation du Québec (CAQ)
Document	<input type="button" value="Choose File"/> No file chosen
	<input type="button" value="Download"/> <input type="button" value="Back"/>

Do not forget to hit download for each document and confirm the file name.



# STEP 4: PAYMENT

4-1 :

Payment	
Admission application	\$250.00
Payment amount	\$250.00
Accepted methods of payment	 

Confirm to move to payment information page. Complete and finalize your payment by credit card.

**THANK YOU  
FOR CHOOSING COLLÈGE  
MILESTONE!**

\*If you do not have an acceptable credit card format, please contact us at [finances@collegemilestone.ca](mailto:finances@collegemilestone.ca) for support.