

ATTESTATION OF QUÉBEC RESIDENT STATUS
FOR CANADIAN CITIZENS AND
PERMANENT RESIDENTS OF CANADA

FORM FOR UNIVERSITY STUDENTS

| | |
|--|-----------------------------------|
| Student ID number: _____ | Last name: _____ |
| Permanent code (if available): _____ | First name: _____ |
| E-mail: _____ | Telephone number: _____ |

INTRODUCTION:

The rules that apply to the definition of Québec resident status are set by the Ministère de l'Éducation, du Loisir et du Sport (MELS).

Educational institutions are responsible for applying the rules, informing students, collecting supporting documents and invoicing.

Students are responsible for confirming their status and providing their educational institution with the required documents before the end of the current semester.

Important note to students: For all questions concerning your Québec resident status, please contact the registrar's office of your educational institution. If your Québec resident status is confirmed before the end of the current semester, your additional tuition fees will be reimbursed for this semester.

PART 1: LEGAL STATUS IN CANADA

- 1 Canadian citizen or Aboriginal person born in Québec If you were born in Québec, you must provide your educational institution with a copy of your birth certificate (if you have not done so already) and **you do not have to complete this form.**
- 2 Canadian citizen or Aboriginal person born in Canada, but not in Québec If you were born in Canada, but not in Québec, you must provide your educational institution with a copy of your birth certificate^A (if you have not done so already) and **complete Part 2 of this form.**
- 3 Canadian citizen or Aboriginal person born outside of Canada If you are a Canadian citizen who was born outside of Canada, you must provide your educational institution with a copy of your Canadian citizenship certificate^A (if you have not done so already) and **complete Part 2 of this form.**
- 4 Permanent resident of Canada If you have a Canadian permanent resident card or immigration form IMM-1000, IMM5292 or IMM-5688, you must provide your educational institution with a copy of the card or form (if you have not done so already) and **complete Part 2 of this form.**

A- Or one of the following documents : any other official document issued by the Ministère de l'Immigration et des Communautés culturelles that demonstrate your Canadian citizenship, your valid certificate of Indian status issued by the federal government or your valid Inuit status card issued by the Makivik Corporation.

If none of these situations applies to you, you must pay the additional tuition fees prescribed for foreign students.

PART 2: RESIDENCY IN QUÉBEC

To claim Québec resident status, you must demonstrate that one of the following situations applies to you. Please check off the appropriate situation and provide your educational institution with the required documents (see the list of these documents on page 3).

| Situation | Documents required | GDEU (reserved for employees) |
|--|--|-------------------------------------|
| 1 <input type="checkbox"/> You have a birth certificate that meets MELS criteria. | 1 | 01 |
| 2 <input type="checkbox"/> You had Québec resident status in college and are continuing on to university without interrupting your studies for more than two semesters (not including the summer semester). | None ^A | 56 57 |
| 3 <input type="checkbox"/> You had Québec resident status in university and are continuing on at another university without interrupting your studies for more than two semesters (not including the summer semester). | None ^A | 54 55 |
| 4 <input type="checkbox"/> You have a Québec selection certificate (certificat de sélection du Québec-CSQ). | 3 | 04 |
| 5 <input type="checkbox"/> One of your parents ^B or your sponsor ^C has his or her main residence in Québec. | (5 or [7 and 8]) and (10 or 11) | 61 |
| 6 <input type="checkbox"/> You resided in Québec for twelve months before the beginning of the semester and you were not studying full-time at a Québec educational institution during that 12-month period. | 4 or (6 and 8) and 18 | 63 |
| 7 <input type="checkbox"/> You are receiving financial assistance from Aide financière aux études du Québec or you are a former recipient and did not interrupt your studies for more than two semesters (not including the summer semester). | 9 | 52 |
| 8 <input type="checkbox"/> At the time of registration or before the end of the semester, you had been residing in Québec for more than three months and you had not resided elsewhere in Canada for more than three months since your arrival in the country. | (4 or [6 and 8]) and 17 | 64 |
| 9 <input type="checkbox"/> Your spouse ^D is considered a Québec resident according to one of the situations falling under Part 2. | (13 or 14) and proof of your spouse's Québec resident status | 65 |
| 10 <input type="checkbox"/> You are a member of an Aboriginal nation in Québec. | 15 and 16 or (16 and 20) | 53 |
| 11 <input type="checkbox"/> You have continued to reside in Québec even though your parents ^B or sponsor ^C no longer reside here. | (4 or [6 and 8]) and 7 and (10 or 11) | 62 |
| 12 <input type="checkbox"/> You were adopted by a person residing in Québec at the time of the adoption. | 1 or 2 | 02 |
| 13 <input type="checkbox"/> Your two parents ^B or sponsor ^C are deceased and one of your parents or your sponsor was residing in Québec at the time of death. | (10 or 11) and 12 | 03 |
| 14 <input type="checkbox"/> Your Québec resident status has already been recognized by a Québec educational institution during the last five years and, during that period, you resided in Québec during three consecutive years. | 4 or (6 and 8) or 19 | 69 |

A- The educational institution will consult the MELS' information systems (see Additional Explanations, point i).

B- Legal tutor, recognized by a federal or provincial Court, can substitute for parents.

C- *Sponsor* within the meaning of the *Act respecting immigration to Québec*

D- The definition of *spouse* according to the *Act respecting financial assistance for education expenses* (see Additional Explanations, point n)

If none of these situations applies to you, you do not qualify as a Québec resident and you must pay the additional tuition fees applicable to Canadian students who are not Québec residents. For more information, please contact the registrar's office of your educational institution.

| | Documents required | Additional Explanations |
|----|--|-------------------------|
| 1 | Québec birth certificate that meets MELS criteria | f |
| 2 | Valid adoption judgment | |
| 3 | Québec selection certificate (certificat de sélection du Québec-CSQ) or immigration form IMM-1000, IMM-5292 or IMM-5688 with CSQ number or official letter from the Ministère de l'Immigration et des Communautés culturelles confirming the issue of a CSQ. The CSQ must have been issued prior to obtaining permanent residency. | h |
| 4 | Your Québec health insurance card that demonstrates the situation checked off in Part 2 | g |
| 5 | Your parent's or sponsor's Québec health insurance card that demonstrates the situation checked off in Part 2 | g |
| 6 | One of the following documents in your name, where the dates demonstrate the situation checked off in Part 2: municipal tax assessment, school tax assessment, mortgage statement, lease, or letter from the landlord and copy of the lease establishing residency | |
| 7 | One of the following documents in your parent's or sponsor's name, where the dates demonstrate the situation checked off in Part 2: municipal tax assessment, school tax assessment, mortgage statement, lease, or letter from the landlord and copy of the lease establishing residency | |
| 8 | Two extracts from different documents in the name of the person concerned attesting to the receipt of mail during the period in question at the address indicated on the lease or tax assessment. The following documents will be accepted: public service invoices, driver's licence, official correspondence from a municipal, provincial or federal government, official correspondence from a financial institution, official correspondence from an educational institution other than the institution to which you are submitting this form. | k |
| 9 | Proof of a student loan granted by Aide financière aux études du Québec and, if needed, transcripts that demonstrate the continuity of studies | j |
| 10 | Your birth certificate or official immigration document indicating the names of both parents (or federal or provincial court order granting legal custody of the student) | |
| 11 | Immigration form IMM-1000, IMM-5292 or IMM-5688 indicating the sponsor's name | |
| 12 | Death certificate for your father and mother or your sponsor (at least one must be issued by the Directeur de l'état civil du Québec) | l |
| 13 | Marriage certificate or proof of civil union | |
| 14 | Birth certificate for your child or your spouse's child and a sworn statement by you attesting to cohabitation | m |
| 15 | A valid certificate of Indian status issued by the federal government of Canada | o |
| 16 | Your registry group (or band) officially recognized in Québec or letter from the band council confirming that you are a member of an Aboriginal nation in Québec or, for beneficiaries of the <i>James Bay and Northern Québec Agreement</i> , a card issued by the Grand Council of the Cree or a letter from the Makivik Corporation indicating your beneficiary number and confirming your settlement in Québec | o |
| 17 | Documents showing the date on which you obtained permanent residency or Canadian citizenship (IMM-1000, IMM-5292, IMM-5688 or other) as well as the file demonstrating that you have not resided elsewhere in Canada for more than three months since that date (proof to be established for at least 3 months and over the last 10 years at the most). | n |
| 18 | Sworn statement by you confirming that you were not a full-time student in Québec during the period concerned. In subsequent months, the educational institution will consult the MELS information systems to verify the validity of the sworn statement. Students who make a false statement will have to pay the unpaid additional tuition fees applicable to Canadian students who are not Québec residents and will be subject to the legal action provided for false sworn statements. | k |
| 19 | Proof of full time registration during 2 semesters per year (fall and winter) for the period in question | |
| 20 | Valid Inuit status card or letter confirming Inuit status, issued by the Makivik Corporation | o |

N. B. The documents required will be used only to establish the student's Québec resident status.

Please submit this form to your educational institution.

ATTESTATION OF QUÉBEC RESIDENT STATUS FOR CANADIAN CITIZENS AND PERMANENT RESIDENTS OF CANADA

Additional Explanations Related to the "Attestation of Québec Resident Status" Form

a) Definition

The definition of "Québec resident" has applied to all Canadian citizens and all permanent residents of Canada since the fall of 1997 for universities and the fall of 2000 for colleges. The definition is the same for both levels of education:

A student is considered a Québec resident if he or she is a Canadian citizen or permanent resident* within the meaning of the applicable immigration legislation **and** if any one of the following situations applies:

1. The student was born in Québec or was adopted by a person who was residing in Québec at the time of the adoption.
2. One of the student's parents or his or her sponsor** resides in Québec.
3. The student's parents or sponsor** are deceased and one of the parents or the sponsor was residing in Québec at the time of death.
4. The student maintains his or her residence in Québec even though his or her parents or sponsor** no longer reside in Québec.
5. Québec is the last place where the student has resided for 12 consecutive months without pursuing full-time studies during that period.
6. The student holds a selection certificate (certificat de sélection du Québec–CSQ) issued under section 3.1 of the *Act respecting immigration to Québec* (R.S.Q., c. I-0.2).
7. The student has been residing in Québec for at least three months without having resided in another province for more than three months.
8. The student resided in Québec according to above paragraphs 2, 4, 5 or 7 for three consecutive years in the last five years.
9. The student's spouse was or is residing in Québec according to one of the preceding paragraphs.

* Proof of Canadian citizenship or permanent residency: birth certificate, citizenship certificate, permanent resident card, confirmation of permanent residence (immigration form IMM-1000, IMM-5292 or IMM-5688), passport or valid certificate of Indian status issued by the federal government of Canada *or valid Inuit status card issued by the Makivik Corporation.*

** For the purposes of this definition, the term "parents" means the student's father and mother, and the term "sponsor" means a Canadian citizen or a permanent resident, other than the student's father, mother or spouse, who sponsors the application for landing of a permanent resident within the meaning of the *Act respecting immigration to Québec.*

b) Permanence of status

Paragraphs 1, 3 and 6 of the above definition describe permanent situations. Unless the definition is amended, a student will retain his or her status indefinitely. Status under the other paragraphs is provisional. This means that a student who qualifies as a Québec resident and who interrupts his or her studies for more than two semesters (not including the summer semester) must once again apply for Québec resident status upon re-enrollment.

c) Foreign students

Foreign students are not affected by this definition and are not required to complete the form. They must contact the admissions office of their educational institution for further information on how their tuition fees are calculated.

d) Adjustment of tuition fees

Students who are not considered Québec residents by their educational institution have until the end of the current semester to submit proof to the contrary. It is the student's responsibility to provide the required documents. Tuition fees will not be adjusted once the semester has ended.

e) Obligation to complete the form

Students should complete the form when their educational institution requests them to do so or when they register for a course that results in additional tuition fees applicable to Canadian students who are not Québec residents (invoicing or on-line inquiry concerning tuition fees payable). Educational institutions will determine Québec resident status for certain students on the basis of information received during the admissions procedure or obtained by consulting the databases of the Ministère de l'Éducation, du Loisir et du Sport (MELS). All other students must demonstrate their status by completing this

form. Students not considered Québec residents, must pay the additional tuition fees applicable to Canadian students, such as required by law.

f) Holder of a birth certificate meeting MELS criteria

For the purpose of this definition, some persons are considered to have been born in Québec if they hold a birth certificate issued by the Directeur de l'état civil du Québec, containing the designation "certified." If, however, the birth certificate mentions that it is certified with reference to article 137 of the *Civil Code of Québec*, the student will **not** be considered to have been born in Québec, because this reference indicates official documents issued outside of Québec. Other less common documents may be accepted. Attach a photocopy of the official document.

g) Use of Québec health insurance card

The health insurance card may not enable the institution to prove the situation chosen by the student. In such a case, the student must provide the other documents required to establish the situation. In all cases, the health insurance card must be valid at the time of submission by the student. Anyone who wishes to keep his or her personal identification number confidential may mask it before making a copy.

h) Holder of a valid Québec selection certificate (certificat de sélection du Québec-CSQ)

This document is issued by the Ministère de l'Immigration et des Communautés culturelles to certain individuals who request one **before** obtaining permanent residency in Canada. A person who is already a permanent resident or a Canadian citizen may not obtain this document.

i) Québec resident status has already been recognized by another institution and in continuity of studies

When a student's Québec resident status has already been recognized by another Québec educational institution (secondary, college or university) and the student has demonstrated continuity of studies (without interrupting studies for more than two semesters, excluding the summer semester, since the student's status was established), the student does not have to prove this status again. The educational institution will obtain information from the databases of the MELS. For technical reasons, the educational institution may not be able to obtain the required information. In that case, the student will once again have to provide proof of residency. For permanent cases of Québec resident status (see note, point b), the period during which studies were interrupted is not relevant.

j) Person who receives financial assistance from Aide financière aux études (AFE) or former recipient who has not interrupted his or her studies for more than two semesters (not including the summer semester)

Because the definition of Québec resident status applied by AFE is the same as for colleges and universities, students who have already demonstrated their status when they applied for financial assistance do not have to re-apply when they register. They must, however, provide proof of their eligibility to AFE. As soon as a student receives confirmation of his or her loan, he or she may be reimbursed for his or her non-resident tuition fees, for the current semester. He or she must, however, present proof before the end of the semester. It should be noted, however, that a student recognized as a Québec resident is not necessarily entitled to this financial assistance.

k) Residing in Québec for 12 months prior to the beginning of the semester and not having studied full-time during that 12-month period

The reference period is 12 consecutive months within the 18 months preceding the beginning of studies. For example, a student may submit documents in May 2012 if he or she begins his or her studies in September 2012; the reference period is therefore May 2011 to May 2012.

l) Both parents or the sponsor are deceased and one of the parents or the sponsor resided in Québec at the time of death

The death certificate of one of the two parents must have been issued by the Directeur de l'état civil du Québec.

m) Spouse residing in Québec according to one of the situations in Part 2

The concept of "spouse" is that defined in the *Act respecting financial assistance for education expenses* (R.S.Q., c. A-13.3):

"Spouse" means the person who is married to, or is in a civil union with, and is not separated, legally or de facto, from

the student, or the person of the opposite or the same sex who lives with the student in a de facto union with a child of the person or of the student.

n) At the time of registration or before the end of the semester, having resided more than three months in Québec without having resided elsewhere in Canada for more than three months since arriving in Canada

This situation applies to permanent residents who have no CSQ and persons of Canadian nationality who comes to reside in Canada for the first time in their lives. The student must demonstrate places of residence in Quebec and that he has not resided more than three months elsewhere in Canada. For permanent resident that proof must be established since obtaining permanent residency even if he has obtained his Canadian citizenship later. For the Canadian citizen who comes to reside in Canada for the first time in their lives, this evidence must be established since arriving in Canada. When the date of obtaining permanent residence or the date of arrival in Canada is not available, the evidence must be established over a period of ten years. In all cases the evidence must be established for a minimum of three months and a maximum of ten years.

The student who lived outside Canada during the reference period must show that he lived in another country by presenting the following documents: school records, proof of employment or proof of residency. The supporting documents must prove that, during the period in question, the student resided either in Québec or in another country. Moreover, it must provide a sworn statement supporting his case. The educational institution is responsible for analyzing the situation of persons of Canadian nationality who come to reside to reside in Canada for the first time in their lives and who wish to qualify under this situation. The student has the responsibility to provide all documents required by the institution as well as a sworn statement supporting his case.

o) Member of an Aboriginal nation in Québec

All recognized Aboriginal persons living on Québec territory, may check off this situation. However, Inuit must be beneficiaries of the *James Bay and Northern Québec Agreement*. The following is a list of recognized nations* :

| | | | |
|--|--|--|---|
| <p>Abenaki : Odanak Wôlinak</p> <p>Algonquian : Abitibiwinni Barriere Lake Eagle Village – Kipawa Kitcisakik Kitigan Zibi Anishinabeg Lac-Simon Longue-Pointe Timiskaming Wolf Lake</p> <p>Attikamek : Manawan Obedjiwan Wemotaci</p> | <p>Cree : Chisasibi Eastmain Mistissini Nemaska Oujé-Bougoumou Waskaganish Waswanipi Wemindji Whapmagoostui</p> <p>Huron-Wendat : Huron-Wendat</p> <p>Maliseet: Maliseet of Viger</p> | <p>Micmac: Gesgapegiag Gespeg Listuguj</p> <p>Mohawk: Akwasasne* Kahnawake Kanesatake</p> <p>Innu (Montagnais): Pessamit Essipit Lac Saint-Jean Ekuanitshit (Mingan) Natashquan PakuaShipi Matimekush – Lac John Uashat Mak Mani-Utenam Unamen Shipu (La Romaine)</p> | <p>Naskapi: Naskapi (Kawawachikamach)</p> <p>Inuit: Akulivik Aupaluk Inukjuak Ivujivik Kangiqsualujuaq Kangiqsujuaq Kangirsuk Kuujuaq Kuujuarapik Puvirnituq Quaqtaq Salluit Tasiujaq Umiujaq</p> |
|--|--|--|---|

* It should be noted that the Akwasasne reserve is shared between the administrative region of Montérégie in Québec, Ontario and New York. The proof must demonstrate that the student resides in Québec (e.g. Band Council letter specifying the location).

p) Required documents

Educational institutions will accept only the documents indicated; however, for certain complex or particular situations, it may be possible to consult the educational institution.