


# QSEP - Online Help for Québec 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/quebec-students/>, scrolling down, finding and clicking on step "4" of "A simple four-step process" section on the BCI Student Quebec 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/quebec-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. 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 should have on hand**

Make sure you have on hand:

1. The information on the student exchange program you have chosen and on the host institution or institutions to which you wish to apply. Visit the BCI Quebec Student Exchange Programs web site, if necessary;
2. The code or name of your current program of study;
3. Your Ministère de l'Enseignement supérieur (MES) permanent code. Keep in mind that all students that have taken college or university courses in Québec have a MES permanent code;
4. Your student ID number or permanent code assigned to you by your home institution.

### **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 screens

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 birth date as they appear on your birth certificate and click on "Female" or "Male".

#### ► Ministère de l'Enseignement supérieur (MES) permanent code

This information is required for all students who have taken courses at college (CEGEP) or university in Québec. You will generally find this code on your transcript. Do not confuse it with the ID number or permanent code assigned to you by your home institution.

This code consists of four letters and eight numbers. The first six numbers indicate the day, month (this number is increased by 50 if you are female) and year of your birth. If the permanent code you have entered does not match your date of birth or gender, an error message will appear.

#### ► Immigration status in Canada and country of citizenship

You must indicate your current status. If you are not a Canadian citizen, you must indicate your country of citizenship.

► **Town/city and country of birth**

You must enter the town/city and select the country where you were born.

► **Surname and given name of father and mother**

Type the surname and given name of your father and mother according to their birth certificate. This information is required for verification purposes and for the creation and maintenance of a permanent code at the Ministère de l'Enseignement supérieur (MES).

► **Confirming identification information**

Once you have completed the page, click on the button. If all the information entered is valid, the "Student's contact information" page will be displayed. If the page contains errors however, the system will let you know.

## **Student's contact information**

► **Current contact information**

Your current contact information is where the institutions concerned can reach you.

- **Current address** - Enter the address of where you are currently residing. "Québec" and "Canada" are displayed by default on your screen. If necessary, replace them with the appropriate information. This address is required.
- **Current telephone number** - Enter the telephone number where you can be reached at the present time. This telephone number will be displayed on your application as you have entered it. You must enter the area code, the hyphens well as any extension.
- **Valid until** - If applicable, indicate until what date you can be reached at your current contact information.

► **Permanent contact information**

Your permanent contact information is where the institutions concerned can reach you if your current contact information is no longer valid.

If your permanent contact information is different from your current contact information, enter this information in the appropriate boxes. Your full address and telephone number then become required.

- **Permanent address** - Enter your permanent address. "Québec" and "Canada" are displayed by default on your screen. If necessary, replace them with the appropriate information.
- **Permanent phone number** - Enter your permanent phone number or any other phone number where you can be reached. This phone number will be displayed on

your application as you have entered it. So, it is essential that you enter the area code, the hyphens well as any extension.

#### ► **E-mail address**

Indicate at least one e-mail address where the institutions concerned can reach you.  
Enter a second e-mail address, if you have one.

The e-mail addresses 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 period
- and at least two (2) characters after the last period.

Spaces and accented characters will not be accepted.

#### ► **Confirming 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 on the page however, the system will let you know.

### **Information regarding current studies**

#### ► **Home institution**

The institution displayed on the screen is your home institution.

#### ► **ID number or permanent code at home institution**

Enter the ID number or permanent code assigned to you by your home institution.  
Please do not confuse this with the Ministère de l’Enseignement supérieur (MES) permanent code.

#### ► **Level and field of study of current program**

When you select a level of study (bachelor, master or doctorate), the drop-down menus for identifying the code and name of your program of study will be updated to narrow down the possible choices.

Similarly, when you select a field of study, the drop-down menus for identifying the code and name of your program of study will only contain the corresponding programs of study.

#### ► **Code and name of current program of study**

Enter either the code or the name of your current program of study. You will notice that these menus are dynamically linked; you thus only need to make a single selection in one of these fields.

#### ► **Anticipated graduation date**

Indicate the year and month you intend to complete your program of study.

#### ► **Number of credits**

You must indicate:

- the number of credits completed to date in your program of study;
- the number of credits you are currently taking in your program of study;
- the number of credits you wish to take in the proposed host institution.

This information is necessary for determining your eligibility for participating in BCI Quebec Student Exchange Program.

#### ► **Confirming 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 on the page however, the system will let you know.

### **Information regarding proposed studies**

#### ► **Choice of student exchange program**

From the drop-down menu, select the student exchange program in which you would like to participate. You must select an exchange program in order to have access to the choice of host institutions.

#### ► **Choice of up to three host institutions**

You can choose a maximum of three host institutions. At the outset, each drop-down menu lists all the institutions that participate in the student exchange program you have selected. Once you select a host institution, the other menus will be updated to exclude the previously chosen institution or institutions.

If only one institution is participating in the exchange program selected, choices 2 and 3 will obviously not be available.

#### ► **Proposed term**

Indicate the term you are applying for based on academic year at Québec institutions.

#### ► **Level and field of study of proposed program**

If you have to change the proposed program of study, selecting a level of study (bachelor, master or doctorate) will update the dropdown menus for identifying the code and name of your program of study to narrow down the possible choices.

Similarly, when you select a field of study, the dropdown menus for the code and name of your proposed program of study will only contain the corresponding programs of study.

### ► **Code and name of proposed program of study**

By default, the code and name of your current program of study will be displayed. If your proposed studies are in a program in another level of study, you must indicate the code or name of this program.

You will notice that these menus are dynamically linked. So, if you have to change the proposed content, you only have to change one of these fields.

► **To the question:** "Occasionally, BCI asks participants to promote Student Exchange Programs. Would you be willing to do that, if we requested your services?"

You must answer "Yes" or "No".

### ► **Confirming information regarding proposed studies**

When you have completed the page, click on the button. If all the information entered is valid, the "Preview of application" page will be displayed. However, if the information entered on the page contains errors, the system will let you know.

### **Previewing the application**

The "Preview of application" page contains the data you entered on the form. It is a preview of your application.

Check each item of information on the page carefully.

### ► **Back to form input**

If you would like to change some of the information, click on the button. The system will display the first page of the form with the information you have already entered. Make your changes and confirm the page. You can do the same with each page of the form.

### ► **Confirming all data**

If all the information on the page is complete and accurate, click on the button. A message will prompt you to print out your application, preferably recto verso, sign it and attach it to your file.

**Important** - Once you have confirmed all the data, you will not be able to go back into the form. Your application will be automatically sent to the coordinator at your home institution.

### **Printing the application**

The "Preview of application" page contains the data you entered on the form. It is a preview of your application.

Check each item of information on the page carefully.

► **Back to form input**

If you would like to change some of the information, click on the button. The system will display the first page of the form with the information you have already entered. Make your changes and confirm the page. You can do the same with each page of the form.

► **Confirming all data**

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