

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

FORM FOR UNIVERSITY STUDENTS

<b>Student ID number:</b> _____	<b>Last name:</b> _____
<b>Permanent code (if available):</b> _____	<b>First name:</b> _____
<b>E-mail:</b> _____	<b>Telephone number:</b> _____

**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, invoicing them and collecting supporting documents.

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 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 Native 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 Native 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<sup>A</sup> (if you have not done so already) and **complete Part 2 of this form.**
- 3 Canadian citizen or Native 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<sup>A</sup> (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-5292 or IMM-1000, 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 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"/> <b>You had Québec resident status in college and</b> are continuing on to university without interrupting your studies for more than two semesters (not including the summer semester).	None <sup>A</sup>	56 57
3 <input type="checkbox"/> <b>You had Québec resident status in university and</b> are continuing on at another university without interrupting your studies for more than two semesters (not including the summer semester).	None <sup>A</sup>	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 or your sponsor <sup>B</sup> 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 <b>and you were not studying full-time</b> 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 <sup>C</sup> 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 a Native 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 or sponsor <sup>B</sup> 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 or sponsor <sup>B</sup> are deceased and one of your parents or your sponsor was residing in Québec at the time of the 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- *Sponsor* within the meaning of the *Act respecting immigration to Québec*

C- 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 residents in Québec.**

	<b>Documents required</b>	<b>Additional Explanations</b>
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 or IMM-5292 with CSQ number, or official letter from the Ministère de l'Immigration et des Communautés culturelles confirming the issue of a CSQ before permanent residency was obtained	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 that establish 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 that establish 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	
11	Immigration form IMM-5292 or IMM-1000 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 <b>and</b> a sworn statement by you attesting to cohabitation	m
15	A valid certificate of Indian status issued by the federal government of Canada (if it has not already been submitted to the educational institution)	o
16	Your registry group (or band) officially recognized in Québec or letter from the band council confirming that you are a member of a Native 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	Document showing the date on which you obtained permanent residency (IMM-1000, IMM-5292 or other) as well as the file demonstrating that you have not resided elsewhere in Canada for more than three months since the date when you obtained permanent resident residency (proof to be established 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 the following 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 residents in Québec and will be subject to the legal action provided for false sworn statements.	k
19	Proof of full time registration at least during 2 semesters per year (fall and winter) during 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

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### 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 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 the 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 or IMM-5292), 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 some 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). The 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 not have expired when it is submitted by the student. In addition, for validation purposes, only the name of the student, his or her date of birth, and the sequential number and the expiry date of the card are required. 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 persons who request one **before** obtaining permanent residency in Canada. A person who is already a permanent resident or Canadian citizen may not obtain this document.

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

- Holder of Québec resident status in secondary school and continuing on to college without an interruption of more than two semesters (not including the summer semester).
- Holder of Québec resident status in college and continuing on to university without an interruption of more than two semesters (not including the summer semester).
- Holder of Québec resident status in university and continuing on at another university without an interruption of more than two semesters (not including the summer semester).

For these three situations, the educational institution obtains information from MELS databases. However, for technical reasons, an institution may not be able to obtain the necessary information. The student must then once again provide proof of residency. For permanent cases of Québec resident status (see point b), the period of interruption has no importance.

**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 has 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 the 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 before 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 2007 if he or she begins his or her studies in September 2007; the reference period is therefore May 2006 to May 2007.

**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 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**

There are times when some persons have Canadian nationality and come to reside in Canada for the first time in their lives. If the above statement applies to them, they may check off this situation, but they will have to submit a file in support of their application. The educational institution is responsible for analyzing these students' files. Since there is no date for obtaining permanent resident status in this case, the student must prove that he or she did not reside elsewhere in Canada for more than three months during the last 10 years by means of transcripts, employment records, proofs of residence, etc. The student must also provide a sworn statement in support of his or her file. The supporting documents must prove that, during the period in question, the student resided either in Québec or in another country.

A new permanent resident who leaves the country temporarily before coming back to settle in Québec may also check off this situation; however, he or she must provide a file supporting his or her application as well as a sworn statement confirming that he or she was out of the country before coming back to settle in Québec and has not resided elsewhere in Canada for more than three months since arriving in Canada.

o) **Member of a Native nation in Québec**

All recognized Native 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:

<b>Abénaqui:</b> Odanak Wôlinak	<b>Cri:</b> Chisasibi Eastmain Mistissini Nemiscau Oujé-Bougoumou Waskaganish Waswanipi Wemindji Whapmagoostui	<b>Micmac:</b> Gesgapegiag Gespeg Listuguj	<b>Naskapi:</b> Naskapis du Québec
<b>Algonquin:</b> Abitibiwinni Barrière Lake Eagle Village – Kipawa Kitcisakik Kitigan Zibi Anishinabeg Lac Simon Long Point Timiskaming Wolf Lake	<b>Huron-Wendat:</b> Hurons-Wendat	<b>Mohawk:</b> Kahnawake Kanesatake	<b>Inuit:</b> Akulivik Aupaluk Inukjuak Ivujivik Kangihsualujuaq Kangihsujuaq Kangirsuk Kuujuaq Kuujuarapik Puvimuituq Quaqtaq Salluit Tasiujaq Umiujaq
<b>Attikamek:</b> Manawan Opitciwan Wemotaci	<b>Malecites:</b> Malécites de Viger	<b>Innu (Montagnais):</b> Betsiamites Essipit Lac Saint-Jean Ekuanitshit ( Mingan ) Natashquan Pakua Shipi Matimekush – Lac John Uashat Mak Mani-Utenam Unamen Shipu	

\* List taken from Indian and Northern Affairs Canada, December 31, 2003

p) **Required documents**

Educational institutions will accept only the indicated documents; however, for certain complex or specific situations, the educational institution may be consulted.