

Welcome Guide



Welcome to all new Intercultural and International
Education Centre students

Namur Pavilion – Marie-Victorin College

2025-2026



Table of Contents

3	STUDYING AT THE INTERCULTURAL AND INTERNATIONAL EDUCATION CENTRE
3	Welcome
4	About the Intercultural and International Education Centre
5	Life code
6	Plagiarism and intellectual integrity
7	Directory – Your internal resources
8	MANAGING YOUR ACADEMIC PROGRAM AND IT ACCESS
8	Course registration
9	Payment of tuition fees
9	Student card
9	WiFi access
9	Office365
10	LIVING IN MONTREAL
10	Transportation
10	Accommodations
11	Budget and practical advice
12	Telecommunications
12	Directory of external resources
12	Banking (service)
13	INSURANCE
13	Supplementary Health Insurance - Major Plan
13	Home insurance
13	GreenShield Insurance for international students
14	INTERNATIONAL STUDENTS
14	Immigration – Study authorizations
15	Immigration – Work authorizations
18	Proof of language skills to obtain an ACS

Studying at the Intercultural and International Education Centre

A word of welcome



Dear students,

On behalf of the entire team at the Marie-Victorin College's Intercultural and International Education Centre (IIEC), it is with great joy that I welcome you to the 2025-2026 academic year! We are delighted to support you in this new stage of your life!

The IIEC is a dynamic and inclusive study hub on a human scale campus that allows us to offer personalized support throughout the journey for all our various student groups. We value diversity and believe that all of our students deserve an equal chance to succeed in their study projects and to integrate harmoniously into the Quebec job market. We will do all we can to offer you an enriching, stimulating and caring learning environment.

Don't hesitate to ask us your questions or tell us about your needs. Our team is here to help you overcome challenges and seize opportunities that will present themselves throughout your academic career. I'm looking forward to meeting you during the return to class and share this exceptional year together!

Sincerely,

Romy Schlegel

Coordinator of the Intercultural and International Education Centre

03

04



About the Intercultural and International Education Centre

Business hours

8 am to 4:30 pm, Monday to Sunday,
except weekends before or following a public holiday
and during the holiday season

How to reach us

Telephone: 514-733-3232, ext. 4110

Email: namur@cegepmv.ca

Omnivox Portal – MIO Messaging

How to get here

- **By public transport:** From the Namur metro station, head towards the north side of Décarie and turn right onto Paré street.
 - Consult the various transit planning tools and **real-time schedules**.
- **By bike:** Bike racks are available in front of the campus. **Bixi** stations can also be found nearby.
 - A Bixi subscription gives you access to a fleet of self-service bicycles allowing you to move from one station to another on the island of Montreal from mid-April to mid-November.
- **By car:** 4975, Paré street, Montreal, Quebec H4P 1P4
Students can purchase a parking sticker through **Safeway Parking** for :
 - \$9/day
 - \$95/month (+ \$7.50 one-time fee for the monthly sticker)

You can also find street parking around the campus where specific parking periods must be respected.



Student life code

At IIEC, we work to maintain a respectful, inclusive and dynamic learning environment. Everyone is responsible for contributing to maintaining a harmonious climate that's conducive to learning.

As a student at the IIEC, you commit to the following terms:

- ✓ Be present and punctual during your educational activities and respect the established schedule.
 - If you must be absent, arrive late or leave early for any reason beyond your control, you must inform your teacher.
 - It is also your responsibility to make up for missed lessons. All absences and lateness (justified or not) are noted in your file.
- ✓ Get actively involved in your education.
 - Do your homework, participate in class, express yourself in the teaching language, hand in your work on time, etc.
- ✓ Be respectful and dignified with teachers, the administrative staff and your colleagues.
 - Refrain from all forms of verbal, psychological or physical violence.
- ✓ Take care of collective spaces, classrooms, school and computer equipment.
 - Dispose or recycle your items in the designated spaces, pick up your personal belongings at the end of the class, replace furniture, etc.

In the event of non-compliance with the previously mentioned elements, sanctions could be applied by teaching staff or administrators.

Step 1 : If your violations harm your teacher, your colleagues or the smooth operation of the course, you will receive a verbal warning.

Step 2 : If the situation does not improve, you will receive a written notice.

Step 3 : If the situation still does not improve, you will need to meet an educational manager.

Step 4 : If the problem persists, you may be excluded from your program.

Attention – In accordance with **Regulation 9** and **Policy 29** (in French only), we apply a **zero tolerance** rule towards any violent gesture or behaviour that risks compromising the physical or psychological integrity of others. Immediate sanctions that may lead to expulsion could apply without notice.

06

Plagiarism and intellectual integrity

According to Regulation 4.9 of the **Institutional Policy on the Evaluation of Student Achievement (IPESA)**, the actions below could be considered fraud or plagiarism:

- Using unauthorized equipment, including materials produced as part of an assessment for another course
- Copying work or exam answers from another person
- Helping another person to copy work or exam answers
- Participating in the theft or falsification of documents or materials related to an evaluation or justification for an absence during an evaluation (e.g., a doctor's note)
- Using unauthorized aid to perform work
- Not citing sources and references in a work
- Using a cell phone during an exam

If a member of the teaching or administrative staff witnesses a case of fraud or plagiarism, sanctions apply immediately, ranging from a zero grade in the educational activity in question to automatic failure of the course or even a dismissal from the program.

Do yourself a favour and avoid plagiarism!

Directory Your internal resources

The Intercultural and International Education Centre team is a dynamic group of experienced professionals, each with varied expertise in key areas.

Academic Advisor

The Academic Advisor (AA) is an important resource for your journey through college. From your admission application to your diploma, the AA will help you with your course selection, your course cancellation, understanding the impact of failures, program change, particular progress, work methodology, etc.). In collaboration with your teachers, the AA will advise and assist you in making the best decisions for your journey.

Laura Geffrard-Vilsaint

Academic advisor and financial assistance

laura.geffrard-vilsaint@cegepmv.ca
514-733-3232, ext. 4112

Kahina Ait Sidhoum

Academic advisor

kahina.ait-sidhoum@cegepmv.ca
514-733-3232, ext. 4123

You can make an appointment in person or online with your Academic Advisor at the following link: **[Request an appointment](#)** or scan this QR code



Official documents

Do you need an official document (transcript, registration certificate, certificate of completion of studies)? You can request it through your Omnivox account under Document request or by sending an email to organisation.scolaire@cegepmv.ca.

A fee of \$5 per document applies, payable through your Omnivox portal or in person at the central campus or at the IIEC reception. The documents will be sent according to your choice (email or post). Simply specify your preference in the email.



Psychosocial support and adapted services (SAIDE)

Are you experiencing a problem leading to persistent and significant limitations confirmed by a diagnosis OR an intervention plan? Are you going through a difficult situation and would like psychosocial support (e.g., consultation, information, reference)? Even though the Student Affairs Services are located at the main campus, you can still benefit from these services and get help. Find all the information [here](#) (in French only).



Technical support

Are you experiencing a technical issue with your username, password or computer equipment? Submit your query in [Omnivox > Mes Services Numériques > Système de requêtes Octopus](#) (in French only) or scan this QR code:



El Mehdi Messaoudi

Computer technician

el-mehdi.messaoudi@cegepmv.ca

514-733-3232, ext. 4186

Located at the Namur Pavilion,
open Monday to Friday, 8 am to 4 pm

Manage your academic journey and computer access

Course registration



Your course selection will be automatically added to your file, accessible via the Omnivox portal. You will receive a MIO message a few weeks before the start of your semester inviting you to confirm your course selection. You must have access to your Omnivox to complete this action. If your course selection is not confirmed before the start of the semester, you will not be registered for the classes.

Here are some important instructions to follow:

- Login to your Omnivox portal
- In the service section, click the course selection module
- After reading your course selection, please enter your Omnivox password
- Your course selection is final. If you wish to modify them or if you decide to leave the College, you must **make an appointment** with your individual pedagogical advisor

REMINDER - In the middle of each semester, you will also need to complete a census form – through your Omnivox portal – to officially indicate that you are still an active student. Please take a few minutes to initiate this **OBLIGATORY** action. Failing to complete this, we could be unable to transmit your results to the Ministry and confirm your student status.

Stay tuned!

Omnivox
Cégep Marie-Victorin

Étudiants Employés

No de DA
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Mot de passe

Connexion >

Première utilisation?
Oublié votre mot de passe?

The Omnivox platform is the College's preferred way to keep you informed of news, important actions and dates to add to your calendar.

Download the app and check it regularly throughout the semester so you don't miss any important dates and messages, support services and the many events that are offered! Also, follow us in real-time via our social networks.

Payment of tuition fees

Once your registration is confirmed, you will have access to your tuition fees invoice in your Omnivox account. It's important to pay this no later than two weeks after the start of your courses in order to avoid late penalties of \$25, have your registration file blocked for the following semester or to access official documents. You can find tuition details on our [website](#) (in French only).

Payment methods

1. Via **Omnivox** by credit card (Visa or Mastercard).
2. In person or via your financial institution's online portal, taking care to indicate the reference number (6 digits) when making a payment.
3. In person at the IIEC reception or at the Academic Organization and Registration Office (Service de l'organisation scolaire) located in the **Marie-Victorin College central pavilion**, room B-103: via direct payment, credit card (Visa or Mastercard), postal order or certified cheque.

According to our regulations, some costs may be reimbursed if you cancel your semester within the required time. See **Regulations 5 and 11** (in French only) for the reimbursement regulations.

Student card

Upload your photo to the "Personal File" section of your Omnivox account, following the instructions. Your digital card will be available from your Omnivox account a few days afterwards.

Wireless network access

- Select the CMV network on your device
- Enter your admission number as your username
- Enter your new personal password

To be able to connect to the College's WiFi network, you must first login to your account on a computer belonging to the College or the Microsoft website at [Microsoft365.com](#) in order to change your initial password.



Microsoft 365

Your admission to Marie-Victorin College gives you free access to the Microsoft 365 suite! Go to [Microsoft365.com](#).

Login with your Outlook address (enter your AdmissionNumber@cegepmv.ca as username and your date of birth as your password) and see how to install the suite on your devices.



Living in Montreal

Public transit

OPUS card

You will need an OPUS card to commute by bus, metro and commuter train throughout the Montreal metropolitan region. Prices vary depending on the areas served.

Depending on your needs, you can purchase your ticket online, using the **Chrono** application, or in person, at metro station ticket offices, ticket vending machines or top-up kiosks.



As a full-time student registered at Marie-Victorin College, you will benefit from a reduced rate offered by the Société de transport de Montréal (STM) via your OPUS card. You have the option to request or renew your OPUS card with photo via Omnivox under the Reduced Fare OPUS Card section, once your registration is complete and your student card photo is uploaded. If you need to apply for help in paper form, you will need to request a certificate of school attendance under the Request for documents module or by email at **organisation.scolaire@cegepmv.ca**. A \$5 fee applies.

Accommodations

The IIEC is located in the Côte-des-Neiges-Notre-Dame-de-Grace (CDN-NDG) borough. To learn more about the features and advantages of each borough, **click here**, then consult **city maps** to help situate yourself. Plan for accommodations located within a maximum radius of 45-60 minutes of travel time so as not to lose too much of your valuable time when commuting.

Housing prices vary greatly from one borough to another. The price of a room or shared accommodation is lower than the price of an individual or studio apartment. Remember, monthly rent won't be your only cost. Heating, cable, telephone, transportation, parking and food will be additional expenses. Many people share apartments in order to reduce these costs.

Off-campus accommodations

As a general rule, vacant housing ads can be found on websites and various social networks, Facebook groups and MarketPlace, for example. Here are some options:

Students Housing

Montreal Apartments

Kijiji.ca

Craigslist

Appartogo

Rentals.ca

If you prefer to reduce costs by renting a room in a shared apartment, here are some sites specializing in searching for shared accommodations or furnished rooms, and a Facebook group to contact other roommates:

Getyourplace

Student Flat

Student Housing Mtl

Short-term accommodations

Airbnb

Saintlo Montreal Youth Hostel

Alternative hostel in Old Montreal

John XXIII Pavilion (for men)

Maria-Goretti Residence (for women)

Your housing rights

A lease is a rental contract that binds the landlord to the person renting the accommodations and details their respective commitments. In Quebec, apartments are generally rented for a fixed term of one year, most often starting on July 1, and running until June 30 of the following year.

Signing a lease is a legal contract, so you need to know your housing rights and understand all the clauses.

Learn more on the **Tribunal administratif du logement** and on the **Educaloi** websites to know how to identify legal and illegal practices! For example, never provide your social insurance number (SIN) to a landlord. Often, a guarantee deposit may be requested in addition to the first month's rent, but this practice is illegal! If you agree to provide a deposit, make sure it's described in the lease with clear clauses regarding its use.



Budget and practical advice

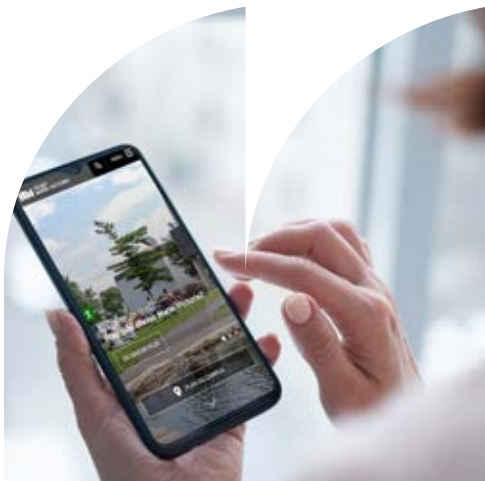
The Quebec government's Student Financial Assistance Program (SFA) is intended for Canadian citizens, permanent residents or refugees residing in Quebec. All relevant information is available on **our website** (in French only).

There are plenty of tools to help you plan and manage your budget simply and efficiently.

- The Government of Canada **Budget Planner**
- Marie-Victorin College's **adult student budget template** (in French only)

We suggest you consult the following links for tips on small and big savings!

- **Taking care of my own business – Savings tips** (in French only)
- **Tips to better manage my expenses** (in French only)
- **Circulars.ca** also helps you find the best deals for your various purchases (groceries, clothing, office needs, etc.)



Telecommunications

Take the time to shop for a telecommunications provider that can offer you a package deal combining several services. Check the packages offered to choose the one that best suits your needs (texting, long distance, etc.). Be aware of contracts that extend over long periods of time because technology evolves rapidly. To find the best packages, check out the following link:

[Compare cellular and internet plans](#)

Directory External resources

Info-Santé / Info-Social	811
Emergency Services	911
Information on organizations community and social health	211
Carrefour Jeunesse-emploi – CDN	514-342-5678
Carrefour Jeunesse-emploi – NDG	514-482-6665
Tracom Crisis Centre	514-483-3033
Neighbourhood medical clinic – Diamant	514-731-5994
Neighbourhood medical clinic – Global Clinic	514-733-9899
Côte-des-Neiges CLSC	514-731-8531
Saint-Laurent CLSC	514-748-6381
Université de Montréal dental clinic	514-343-6750
Interligne (Support to LGBTQ+ people)	514-866-0103
Kids Help Phone (youth line)	1-800-668-6868
Sexual Violence Helpline	1-888-933-9007
SOS violence conjugale (S.O.S. Domestic violence)	1-800-363-9010
Suicide Prevention Centre of Montreal	1-866-277-3553
Tel-Aide	514-935-1101
Tel-Jeunes	1-800-263-2266

Banking services

Banking institutions located near the IIEC:

Scotiabank

7885 Decarie Blvd., Montreal (0.7 km away)
514-731-6844

Royal Bank

4977 Jean-Talon Street West, Montreal
(0.6 km away) – 514-340-0227

TD Bank

8200 Decarie Blvd., Montreal (1 km away)
514-289-0390

Bank of Montreal

6521 Decarie Blvd., Montreal (1.6 km away)
514-343-5344

Desjardins

5150 Decelles Ave., Espace 360d, Montreal
(3.6 km away) – 514-383-0252

National Bank

1130 Marcel-Laurin Blvd., Saint-Laurent
(4.3 km away) – 514-332-4220

Insurance

Complementary Health Insurance – Major Plan

Through your **Marie-Victorin College Student Union (SECMV) – Major Plan**, you are automatically enrolled in a complementary student collective insurance plan. For less than \$8/month, your plan allows you to benefit from advantageous coverage, in addition to a host of discounts and preferential rates through our **Discount Network**.

However, if you do not wish to take advantage of these benefits, you can withdraw from the plan during the withdrawal and modifications period of the coverage. If you are already covered by another insurance plan, it's important to validate your coverage, to compare coverages and consider the coordination option benefits before withdrawing. For more information on the coordination of benefits, please see the **Combine your Plan** section.

Home insurance

If you are tenant in a building, please get insurance coverage! It's necessary to have civil liability coverage (if you cause a fire, for example) and to protect your personal property in case of theft or disaster. Research insurance brokers and **compare home and auto insurance bundles**.



GreenShield insurance for international students

GreenShield Canada (GSC) is the designated health care insurance provider for the entire international student community at Marie-Victorin College. This insurance is automatically added to your file and you will be billed from your tuition fees.

Information about your insurance:

- **Introduction to the GSC service:** Frequently asked questions about your insurance
- **Student Centre:** Information about your insurance plan, such as the services covered, who to contact, where to send your claims and more
- **GSC Help Centre**
- GSC Customer Service Centre: **1-888-711-1119**
- GreenShield also offers access to a **Telemedicine** service and a **student assistance program**

Activate your account

You will receive your welcome kit and your identifiers for accessing your online portal within 4 to 6 weeks after the start of your semester. A PDF document will be emailed to you, which you must keep so you can refer to it in the future!

- Open the PDF document
- Use all four numbers of your birth year + the first three characters of the College's postal code (H1G) to unlock it
- Follow the instructions in the PDF to configure your **GSC Everywhere** account
- Click Sign-up
- Once registered, you can use the same username and password on your mobile app

GreenShield insurance for international students (cont)

Reimbursement requests

You have three options for submitting your health care reimbursement requests at GSC:

1. Requests submitted by a health care provider:
Pharmacists and many other health care providers (such as chiropractors and physiotherapists) can submit reimbursement requests to GSC in your name. Simply ask them.
2. Online and mobile requests: You can submit your own requests online at GSC Everywhere, accessible via greenshield.ca, or on the GSC Everywhere mobile app.
3. Requests by mail: Simply send your original receipts and reimbursement application form to GSC to obtain a refund. Forms are available online at GSC Everywhere, accessible via greenshield.ca.

CAUTION

- Submit your reimbursements requests as quickly as possible to avoid bad surprises
- Before a medical consultation, call your insurer in advance to ensure you will receive care and the amounts are covered
- If you have to pay for health care at a clinic or hospital, keep the invoice and then submit your request online

International students

Immigration – Student authorizations

International students must have a Quebec Acceptance Certificate (CAQ) and a valid student permit for any study program of more than 6 months in Quebec. If these documents expire before the end of your program, it's your responsibility to initiate the renewal process 4 to 6 months before their expiration to avoid losing your legal status and seeing your registration canceled.

Renewal procedures in brief

1. If your current passport expires, renew it with your country authorities.
2. Obtain your official documents (transcripts and renewal certificate) from the Academic Organization and Registration Office (Service de l'organisation scolaire). A fee of \$5 per document applies.
3. Submit your **CAQ extension request** with the Ministère de l'Immigration, de la Francisation et de l'Intégration (MIFI).
 - a. Submit your supporting documents, your completed and signed forms through the Arrima portal.
 - b. If you receive an intention to refuse letter, contact us quickly!
4. Once your CAQ is approved, submit a **request for extension of your student permit** to the IRCC.
 - a. If applicable, also renew your co-op internship work permit with the same request.
5. Once your student permit is approved, and if necessary, apply to renew your **temporary resident visa**.

REMINDER - You will need to provide your new immigration documents to the Academic Organization and Registration Office: organisation.scolaire@cegepmv.ca upon receipt. If you are still waiting for your student permit at the time of its expiration, please forward proof of IMM5739 renewal that demonstrates your status has been retained. This document may be temporarily accepted, so don't forget to send your student permit upon receipt afterwards!

Immigration – Work permits

The majority of international students are permitted to work in Canada during their studies. It's important to learn about the options available to you and the eligibility criteria detailed at [Work off campus as an international student – Canada.ca](#).



Co-op work permit

Individuals enrolled in an internship study program must apply for a co-op work permit. People affected by this additional requirement have already received, with their notice of admission, all the information regarding their internship hours and must present this letter to request the work permit. This process is done at the same time as the student permit.

Working on campus

You can work on campus at Marie-Victorin College without a work permit:

- If you are a full-time student
- If you have a valid student permit
- If you have a social insurance number (SIN)

Working off campus

You are permitted to work off campus without a work permit if you meet all of the requirements below:

Full-time students

- You started your studies in a postsecondary program
- Your study program is at least 6 months and leads to obtaining a diploma
- Your student permit indicates that you are permitted to work off campus
- You have a social insurance number (SIN)

Part-time students

- You meet all the requirements mentioned in the full-time students section
- You are only studying part-time since this is the last semester of your program, you do not need a full-time semester to complete your program, and you have been a full-time student in your program in Canada until your last semester

Important: Certain conditions apply to the number of hours you are permitted work.



Postgraduate work permit

If you want to work in Canada after obtaining your diploma, you must apply for a post-graduation work permit (PGWP). Several eligibility criteria and conditions apply to submit this application.

Your responsibilities related to employment:

1. Obtain a social insurance number (SIN)

You need a social insurance number (SIN) to work in Canada or to receive government program benefits or services. This request is free, but you will have to **apply online** and upload your digital documents in complete security.

Find all the information related to the SIN on the **Government of Canada website**.

2. Taxes and fiscal obligations

All persons residing in Canada must report their income tax to the federal and provincial governments. Every year, you must complete an income and benefits tax form in which you declare your income amount and the taxes you paid. Taxes are automatically deducted at the source of your income. If you paid too much tax, you will be reimbursed. On the contrary, if your payments were insufficient, you will have a balance due.

Regarding taxes: It's hard not to notice that in Canada, taxes are added to most services and products you purchase. Displayed prices exclude the GST (federal tax on products and services) and provincial QST (Quebec sales tax), which are added at the time of purchase. For example, in 2023, the GST rate was 5% and the QST rate was 9.975%. Sales taxes on products and services in Canada and in Quebec are a means for the state to collect money that will be used, among other things, to support the cost of infrastructure, programs and public services. Depending on your declared income, you could be eligible for tax credits or solidarity credits to obtain reimbursements from both levels of government.

18

Proof of language skills to obtain an ACS

Following changes to the Charter of the French Language, Section 88.0.18 of Bill 14, which states that *“no Attestation of College Studies may be issued to a student who does not have sufficient knowledge of French to be able to interact, flourish within Québec society and participate in its development,”* all students who begin a program of study leading to an Attestation of College Studies (ACS) on or after July 1, 2023, will have to comply with these new regulations.

On the other hand, if the program leading to an ACS is conducted in whole or in part in a language other than French, the regulations stipulate that it is the student's responsibility to prove their level of oral and written French to their educational institution. Specifically, they must demonstrate that they have the following skill levels:

- Level 7 for oral comprehension and understanding (Level B2)
- Level 4 for written comprehension and understanding (Level A2)

You can consult the levels of the Échelle québécoise des niveaux de compétence en français on the **Government of Québec website** (in French only).

Language Assessment

The following tests are recognized by the Ministère de l'Immigration, de la Francisation et de l'Intégration (MIFI) and are valid for the duration of the ACS:

- Test de connaissance du français from France Éducation international: TCF-QUÉBEC / TCF CANADA / TCF
- Test d'évaluation du français from the Chambre de commerce et d'industrie Paris Île-de-France (CCIP-IDF): TEF / TEFAQ for Québec / TEF CANADA
- Diplôme d'études en langue française (DELF) from France Éducation International;
- Diplôme approfondi de langue française (DALF) from France Éducation International.

Cégep Marie-Victorin is an accredited testing centre for the **Test d'évaluation du français (TEF / TEFAQ / TEF CANADA)**.

Please get in touch with us if you would like to take a language test.



Exemptions

A person enrolled in an ACS program in English does not need to take one of the abovementioned exams to evaluate their level of competency in French if they fall into one of the following situations:

- **Is eligible to attend school in English in Québec.**
- Holds a Secondary School Diploma (SSD) or a Diploma of Vocational Studies (DVS) issued by the Ministère de l'Éducation, Recréation et Sports for which the language of instruction was French.
- Holds a Secondary School Diploma (SSD) issued by the Ministère de l'Éducation, Recréation et Sports for which the language of instruction was English and has passed the compulsory "French second-language" courses in their final year of high school.
- Holds an ACS, issued by a Québec college, in a program for which the language of instruction for all courses was French.
- Successfully completed a program of study in French in Québec leading to a Diploma of College Studies (DCS) or a university diploma.
- Successfully completed a program of study in French outside of Québec leading to a diploma equivalent to a Diploma of College Studies (DCS) or a university diploma.
- Completed at least three years of full-time secondary or post-secondary education in French in Canada.
- Passed the **Office québécois de la langue française exam for professional orders.**
- Resides or has resided on an Indian reserve, in a settlement where an aboriginal community lives or on Category I or Category I-N lands within the meaning of the *Act respecting the land regime in the James Bay and New Québec territories* (Chapter R-13.1).

In the case of First Nations or Inuit people, proof of residence may be required if:

- The person resided in a community as a minor.
- The person resides in a community or resided there as an adult and has supporting documents in their name.

Further exemptions apply for those eligible for instruction in English. Check your eligibility [HERE](#).

Submit your proof of French Language skills

Mission accomplished! You've reached the level of French you need to obtain your ACS? *Félicitations!* You must submit a copy of your attestation to Marie-Victorin College's **Academic Organization and Registration Office** (Service de l'organisation scolaire) before your program end date in order to obtain your diploma.

Have a great semester!

