



## O'SULLIVAN COLLEGE OF MONTREAL INC.



Canada

# GUIDE FOR INTERNATIONAL STUDENTS

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### O'SULLIVAN COLLEGE

#### YOUR FIRST CHOICE WHEN STUDYING ABROAD

O'Sullivan College is a private college with approximately 500 students. Because O'Sullivan is a small college, our students are provided with excellent training and individual attention, leading to an easier integration for our international students. Programs are offered in both French and English leading to a diploma or an attestation of collegial studies which prepare students to enter the work force immediately upon graduation or pursue their studies at the university level. The college's curriculum concentrates on the fields of International Trade, Accounting, Medical Transcription, Media Technology for Film and Television Production Sets and Medical Records.

*O'Sullivan College, located in the heart of downtown Montreal, has enjoyed a reputation of excellence in the Business Community since its foundation in 1916.*

Over the years, we have welcomed students from the Dominican Republic, Morocco, France, Algeria, Japan, Tunisia, Panama, Colombia, China, Korea, Mexico; as well as from different other countries in Africa and Asia.

## ADMISSION REQUIREMENTS

Admission to O'Sullivan College is based on your academic record from secondary school and/or a post-secondary education. International students must possess the equivalent of a High School Leaving Certificate/Diploma. Also, international students must pass a French or English proficiency exam in order to be admitted to the program offered in the language of their choice (French or English). Every year, new semesters begin in late August or mid January. Since the admission process may take up to four (4) months and international students must obtain a student visa before leaving their country, we urge you to apply several months before the beginning of each semester.



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## DOCUMENTS NEEDED TO APPLY TO O'SULLIVAN COLLEGE

- Registration form (enclosed)
- Official copy of last High School transcript
- Last College or University transcript
- Results of English Proficiency Test - TOEFL - if you wish to study in English
- Birth Certificate
- Photograph (passport size)
- Application fee of 50 \$ (Canadian money)

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## COSTS



In order to obtain the official letter of acceptance for a student visa, the international student must have paid the total tuition fees for the first (1<sup>st</sup>) semester as well as the cost of health insurance (available through O'Sullivan College) for one year.

**Medical insurance:** In order to obtain a student visa, all international students must have life and medical insurance. O'Sullivan College offers such insurance through insurance brokers.

## PROCEDURE TO FOLLOW IN OBTAINING YOUR STUDENT VISA

- 1) Make your admission request at O'Sullivan College, including all the necessary documents.
- 2) Once your admission is accepted, the College will send you an education contract. You must then sign one copy and return it with your payment for the **total tuition fee of the first semester**. This is necessary in order for the College to remit to you the "official" letter needed to make a request for your C.A.Q. (Certificate of Acceptance of Quebec). You should note that the Education Contract is NOT considered an "official" acceptance for obtaining your C.A.Q.
- 3) Only once you obtain the "official" letter of acceptance from O'Sullivan College can you send in your application for a C.A.Q (please see the document **Application For a Quebec Acceptance Certificate For Studies**).
- 4) It is important to attach to your application for a C.A.Q. a certified check or money order for the amount of 100\$, payable to the Ministère des Finances du Québec. Once all the documents are gathered, they all must be remitted to:

**Ministère de l'Immigration et des Communautés culturelles**  
**Services aux étudiants étrangers**  
285, rue Notre-Dame Ouest, rez-de-chaussée, bureau G-15  
Montreal, Quebec  
H2Y 1T8

- 5) Once you obtain your C.A.Q., you can submit your application for your Student Visa to the Canadian Embassy or Canadian Consulate in your country or in the country you are presently in. It is very important to note that you can NOT apply for a Student Visa once you are in Canada.

For more information, you can contact **the Ministère des relations avec les citoyens et immigration** directly at: (514) 864-9191.

## ARRIVAL AT MONTREAL AIRPORT

Upon arrival in Canada, at Pierre-Elliott Trudeau Airport, international students must present themselves to the Quebec Immigration Services Office for standard formalities. The personnel of this office will be able to provide information concerning your immediate needs.



## **ADDITIONAL INFORMATION**

If you need additional information, please feel free to contact us:

**O'Sullivan College of Montreal Inc.**  
1191 de la Montagne  
Montreal (Quebec) H3G 1Z2 CANADA

Telephone : (514) 866-4622  
Fax: (514) 866-6663  
E-mail: [admission@osullivan.edu](mailto:admission@osullivan.edu)



# QUÉBEC EDUCATION SYSTEM

## Progression of studies

