

Family Name: _____

I.D. Number: _____

First Name: _____

Home Telephone _____

Address: _____

Work Telephone _____

Street address

Email address _____

City

Province

Postal Code

Registration at a university OUTSIDE Quebec

Name of institution: _____

Year/ Session you wish to attend: _____

Number of credits you wish to take: _____

**To register at a university WITHIN Quebec apply using the
CREPUQ website at [http:// www.crepuq.qc.ca](http://www.crepuq.qc.ca)**

Your request must be accompanied by the following:

- Written statement of why you wish to take courses at another university
- The term and academic year during which you wish to attend
- The total number of credits you wish to take at another university
- The title, credit value, course number, and course description of all courses you wish to take
- A list of how you wish each course to apply in your degree (e.g. free electives, out of faculty electives, substitute for a specific course required in your degree, etc.)

Course Substitution

Required Course: _____

Substituted by: _____

Your request must be accompanied by the following:

- A written rationale explaining how the proposed substitute course is an appropriate substitution for the required course. (attach course descriptions if necessary)

Processing of substitution requests may require consultation with your department

Course Overload

Fall Term
Number of credits _____

Winter Term
Number of credits _____

Summer Term
Number of credits _____

Your request must be accompanied by the following:

- A written rationale explaining why you wish to take a course overload
- Be advised that normally overloads are only approved if the student:
- has attended at least one year of study at Concordia
 - has a minimum cumulative GPA of 2.7

Students who do not meet these conditions must address this in their request.

Other

Requests which fall into this category might include (but are not limited to):

- request to waive university or program residency requirements
- request to transfer from "Restricted to Part-time" to "Full-time" Status (Note: regular part-time students do not need to apply to transfer to full-time status; they may simply register for a full course load)
- request to extend the deadline to submit work for incomplete courses
- requests to unlapse a program (accompanied by a letter explaining activities since you last attended Concordia and student copies of records for other institutions attended during that period of absence from Concordia)

Please submit a separate page explaining your request including a rationale and any relevant documentation to support the request.

Student's Signature: _____

Date: _____