



REQUIRED DOCUMENTS AND INFORMATION

NAME : _____ DATE : _____

Opening a file

- Consent form for building a dossier and communicating information to a third party
- Emploi-Québec follow-up sheet
- Client information sheet
- Social insurance number or a copy of your card
- Proof of Aboriginal status (a copy of one of the following documents, both sides) :
 - Certificate of Indian status issued by Aboriginal Affairs and Northern Development Canada
 - Inuit enrolment or land claims beneficiary card
 - Membership card issued by a recognized Métis organization
- Proof of residency (one of the following documents) :
 - Proof of residency form
 - Copy of lease signed by yourself and the landlord
 - Copy of a utility bill (electricity, internet or other) with your address of more than 30 days
 - Driver's licence with your current address

Adult general education or vocational training

- Attendance policy form
- Proof of registration (with program start and end dates)
- Name and address of the training or adult education centre and the name of the director
- List of required materials and equipment (vocational training only)
- Cost of tuition and fees and cost of required materials and equipment
- School calendar with summer break dates
- Class schedule and student profile
- Financial details about funding from any other sources (loans and bursaries, band council, QNW, etc.)
- Void cheque in your name
- Letter indicating other payer of 50% (for studies in private institutions)

Employability

- Sponsor project application form completed and signed by the employer
- Job description on the employer's letterhead
- Proof of registration or incorporation of the organization or business
- Attestation of intent to return to school (Summer Career Placement)

Other

- Identification cards issued by a provincial government or the federal government
- Letter of intent
- Curriculum vitae
- Academic transcript and/or obtained diplomas
- Verification of child assistance payments for dependent children or copy of a court ruling
- Birth certificates and/or copies of Quebec health insurance cards of dependent children
- Proof of last-resort financial assistance and file number
- Proof of refusal for financial assistance from Local Employment Centre
- Form for transmitting information to MESS and MESS consent form (2412)
- Forms for Employment-Insurance beneficiaries (5159, Exchange of information concerning an application for priority processing, Authorization to provide information to a third party – HRSDC, Authorization to provide information to a third party – QPIP)
- Other : _____

Please contact us for additional information.