I. Access the Application Form as a New User

1. Access the site at the following address www.monportail.ulaval.ca
2. Create an account by clicking on Créer un compte located under Vous êtes un nouvel utilisateur et vous voulez déposer une demande d’admission?
3. Answer the questions and then click on Continuer.

Do you currently study, or have you ever studied at Université Laval?
Oui (Yes)
Non (no)

Do you currently work or have you ever worked at Université Laval?
Oui (Yes)
Non (no)

Have you ever applied for admission to Université Laval?
Oui (Yes)
Non (no)
4. The page **Créer un nouveau compte** will appear. To create an account, fill in the form, click the consent box, then click on **Créer**.
5. A confirmation message will appear. Go to your email account of the address you entered and click on the activation link.

6. Follow the procedure to connect to your new account.

7. A simplified version of the dashboard (Tableau de bord) will appear.
   To apply for admission, click on Déposer ma demande d’admission
Important Notice
The Université Laval application for admission is composed of two distinct parts:

- The student profile, which includes personal information, academic history, legal status, etc.
- An application for admission. This part is to apply to the program of your choice, transmit the required documents, and track your application status.

II. Create an Admission File

Click on Accéder au profil d’admission.
1. Access the admission application
2. Create your admission profile by clicking on Créer mon profil d’admission
3. Your admission profile is now ready.
Add Your Personal Information

1. Access and fill out the **Personal Information** (Renseignements personnels) section.

A. Please ensure that the following information is correct: **First name (Prénom)**, **Last name at birth (Nom de famille à la naissance)**, and **Date of birth (Date de naissance)**.

B. Select the appropriate options for:
   - **Your gender (Sexe).**
   - **Your mother tongue (Langue maternelle)** (the language you first learned and still use).
   - **Your everyday language (Langue d’usage)** (the language you use most often at home).

C. Indicate:
   - **Your country of birth (Pays de naissance).**
   - **Your province or state of birth (Province de naissance)**, if applicable.
   - **Your city of birth (Ville de naissance).**

D. If you were born in Canada, please indicate whether you are a member of an **Indigenous nation** (membre d’une nation autochtone du Canada).

2. Save this information by clicking on **Enregistrer**.
3. Fill out the **Contact Information** (Coordonnées) section.

A. **Personal Address** (Adresse personnelle)
   - Start typing your address or postal code.
   - When suggested addresses appear, click on the appropriate address.

B. **Personal Telephone Number** (Téléphone personnel)
   - Choose the **country** of your telephone number.
   - Enter the **area code and phone number**.
   - If applicable, enter the **extension number** (Poste).

C. **Personal Email Address** (Courriel personnel)
   - Enter your **personal email address**.
   - **Confirm your email address** by entering it a second time.

4. Save this information by clicking on **Enregistrer**.
If you do not see your personal address in the suggested addresses, click on
Vous ne trouvez pas votre adresse personnelle dans la sélection?

Fill out your address in the window that appears.

5. Fill out the Parental Information section (Renseignements sur les parents). Write the first name (prénom) and last name at birth (le nom de famille à la naissance) for each parent (mère – mother / père – father).

6. Save this information by clicking on (Enregistrer).

7. The Personal Information section will be complete once each subsection shows a green check.

8. Click on Continue.
**Additional Information** (Renseignements supplémentaires)

1. Access the Additional Information section.
2. Select your current **legal status** in Canada in the dropdown list.

If you need help with this step, click on:

*Vous avez besoin d’information sur le statut légal Étranger ?*

The following message will appear:

**Need help with legal status - Foreigner?**

Legal status, Foreigner, is for candidates who are not Canadian citizens. This includes those who are in the process of acquiring permanent residence status, those who have claimed refugee status, and those identified by the federal government as refugees.

5. Answer the following questions about your preuniversity studies and, if applicable, your previous university studies.
A. Check the appropriate box for primary school studies (études primaires).

B. Check the appropriate box for secondary/high school studies (études secondaires).

C. Indicate whether you have earned:
   - A college diploma (DEC) issued by the Quebec government.
   - A secondary/high school diploma issued outside of Québec or outside of Canada.

D. Indicate whether you have studied before at:
   - Université Laval
• A Québec university other than Université Laval
• A university outside of the province of Québec

Note: If you have or will soon have an Attestation d’études collégiales (AEC), you must respond non to the question about having a college diploma (diplôme d’études collégiales).

6. If you indicated yes (oui) to any of the questions concerning previous university studies, please select the date you began your studies in the calendar below (note that non-credited continuing education programs do not count as university studies).

7. Answer the following question about university credits, if applicable.

8. If you have studied at a Quebec university before, please enter your permanent student code (code permanent) issued by the government of Quebec.

Note:

The permanent code is issued by the Québec government and serves to identify you throughout the duration of your studies. The code appears on certain official documents, such as your transcript of grades. It is composed of 4 letters and 8 numbers.

9. Click on Continuer.

The Additional Information section is complete.
**Past and Current Studies** (Études antérieures et actuelles)

1. Access the *Past and Current Studies* section (Détails des études antérieures et actuelles) under your profile.
2. Read the instructions and fill out the information about your past and current studies.
3. If applicable, add a new educational institution by clicking on *Ajouter un établissement d’enseignement*.

**Please write:**
- All your secondary studies outside of Quebec
- All your university studies

**There is no need to write:**
- Collegiate studies in Quebec, unless you studied at Collège Stanislas or Collège international Marie de France
- Any studies done at Université Laval.

I confirm that I declared the whole of my past and present studies and that the information given is exact.
4. If adding a new institution, start by writing your **country of origin** (pays) and choose it from the dropdown list.

5. If the educational institution is located in Canada or the United States, choose a province or a state from the dropdown menu.

6. Start writing the name of the educational institution and choose it from the dropdown menu.
Can’t find your institution? Click on the following question and a separate window will open:

Vous ne trouvez pas l’établissement à ajouter dans la liste déroulante ?

If you have not found your institution, please choose Autre-établissement and enter the complete name of the school in the field provided.

7. Add it by clicking on Ajouter.
   A window called Add a Program Taken (Ajout d’une formation suivie) will appear.
8. Write in the name of the program you took.

9. Click on Progress (l’état d’avancement).
   - Dropped
   - In progress
   - Finished
10. Specify the **start** and **end dates** of the program.
   - **Year** (Année) – **Month** (Mois)

11. Click on **Add** (Ajouter).
12. If applicable, click on **Add a Program from the Same Institution** (Ajouter une formation pour le même établissement) and follow the same procedure as above. Do this for each of the programs you took at the institution.
13. If necessary, click on the options menu to modify or delete a program or to delete an institution.
14. Check the box to confirm that all of the information is correct (J'affirme avoir déclaré l'ensemble de mes études antérieures et actuelles et que les renseignements donnés sont exacts).
15. To complete your profile, click on (Terminer mon profil). Whenever necessary you can modify your profile by clicking on Modifier mon profil d'admission on the homepage.

Important

You can only delete an institution or program if you have not yet clicked on Confirm Your Profile (Terminer votre profil). Please ensure that all information is correct before clicking on Terminer mon profil. Thereafter, only the Update (Modifier) option will be available.
III. Creating an Application for Admission

Before you can create an application for admission, you need to fill out your admission profile. Please consult Create an Admission Profile (Créer mon profil d’admission).

1. To create an application for admission, click on Créer une demande d’admission.

2. In the dropdown menu, select the semester for which you would like to create an application for admission.

3. Click on Commencer. This will add your application for admission for the chosen semester.
Add/Delete a Program

Go to Program Selection (Choix de programme) and click on Ajouter un choix de programme d'études to add a program.

4. The Add a Selection window (Ajout d’un choix) will open. Select the program’s level of studies from the dropdown menu.

Degree equivalencies:

Undergraduate:

Bachelor and undergraduate doctoral degrees

Certificates

Undergraduate-level microprograms

Graduate:
Master’s
Advanced graduate diploma
Graduate-level microprograms

**Doctoral:**

Doctorate

**Preuniversity:**

Qualifying courses

**Residence in Dentistry:**

Specialized and complementary dental training

5. Start typing in the program name that you would like to add and select the program from the list that appears.

6. To add a program, click on **Ajouter**. The program will be added to your program list.
7. If you need to delete a program before submitting, click on the trash icon  

8. Click on **Continuer**.

Not able to add a program?
This means that you have attained the maximum number of choices allowed in the application process for regular or limited enrolment programs. For any questions, please contact the Registrar’s Office at reg@reg.ulaval.ca or 418-656-3080.

**Answer the Questionnaire for the Selected program**

**Important**
Depending on which program you choose, you may not have to fill out a questionnaire. If a questionnaire appears, however, you must complete it to be able to apply to the program you have selected.

1. Access the **Answer Specific Questionnaires** section (Répondre aux questionnaires spécifiques), which is part of the process to create an application for admission.
2. Click on Répondre to access the questionnaire for a program you have selected.

![Questionnaire interface](image)

3. Fill out the questionnaire for that specific program. As each questionnaire is different and only in French, please do your best to find an accurate translation for each question.

![Translated questionnaire](image)

Once you have finished the questionnaire, click on Terminer.
4. Click on **Modifier** if there are any changes you wish to make to your answers.

5. Click on **Continuer** when you have finished answering the questions.

**Managing Documents**

Consult the list of required documents for your selected programs.

1. Go to the **Required Documents** section (Documents exigés) of the application for admission section.
2. Click on the program you wish to consult.

The list of required documents for your program will appear. It is divided into two distinct sections:

- **Academic documents** (documents scolaires), and
3. You can find out more about a program by clicking on the first line that appears underneath.

Caution
For verification and control purposes, the Registrar’s Office reserves the right to request official documents at any time in support of your application for admission. Please be sure to transmit the required documents by the application deadline or you may not be admitted to your selected program.

Transmitting Documents

Important
If the same academic document is required for several programs, you need only upload it once. It will be added to each program you have selected.
Scanning Best Practices:

Verify the document: Page order, orientation, and original print quality.

Scan the document: Adjust the resolution; turn off double-sided scan mode as needed; scan in black and white.

Verify the quality of the scan: Number of pages; information is complete; page order, quality and clarity; legibility.

Save and name your documents:

Student ID* _Family name_First name_Document Title
*if known

Example: 11222333_Smith_Adam_Transcripts_School name

1. Click on the icon 🔄 to obtain additional information about the requested document or about the transmission procedure, if applicable.

2. Click on the icon 📁 to upload your document.
The Add Files window (*Ajouter des fichiers*) will appear.

3. Click on *Parcourir* to browse your files.

![Add files window](image)

4. Find the file (renamed as per the Registrar’s Office naming protocol above) and click on *Ouvrir* to open it.

![Add files window](image)

**Important**

For security reasons, only the following file extensions are accepted: PDF, JPG, and JPEG.
5. Verify that the file is ready to be uploaded.

6. If you want to delete it, click on the trash icon.
7. To add it, click on Ajouter.
8. The file will be uploaded to the list of **required documents** (documents exigés).

You can consult it by clicking on the hyperlink.
Consulting or Updating an Uploaded File

1. Click on File Name (Titre du fichier).

2. You can also modify your file by clicking on the menu options. The modification window will appear.

3. Click on the icon to add a new file, or on the trash icon to delete a file.

The file will open in your browser. Please note that some files may not be available to consult.
4. Indicate the **reason you are making the change** in the field (Raison pour la modification).

5. Click on **Enregistrer** to save your changes.
Information

Please note that you will not be able to delete all files in this section (since the system requires at least one file).

6. Click on *Continuer*. A window will appear with an overview of your application.

---

**IV - Submit and Pay for Your Program Choices**

To submit and pay for your program choices, you must have filled out your application for admission. Please consult **Creating an Application for Admission**.

Submit your choice of program(s)

Attention

Please be sure to abide by the application deadline on the submit button (Déposer). Applications are not be accepted after the deadline.
1. Submit your program application(s) by clicking on Déposer in the Application Summary section (Résumé de ma demande).

![Application summary screenshot]

2. A window will open asking you to select the program(s) you wish to apply for by clicking on the appropriate box(es).
3. Read the consent and click that you have read it and accept it (J’ai lu et j’accepte), then submit your application by clicking on Déposer.

Déposer un ou plusieurs choix de programme

Choix de programme

- Baccalauréat en architecture

- Baccalauréat en enseignement de la musique

Avis

J’affirme que les renseignements personnels donnés dans la présente demande d’admission sont complets et exacts.

En soumettant cette demande d’admission, je consens à ce que les renseignements qui y sont fournis soient utilisés pour son évaluation par l’Université Laval et conservés pour la durée nécessaire à la réalisation de sa finalité.

L’Université Laval veille à la protection des renseignements personnels et au respect à de la vie privée de ses membres. La relation entre l’Université Laval et vous est régie par le droit québécois et le droit canadien qui s’appliquent au Québec. Pour plus d’information sur la confidentialité des informations et sur les demandes d’accès, consultez la page Confidentialité.

Consentement

En cliquant sur "J’accepte", vous consentez à la collecte, à l’utilisation et à la divulgation et à la communication des renseignements personnels qui y sont fournis tel que précisé ci-dessus.

☐ J’ai lu et j’accepte

Déposer  Annuler
4. A confirmation window will open. Click on **Continuer**.

<table>
<thead>
<tr>
<th>Déposer un ou plusieurs choix de programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>La demande d'admission pour le programme :</td>
</tr>
<tr>
<td>• Baccalauréat en architecture</td>
</tr>
<tr>
<td>a été déposée avec succès. Son traitement débutera à la réception du paiement des frais d'ouverture et d'analyse de dossier pour cette session d'admission.</td>
</tr>
</tbody>
</table>

The window to pay your **application fees** will open.

**Making a payment**

**Important**
You must pay the application fee for your application to be considered and analyzed. Fees are nonrefundable. They apply only to the semester in which you wish to start your program and they include all of the program choices submitted by the deadline.

1. To make an immediate credit card payment, click on **Passer au paiement**.
2. Fill in the information required to make the payment.

A. Name on the Card
   - Write the full name as it appears on the card.

B. Card Number
   - Write the card number as it appears on the card, without spaces.

C. Expiration Date
   - Write the month and year of the expiration date as it appears on the card.

D. Security Code
   - Indicate the security code as it appears on the back of the card. This number is composed of three digits.
3. Read the terms and conditions and the confidentiality notice by clicking on the icon, then check the boxes confirming you have read them.

4. To pay, click on Payer les frais.
5. The **Transaction Confirmation** (Confirmation de transaction) will appear. A copy will also be sent to the email address that you entered in your admission profile. To print the confirmation, click on **Imprimer**.

To close the window, click on **Fermer**.

**What if I wish to pay later?**

You can make a payment at a later time. Please note; however, that your application will not be analyzed until the payment is received. Please abide by the payment deadline as indicated in the payment button below the word **Payer**.
6. The submit and payment dates will be indicated on the homepage of your application file.

7. To apply to another program, click on Déposer. As long as you have paid the fees for the first program application, you will not be charged another application fee.

V. Follow-up on Required Documents

Follow-up on required legal documents (proof of current status in Canada)

Legal documents may be required to formalize your current legal status in Canada. If this is the case, you can track the process from the homepage of your admission file.

1. Go to the homepage of your admission file and locate the Legal Documents section, which will be displayed only if legal documents are required.
2. Click on the icon for additional information on the requested document, if applicable.
3. To learn about the procedure for submitting documents, refer to the Transmettre un document exigé section.
4. Consult the follow-up notice regarding the transmitted document.

A. **Processing** - The document is currently being processed.
B. **Incomplete** - The document is incomplete. Please refer to the comments for more details.
C. **Refused** - The document has been refused. Please refer to the comments to learn the reason why.

D. **Processed** - The document has been processed and accepted.

Once the legal documents you have submitted have been processed and accepted, a confirmation message appears at the bottom of the homepage.

---

**Follow-up on Required Documents for an Admission Application**

1. Go to the **Required Documents** (Documents exigés) step.

2. Click on the tab you would like to view. The icon ![ ] indicates that documents are being processed or are required to analyze your admission application.
3. The documents required for admission to the program are displayed.

4. Consult the follow-up notice regarding the submitted documents.
A. **Not valid for program selected** - The document does not match program requirements. Please refer to the comments for details on what you need to submit.

B. **Refused** - The document has been refused. Please refer to the comments to learn why.
C. **Processing** - The document is being processed.
D. **Processed** - The document has been processed and accepted.

5. Click on the icon for additional information on the requested document or on how to send it, if applicable.

---

**Please note**

Regularly consult the Required Documents section to check if new documents have been requested or to follow up on submitted documents. For verification and control purposes, the Registrar's Office reserves the right to request official documents at any time in support of your application for admission.

Please be sure to submit the required document by the deadline or you may be refused admission to the program.

6. Consult the **View and Update a Transmitted Document** section above (part 3), to learn how to update a document.

---

**VI. Tracking Your Admission Application**

**Consulting the Program Admission Requirements**

1. Go to your admission file homepage and find the **Admission Application** (Demandes d’admission) section.

2. Click on the menu option corresponding to the program you wish to consult.
Choose the option **Consult the Admission Requirements** by clicking on **Consulter les conditions d’admission à remplir**.
4. The admission requirements will appear.

Consulting the Admission Decision and Responding to an Offer of Admission

- Consulting the admission decision
- Responding to a firm offer of admission
- Responding to a conditional offer of admission
- Managing your place on the wait list
- Consulting the reasons for refusal
Consulting the Admission Decision

1. Go to your admission file homepage.

2. When the admission decision is rendered, the information will appear on your homepage or in the Application Summary (Résumé de ma demande).

Responding to a Firm Offer of Admission

Your offer of admission is firm if your application is deemed to be eligible, i.e., you meet all of the program requirements and have submitted all required documents in support of your application.

1. Respond to an offer of admission by clicking on Répondre à l’offre.

2. The window Respond to an Offer (Répondre à l’offre) will open.

   Please note
   Be sure to respond to your offer by the deadline. Please consult your file regularly.

3. After reading all of the admission requirements, confirm that you have done so, and accept them by clicking on J’ai lu et j’accepte les conditions d’admission, if applicable.

4. Click on Accepter to accept the offer of admission.
5. The firm offer of admission has been accepted.
**Important**

Once you have accepted your offer of admission, you will receive an email confirmation and a new login ID (IDUL) for monPortail. This new ID replaces the email address used to create your account, if applicable. Follow the email instructions to connect to your IDUL and proceed with registration.

If you already use your IDUL as a login ID on monPortail, you can access monPortail and proceed with registration.

Would you like to change your program or apply for simultaneous enrolment to study in more than one program?

Upon acceptance of your offer of admission, you will be shown available options, where applicable. For more information on simultaneous registration for more than one program, see [Simultaneous registration for more than one program](#) on the Université Laval website. Please note that certain restrictions may apply.

Would you like to change your response to an offer of admission?

If you have already accepted an offer of admission to a program and you wish to decline it to accept an offer in another program, you must first accept the offer for that second program. You will then have the option of withdrawing your initial acceptance.

If you have accepted or refused an offer in a program and you wish to change your response, you must inform the Registrar’s Office by writing to saisie@reg.ulaval.ca. Please be sure to specify your first and last names, your student ID (NI), and the name of the program. The Registrar’s Office will make the change. Your admission offer status will then be modified in your admission file.

This procedure does not apply to admission applications to limited programs or ones with limited enrolment that have been refused.

**Responding to a Conditional Offer of Admission**

Your offer of admission is conditional when your application is deemed eligible but certain conditions have not been met.

- Required documents are missing and/or
- One or more admission requirements have not been met
1. Respond to the offer by clicking on Répondre à l’offre.

2. The **Respond to an Offer** (Répondre à l’offre) window will open and list the conditions attached to your conditional offer.

---

**Demande d’admission - Automne 2020**

Programme: Baccalauréat en architecture

**Offre conditionnelle**

Date de la décision: 19 novembre 2019

Répondre au plus tard le 30 aoû 2020

---

**Information complémentaire**

Bienvenue au programme du baccalauréat en architecture. Assurez-vous de respecter les dates limites pour répondre aux conditions d’admission.

**Conditions d’admission**

**Exigences pédagogiques**

Aptitude (PHY 201 ou PHY 202)

Aup plus tard le 21 aoû 2020

**Documents requis**

Des documents sont requis en application de votre demande d’admission. Consultez la section Documents exigés de votre demande d’admission en ligne pour connaître la liste des documents à transmettre pour le programme visé. Assurez-vous de respecter les dates limites.

Remarque: les documents ne passant pas dans le délai ou le format requis ne seront pas acceptés.

---

Accepter  Refuser  Fermer
Attention

You must comply with the deadline for responding to an offer. Consult your file regularly to follow up.

3. After reading the admission conditions, confirm that you have read and accept them by clicking on J’ai lu et j’accepte les conditions d’admission, if applicable.

4. Click on **Accepter** to accept the offer of admission.

5. The conditional offer of acceptance has been accepted.

**Important**

Once you have accepted an offer of admission, you will receive an email confirmation and a new login ID (IDUL) for monPortail. This new ID replaces the email address used to create your account, if applicable. Follow the email instructions to connect to your IDUL and proceed with registration.

If you already use your IDUL as a login ID on monPortail, you can access monPortail and proceed with registration.
6. To consult the details of the decision and to follow up as needed, click on the icon and in the menu of options, choose Consultez le détail de la décision. The admission requirements that have to be met will be displayed. Once a requirement is fulfilled, it is no longer displayed. Please be sure to abide by the deadlines.

Would you like to change your program or apply for simultaneous enrolment to study in more than one program?

Upon acceptance of your offer of admission, you will be shown available options, where applicable. For more information on simultaneous registration for more than one program, see the Simultaneous registration for more than one program on the Université Laval website. Please note that certain restrictions may apply.

Would you like to change your response to an offer of admission?

If you have already accepted an offer of admission in a program and you wish to decline it to accept an offer in another program, you must accept the offer for that second program. You will then have the option of withdrawing your initial acceptance.

If you have accepted or refused an offer in a program and you wish to change your response, you must inform the Registrar’s Office by writing to saisie@reg.ulaval.ca. Please ensure that you specify your first and last names, your students ID (NI), and the name of the program. The Registrar’s Office will make the change. Your admission offer status will then be modified in your admission file.

This procedure does not apply to admission applications to limited programs or ones with limited enrolment that have been refused.

Managing Your Place on a Waiting List

If you are applying to a limited program, you may be put on a waiting list. You may receive an offer of admission if another admitted student withdraws. Whatever the case, you still need to meet the admission requirements.
1. Check your place on the waiting list.

2. Regularly verify your admission file to check your place on the waiting list.

3. To consult the admission requirements you need to follow up on, click on the icon and choose *Consultez les conditions d’admission à remplir* in the menu of options. The admission requirements that you still need to meet will be listed. Once a requirement is fulfilled, it will be removed from the list. Please be sure to abide by the deadlines.

4. To withdraw from the program admission process and have your name removed from the waiting list, click on *Décliner la liste d’attente*.

5. If you receive an offer of admission, please respond by the deadline. As needed, refer to the sections *Respond to a definitive offer of admission* or *Respond to a conditional offer of admission*. 
Learning Why Admission Has Been Refused

The Registrar’s Office will inform you of the reason it has refused your application. You then have the option of applying to another program according to the terms set out in the application process.

1. To view decision details, click on Détails.
2. The window **Consult the decision details** (Consulter les détails de la décision) will appear.

Consult the decision details

Demande d'admission - Automne 2020

<table>
<thead>
<tr>
<th>Programme</th>
<th>Baccaulérate en architecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date du dépôt</td>
<td>30 octobre 2019</td>
</tr>
</tbody>
</table>

**Refus**

Date de la décision: 06 novembre 2019

Information complémentaire

Nécessite d'un trop grand nombre de cours préférables.

Complementary Information

Lacking too many prerequisite courses.

To close the window, click on **Fermer**.

Do you wish to apply to another program?

Consult the **Admissions Calendar** to find out if it is possible to submit a new application for the same semester.

To add a program choice to your admission file, follow the procedure explained here:

**Add a program choice.**