



CESTAR COLLEGE, LONGUEUIL CAMPUS

ADMISSION GUIDEBOOK



# International Admission Requirements

The Cestar College, Longueuil Campus Admissions Team works closely with our International Students throughout the application process.

Please don't hesitate to email or book a virtual appointment with us if you would like assistance with the application process.

The contents of this Official Guidebook is provided for informational purposes only and is not to be construed as legal or immigration advice. By referring you to Immigration Quebec or Immigration and Citizenship Canada, and their respective websites, Cestar College, Longueuil Campus is not providing you with professional advice and does not guarantee their content to be complete or up to date.

If you have specific questions regarding CAQ applications or Study Permits, you should contact a licensed immigration consultant who will have full regard to specific facts and circumstances pertaining to your application.

## ADMISSION REQUIREMENTS



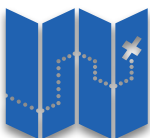
- Persons holding a Secondary School Diploma or its recognized equivalent;
- Official transcript (must have successfully passed grade 12 or higher) Translated into French/English (if applicable);
- Proof of French/English proficiency.
- For Attestation of Vocational Specialization (AVS) Medical or Legal:
  - holders of a Diploma of Vocational Studies (DVS): Secretarial Studies DVS 5857

## ACCEPTANCE REQUIREMENTS



- Completed Application Form;
- Copy of Official Passport;
- Birth certificate or affidavit;
- Curriculum vitae (CV);
- Letter of Explanation (LOE) (often informally called a Statement of Purpose or Letter of Motivation);
- Comparative evaluation -from MIFI or another recognized authority (if available);
- Letter of financial support (Affidavit). \*

## TRANSLATION OF DOCUMENTS REQUIREMENTS



Documents or parts of documents in a language other than French or English must be accompanied by a certified translation, signed and authenticated by a professional, registered translator.

\* Please refer to the [Admission Checklist](#) for more details



# Language Requirements

# FRENCH



You must provide proof of French proficiency if your first language is not French.

Cestar College, Longueuil Campus considers that you have met the French proficiency requirement if you have completed your secondary or post-secondary studies in which French was the language of instruction.

To be admitted, applicants must meet the following requirements:

**Have a minimum score of B2 level or higher on any of the tests listed below or level 6 on the Échelle Québécoise (EQ).**

NOTE: All four mandatory examinations are required (Oral Comprehension, Written Comprehension, Oral Expression and Written Expression).	
TEF (OR ETEF)	Test d'évaluation du français (pour les études en France)
TEF CANADA	Test d'évaluation de français pour le Canada
TEF QUEBEC	Test d'Évaluation de Français pour le Québec
TCF	Test de connaissance du français tout public
TCF - QUEBEC	Test de connaissance du français pour le Québec
TCF - CANADA	Test de connaissance du français Canada TCF
TCF DAP	Test de connaissance du français (pour la demande d'admission préalable dans une université de France)
DELF/DALF	Diplôme d'études en langue française/Diplôme approfondi de langue française

- \* The college reserves the right to require a language test or interview.
- \* A copy of your official results must be uploaded to your student portal [CCD](#).
- \* [Cestar College Language Academy](#) offers language courses for students who do not meet the required proficiency level. Completion of these courses does not guarantee automatic acceptance into the program. Students must still apply with the appropriate language level.



# Language Requirements

# ENGLISH

You must present evidence of English Proficiency if your primary or first language is not English.

Cestar College, Longueuil Campus considers having met the English Proficiency requirement if you completed secondary school or post-secondary study where English was the language of instruction.

- **IELTS** International English Language Testing System [**6.0 overall score**]
- **TOEFL** Test of English as a Foreign Language [**score of 79 - internet based**]
- **PTE Academic** Pearson Test of English [**minimum score of 50**]
- **DUOLINGO** [**105 or higher**]

PROFICIENCY LEVEL	IELTS	TOEFL	PTE Academic	DUOLING
EXPERT	9	118-120	89-90	155-160
VERY GOOD	8.5	115-117	83-85	145-150
VERY GOOD	8	110-114	74-84	135-140
GOOD	7.5	102-109	73-77	125-130
GOOD	7	94-101	64-72	115-120
COMPETENT	6.5	<b>79-93</b>	58-63	<b>105-110</b>
COMPETENT	<b>6</b>	60-78	<b>50-57</b>	95-100
MODEST	5.5	46-59	42-49	85-90
MODEST	5	35-45	34-41	75-80
LIMITED	4.5	32-34	30-34	65-70
EXTREMELY LIMITED	4	0-31	0-30	55-60

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- \* [Cestar College Language Academy](#) offers language courses for students who do not meet the required proficiency level. Completion of these courses does not guarantee automatic acceptance into the program. Students must still apply with the appropriate language level.

## INTERNATIONAL STUDENT ADMISSION PROCESS CHECKLIST

Here is a checklist of tasks to ensure your application is processed and completed promptly. It will allow us to provide you with a fast, streamlined and efficient process.

### STEP 1 SELECT YOUR ENGLISH PROGRAM

- Secretarial Studies DVS 5857
- Accounting DVS 5731
- Medical Office Specialist DVS 5857 + AVS 5874
- Secretarial + Legal DVS 5857 + AVS 5873

### STEP 2 CONFIRM YOUR DECISION

- Ensure you have the correct paperwork and the timeline to start your program. Every country and student's situation varies, so it is best to know your situation first-hand.

### STEP 3 PREPARE THE FOLLOWING DOCUMENTS \*

- Copy of Official Passport
- Birth certificate or affidavit
- High School Diploma or equivalent
- Official transcript and diploma (must have successfully passed grade 12 or higher)
  - ▶ *A certified translation must accompany documents if they are not in French or English.*
- Proof of French/English proficiency as per Cestar College language requirements
- Curriculum vitae (CV)
- Letter of Explanation (LOE) (often informally called a Statement of Purpose or Letter of Motivation)
- Comparative evaluation -from MIFI or another recognized authority (if available)
- Letter of financial support (Affidavit)
  - ▶ Parents must provide either a notarized letter or a signed declaration that includes the following information:
    1. *They are the students' official sponsors.*
    2. *They commit to covering tuition and living expenses totalling approximately \$21,000 per year for the duration of the program.*
    3. *They must clearly state that the funds are "unencumbered," meaning they are not tied up in any way that would prevent the student from accessing them.*
    4. *Proof of funds (bank statement from the last four months)*

## INTERNATIONAL STUDENT ADMISSION PROCESS CHECKLIST

### STEP 4 COMPLETE THE STUDENT APPLICATION FORM

- You must complete and sign the International Student Application form and ensure all the documents required for Acceptance to the program are attached to the application.
  - ▶ *To ensure consistency and validity, the signature on the application form must match the one on your passport.*
- If you have a representative or agent, the release of information section must be completed and signed by the student.

### STEP 5 SUBMIT YOUR DOCUMENTS

- Create your CCD student portal account "[Apply Now](#)" & upload the required documents.

### STEP 6 REGISTRATION

- A **non-refundable** admission fee of **\$50** is required at the time of application.
- The **first installment** must be made on **the first day of classes**.

Once a student submits an application and pays the \$50 non-refundable application fee, the payment does not guarantee admission, acceptance, visa approval, enrolment in a specific program, or space availability.

The application will be reviewed in accordance with Cestar College's admission requirements and policies.

The application fee is strictly non-refundable under all circumstances, regardless of the outcome of the admission decision.

#### THE LETTER OF ACCEPTANCE (LOA) WILL BE ISSUED ONLY AFTER:

- All required documents have been received
- Academic eligibility is confirmed
- The language proficiency is validated
- Administrative and financial conditions are met





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