


QSEP - Online Help for students

Security and system access

Security

Your transmissions are encrypted in order to ensure the security of the information that you are exchanging with various universities.

Also, to keep your **information confidential**, especially on a public computer station, we recommend that you do the following:

1. If you have begun filling out the application form and you want to stop before finishing it, click on the  button in the upper right-hand corner of the screen. This allows you to exit the screen securely. The information you have already entered and confirmed will be saved in the system and you will not have to re-enter it.
2. Once you have finished, you should empty the cache (if necessary, consult your browser's online help) and then close the browser by selecting "Exit" or "Close" in the "File" menu. Do not exit the browser simply by closing the window.

System access

You access the system through the weblink <https://echanges-etudiants.bci-qc.ca/en/international-students/>, scrolling down, finding and clicking on step "4" of "A simple four-step process" section on the BCI Quebec Student Exchange Program web site.

Access to the system is controlled by the entry of your surname and given name and the access code that you were assigned by the BCI Quebec Student Exchange Program coordinator (hereinafter called "coordinator") at your home institution.

If you have forgotten your access code, you must contact the coordinator.

If you have already begun completing your form and you closed the window, you can re-access your form through the weblink <https://echanges-etudiants.bci-qc.ca/en/international-students/>, scrolling down, finding and clicking on step "4" of "A simple four-step process" section on the BCI Student Exchange Program web site. The information you have already entered and confirmed will have been saved in the system and you will not have to re-enter it. This is why we recommend that you do not tell anyone your access code.

After 10 minutes of inactivity on a page of the form, the system will end the session for security reasons.

Choosing a browser

Since the system has been optimized for **Internet Explorer version 6 or more recent** and **FireFox version 2 or more recent**, we recommend that you use one of these browsers.

Before you fill out the form

What you need to have on hand

Make sure that you have:

1. the name of the host institution to which you wish to apply
2. the code and name of the study program of host institution to which you wish to apply. Please consult the [BCI Quebec Student Exchange Program site](#) to make sure that the programs you select are open to students from outside Québec. All available study programs appear in "Conditions of Admission" of host universities in the BCI QSEP website.
3. the student number you received from your home institution
4. any other student identification number you may have.

Form content

The BCI Quebec Student Exchange Program application form consists of the following five (5) pages :

1. Identification information;
2. Student's contact information;
3. Information regarding current studies;
4. Information regarding proposed studies;
5. Preview of the application.

Once you have confirmed the data on the application preview page, your application will be displayed on your screen. You should print it out, sign it and attach it to the other documents required for submission of your application to the coordinator at your home institution.

Required fields

You must provide all the information requested on the form; only the information on the blue background is optional. The system will validate all the information entered in the required and optional fields.

Navigation

Navigation buttons



This button, which appears in the upper left-hand corner of the screen, lets you consult the online help at any time.



This button which appears in the left top of the front page, allows to show the application form in French.



This button, which appears on the upper right-hand corner of the screen, lets you exit the system in a secure manner at any time. When you click on this button, only the information already confirmed on the previous pages will be saved in the system.

Pressing this button, which appears on the bottom of the screen, will redisplay the information as it was in the initial view so that you can start over.

This button, which appears in the bottom of the screen, sends the information entered to the system when all the information on the page is valid. The next page is then displayed automatically.

Navigating within a page


You can move from field to field within a page by using the mouse or the TAB key.

You can move within a list or drop-down menu by using the mouse or the keyboard arrows.

When you input information in a field, you should use uppercase and lowercase letters and accents in the appropriate places.

Navigating from page to page

You will not be able to navigate from page to page within the form. The next page will only be displayed once all the required information on a page is valid and you have confirmed it. The previous page is closed automatically.

If you need to go back to a page, you will have to click on the button  which will have you exit the system securely. Next, re-access your file by proceeding in the same manner as you did for the first time.

Correcting errors

On each page of the form, once you have confirmed the data that you have entered, the system will validate it. If the information is incomplete or contains errors, the following message will appear at the top of the page **"Warning! A red dot (•) means that the field needs to be completed or that the information entered is invalid"**.

You must correct all the fields marked with a red dot (•) and reconfirm your information. You will also have to correct any invalid optional information, if necessary.

Printing of screen

You can, if you wish, print out each of the pages of the form by using your browser's "Print" function before you confirm the information.

However, once you have completed your form and confirmed all the data, your duly completed application will be displayed on the screen and you must print, sign and include it with all the other documents to submit with your file.

Instruction for completing the form

Identification Information

► Identification

Enter your surname, given name and the date of birth on your birth certificate and click on "Female" or "Male".

► Country of citizenship

If your country of citizenship differs from the country displayed on the screen, select the correct country.

► City and country of birth

Enter the city and select the country where you were born.

► Father's and mother's surnames and given names

Enter the surnames and given names of your father and mother as shown on their birth certificates. This information is requested for the purpose of obtaining a permanent code from the Québec department of education (Ministère de l'Enseignement supérieur, MES).

► **Confirm identification information**

When you have completed the page, click on the button. If all the information entered is correct, the "Student's Contact Information" page will be displayed. If there are errors, however, the system will tell you what they are.

Student's Contact Information

► **Current address**

Your current address is where the advisors at the institutions concerned can contact you.

- Current address - enter the address where you are now living. The country is displayed by default on your screen so you do not have to enter it. If necessary, you can replace it with another country. This address information is required.
- Current telephone number - enter the telephone number where you can be contacted now. The telephone number will be displayed on your application as you have entered it. You must provide the area code, use hyphens and add the extension, if applicable.
- Valid until - if applicable, enter the date until which you can be contacted at the current address and telephone number.

► **Permanent address**

Your permanent address is where the advisors at the institutions concerned will be able to contact you if your current address is no longer valid.

If your permanent address is not the same as your current address, enter the information in the appropriate boxes. The full address and telephone number will then be required.

- Permanent address - enter your permanent address. The country is displayed by default on your screen so you do not have to enter it. If necessary, you can replace it with another country.
- Permanent telephone number - enter your permanent telephone number or any other telephone number where you can be contacted. The telephone number will be displayed on your application as you have entered it. You must provide the area code, use hyphens and add the extension, if applicable.

► **E-mail**

Enter at least one e-mail address where the advisors at the institutions concerned may send you messages. Enter a second e-mail address if you have one.

Each e-mail address must have the following format:

- at least three (3) characters before the @ symbol
- at least three (3) characters after the @ symbol
- followed by at least one dot
- and at least two (2) characters after the last dot.

Spaces and accented characters will not be accepted.

► **Confirm contact information**

When you have completed the page, click on the button. If all the information entered is valid, the “Information Regarding Current Studies” page will be displayed. If there are errors, however, the system will tell you what they are.

Information Regarding Current Studies

► **Home institution**

The institution displayed on the screen is your home institution.

► **Student number at your home institution**

Enter the student number assigned to you by your home institution. Do not confuse this information with any other student number that you may have.

► **Other student number**

Enter another student number if one has been assigned to you. Do not confuse this information with the student number assigned by your home institution.

► **Current degree**

Select the degree you are working towards at your home institution.

► **Field of study**

If you specify the general field of study, the pull-down menu to identify the current discipline will be updated to restrict the possible choices.

► **Current discipline**

Select the discipline closest to the study program in which you are registered at your home institution.

► **Proposed degree**

Select the degree towards which the course you plan to take at the host institution will be credited at your home institution.

► **Confirm information regarding current studies**

When you have completed the page, click on the button. If all the information entered is valid, the “Information Regarding Proposed Studies” page will be displayed. If there are errors, however, the system will tell you what they are.

Information Regarding Proposed Studies

On this page, you may select one host institution.

IMPORTANT - Please note that all host institutions will not accept any student for whom they are the second choice. Consequently, these institutions will not appear on the list of second choice on the online form.

► **Select a host institution**

You must select one host institution. When you select a host institution the pull-down menus for the proposed term, level and field of study, program code and study program name will be updated to display the programs offered at the institution selected.

► **Level of study and Field of study**

When you select the level (undergraduate, master’s or doctorate), the pull-down menus for the code and name of the proposed study program in Québec will be updated to restrict the information based on your choice.

Similarly, if you select a field of study, the pull-down menus for the code and name of the proposed study program in Quebec will only contain the relevant study programs.

► **Code and name of the proposed study program in Québec**

Enter either the code or name of the proposed study program in Québec. Because of the dynamic links between these menus, you only have to enter your selection in one of these boxes.

► **Proposed term**

Enter the term for which you are applying, based on the academic year at Québec institution.

► **Confirm information regarding proposed studies**

When you have completed the page, click on the button. If all the information entered is valid, the “Preview Your Application” page will be displayed. However, if there are errors in the information entered, the system will tell you what they are.

Preview Your Application

The “Preview Your Application” page displays the information you entered on the form. It is an image of your application.

Please check all the information contained on this page very carefully.

► **Back to form input**

If you wish to make changes, click on the button. The system will display the first page of the form with the information you already entered. Make any necessary changes and confirm the page. This way, you can change information already entered on each page of the form.

► **Confirm all data**

If all the information on the page is complete and accurate, click on the button. A message will tell you to print your application, preferably double-sided printing, sign it and attach it to your file.

Important - once you confirm all data, you cannot go back to the form. Your application will be automatically sent to the advisor at your home institution.

Printing the application

Once you have confirmed all of the data on the “Preview your Application” page, your application will be displayed on the screen.

You must:

- print your application, preferably double-sided, by using the “Print” function on your browser;
- sign it;
- include it with all the other documents;

- drop it off at the office of the coordinator at your home institution.

If you cannot print out your application from the computer station you are using or the quality of the printing is not satisfactory, you can re-access your application by going to the [BCI Quebec Exchange Program web site](#), scrolling down and clicking on "4" of "A simple four-step process" section. Re-enter your surname, given name and access code, exactly as you entered them before, and you will be able to display and print your application.

If you are unable to print out your application, please contact the coordinator at your home institution.