



O'SULLIVAN COLLEGE OF MONTREAL INC.



Canada

GUIDE FOR INTERNATIONAL STUDENTS

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 French or English and lead to a diploma or attestation of collegial studies which prepares students to enter the work force immediately upon graduation or to pursue their studies at the university level. The college's curriculum concentrates on the fields of Accounting, Medical Transcription, Media Technology for Film and Television Production Sets, Damage Insurance, Paralegal Technology 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, 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, they might have to pass a French or English proficiency exam, if necessary, in order to be admitted to the program. Every year, new semesters begin in late August and mid-January. Since the process of obtaining legal authorization to study can take more than 4 months, and international students must obtain a study permit before leaving their country, we urge you to apply several months before the beginning of each semester.



DOCUMENTS NEEDED TO APPLY TO O'SULLIVAN COLLEGE

- Admission form
(http://osullivan.edu/services-demande_admission_EN.html)
- Official copy of last high school transcript (i.e. “pre-university”)
- Last college or university transcript
- Results of language test, if necessary
- Birth certificate
- Application fee of \$100 (Canadian dollars)

COSTS



In order to obtain the official letter of acceptance for a study permit, the international student must pay the registration fees.

(http://osullivan.edu/services-droits_scolaire_EN.html)

Medical insurance: In order to obtain a study permit, all international students must have a health and hospitalization insurance. O'Sullivan College offers such insurance through insurance brokers or they can purchase by themselves.

PROCEDURE TO FOLLOW IN ORDER TO OBTAIN YOUR STUDY PERMIT

1. Make your admission request at O'Sullivan College, including a copy of all the necessary documents and the \$100 application fee.
2. Once your admission is accepted, the College will send you an educational services contract. You must then sign one copy and return it with your registration fee payment of \$250. This is necessary in order for the College to give you the "official" letter needed to make a request for your C.A.Q. (Certificate of Acceptance of Quebec). You should note that the Educational Contract is NOT considered an "official" acceptance for obtaining your C.A.Q.
3. It is recommended to apply for a C.A.Q. online at www.immigration-quebec.gouv.qc.ca. If you cannot apply online, it is important to attach to your application for a C.A.Q. a certified check or money order for the amount of \$110, payable to the Ministère des Finances du Québec and must include, on the reverse side, the name of the applicant in block letters. Once all the documents are gathered, they all must be remitted to:

Direction du courrier, de l'encaissement et de l'évaluation comparative
Ministère de l'Immigration, de la Diversité et de l'Inclusion
285, rue Notre-Dame Ouest, 4e étage
Montréal, Québec H2Y 1T8
CANADA

4. Once you obtain your C.A.Q., you can submit your application for your study permit. You must apply to the Canadian Visa Office covering the country where you currently reside or consult 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 CANNOT apply for a study permit once you are in Canada.

For more information regarding the C.A.Q., you can contact the ministère de l'Immigration, de la Diversité et de l'Inclusion directly at 514 864-9191 or by email at www.immigration-quebec.gouv.qc.ca



For more information regarding the study permit, you can contact the Ministry of Immigration, Refugees and Citizenship Canada at 1 888-242-2100 from Canada or consult their web site at www.cic.gc.ca.

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 their immediate needs.



ADDITIONAL INFORMATION

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

O'Sullivan College of Montreal Inc.
1191 de la Montagne Street
Montreal, Quebec H3G 1Z2
CANADA

Telephone : 514 866-4622
Fax: 514 866-6663
E-mail: admission@osullivan.edu



QUÉBEC EDUCATION SYSTEM

Progression of studies

