



APPLICATION GUIDE FOR GRADUATE PROGRAMS

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INFORMATION ABOUT THE APPLICATION

1. What you need to know before completing the online application form

Prospective students can complete the online application form **only** if they are able to make their payment by credit card (Visa or MasterCard). The application involves a CAN \$82 non-refundable fee. Applicants who do not have a credit card must use the [printed version of the form](#) to complete their application for admission. The same instructions may be used to complete the paper version of the application form.

There is no need to submit a paper copy of the application form if you have successfully completed the online form. There are 18 steps to complete the online application form. Steps 1 to 16 and step 18 are compulsory for all graduate program applicants. The data from one step are automatically saved when you proceed to the next step.

Complete the application in lower-case letters, but be sure to use proper capitalization in all proper names (e.g. Tremblay, Stéphanie). Note that all fields marked with an asterisk (*) are obligatory.

2. Documentation requirements for Graduate programs (PhD, MAsc, MEng, DESS and microprograms)

N.B. Microprograms are not available for international applicants, since, by their nature and objectives, these programs fail to meet the requirements of Citizenship and Immigration Canada.

Since the Fall 2016 semester, language requirements may apply to qualify as a Graduate student at Polytechnique Montréal. **Please check out our web page dedicated to [Language requirements](#).**

A completed application must include the supporting documentation required to process your file. These documents must be sent to us by mail within 15 days of submitting the online admission application. You must write your **admission application number** (which you can find in your application summary) on each document sent to the Registrar's Office. **Incomplete applications will not be processed.**

A certified or official French or English translation is required for any documentation not written in French or English. A copy of the original documents must be provided in addition to the official translations.

All documentation provided becomes property of Polytechnique Montréal and will not be returned to the applicant.



2.1 LIST OF DOCUMENTS

- Two **original or certified copies** of your detailed academic record for each year of study presented in support of your application (4 or 5 years minimum, according to the diploma obtained);
- Two **original or certified copies** of your final transcript, once it becomes available;
- Two **original or certified copies** of the proof of successful completion of your last degree or diploma;
- [Three reports of appreciation](#) (*Application Reports on post-graduate applicants*), including at least one from the academic supervisor, a research director or a professor from your previous institute (these documents are not necessary if you have an undergraduate degree from Polytechnique Montreal).

2.2 PROFESSIONAL EXPERIENCE OR UNIVERSITY CURRICULUM (OPTIONAL)

You can submit a two-page *résumé* (maximum) or a motivation letter to present your past experience(s) in Research studies and/or professional work in relation with the degree you wish to apply for at Polytechnique Montreal. This is required especially if you are back to University after a break.

2.3 PROOF OF STATUS IN CANADA

If you were born in Canada

- Compulsory: a photocopy of your birth certificate, with the full names of both parents clearly indicated on the document.

If you were born outside of Canada and are a Canadian citizen or permanent resident

- A photocopy of your birth certificate, with the full names of both parents clearly indicated on the document
- A photocopy of your *Certificat de Sélection du Québec* (CSQ), if applicable
- Canadian citizens: a **photocopy of both sides** of your Canadian citizenship card
- Permanent residents: a photocopy **of both sides** of your permanent resident card or a photocopy of your IMM-1000, IMM-5292 or IMM-5688 immigration document

If you were born outside of Canada are not a Canadian citizen or permanent resident

- A photocopy of your birth certificate, with the full names of both parents clearly indicated on the document
- To the Canadian authorities, you are considered a visitor with a study permit. If your application is successful, then together with your offer of admission you will receive the information needed to launch immigration proceedings (see [Important note for international students](#)).

N.B. Please note that all files opened at Polytechnique Montréal use the spelling of the first and last names as they appear on the applicant's birth certificate (for applicants born in Canada) or documentation attesting status in Canada (citizenship card, permanent resident card or study permit).

Please note that the final assessment of your application will be sent to you **by mail** within a reasonable time from the date of receipt of your admission application and supporting documents, regardless of the date of your application.

3. Important note for international students

Pursuant to the Act respecting the *Ministère des Relations avec les citoyens et de l'Immigration* and keeping with a request made by the Ministère de l'Éducation du Québec, Québec universities must include proof of health insurance coverage in each international student's file



along with a valid Student Permit and the Québec Acceptance Certificate known as *Certificat d'acceptation du Québec* (CAQ).

***Certificat d'acceptation du Québec* (CAQ), Study Permit and valid passport**

To enrol at Polytechnique Montréal, foreign students must submit, upon arrival, a CAQ, a student's study permit and a valid passport. Students who fail to submit either documents will not be allowed to register. For more information, please consult [Authorization to study](#).

Health insurance

On behalf of all non-Canadian students, Polytechnique Montréal has contracted a group health insurance plan. **This insurance is compulsory for all non-Canadian students registered at Polytechnique Montréal** and is valid for one year. The [annual premium payable](#) must be paid during the first semester of registration (fall or winter) and each subsequent fall semester.

Students will receive a certificate attesting health insurance coverage from the Registrar's office. International students with dependents are strongly advised to take out health insurance on their behalf. For more information, please consult [Assurance maladie](#) (*in French only*).

N.B. All registered students must provide a **Québec postal address** at the start of the semester.

4. Submit required documents

The required documents must be sent to us by mail within 15 days of submitting the online admission application:

Mailing address

Registrar's office
Polytechnique Montréal
Université de Montréal campus
P.O. Box 6079 - Centre-ville station
Montréal (Québec), Canada
H3C 3A7

Priority post (by carrier like FEDEX or DHL)

Registrar's office
Polytechnique Montréal
Université de Montréal campus
2900, Édouard-Montpetit
2500, Chemin Polytechnique, door S-114
Montréal (Québec), Canada
H3T 1J4



5. Application deadlines

Graduate programs (PhD, Masters, DESS, microprograms)	Semester		
	Fall	Winter	Summer
Canadians/permanent residents	May 1	October 1	February 1
International students (visa)	March 1	June 1	November 15
Independent students/auditors, graduate courses (not available to candidates from outside of Canada)	August 1	December 1	April 1

6. Following up on your online application

To submit your application and make your payment, click on the link *Paiement et transmission de la demande d'admission*. This will redirect you to an external site where your payment will be processed. When the transaction is completed, you will receive an e-mail from Polytechnique Montréal containing a receipt and your application summary.

Following payment, you can check your application status through the student portal (in French only), www.monavenir.polymtl.ca. Enter your username and password, then click on the *Demande d'admission et suivi* button and look at the table entitled *Statut de votre demande*. You can check the status of your application at any time by logging onto the portal.

You must send the various documents needed to complete your application by mail within 15 days of submitting your online admission application. These documents are listed in this guide under “[Documentation requirements](#)”. Without these documents your file will be considered incomplete and cannot be processed. The final assessment of your application will be sent to you **by mail** within a reasonable time from the date of receipt of your admission application (online or paper) and supporting documents.

7. Corrections

If you need to make changes or corrections to any information submitted once payment has been processed, do not fill out a new application form. Write to admission@polymtl.ca, specifying the application number that appears in the application summary (for online applicants), along with your family name, given name and date of birth.



HOW TO COMPLETE THE APPLICATION FORM

1. Application form

Check the appropriate box to indicate the type of application (admission or readmission). Indicate the term in which you wish to begin your studies in your chosen program. In the section entitled “Program of Study,” indicate the course of study you wish to pursue (check only **one** box).

- **Section 1:** Indicate your family name(s) and given name(s) as they appear on your birth certificate or on documents authorizing your stay in Canada if you are born abroad. This information will be used to identify you on transcripts, attestations and on your degree.
- **Section 2:** Indicate your date of birth and sex. If you have a Canadian social insurance number, please indicate it. This information will be used to locate your file or to issue a tax form in your name, if necessary. If you have previously studied in Québec province, your permanent code will be on your college or university transcript.
- **Section 3:** This information will be used to link your application to an existing file. If you have already studied at Polytechnique Montréal, please indicate the ID number assigned to you at that time.
- **Section 4:** The following definitions will help you complete this section.
Mother tongue: the first language learned.
Language spoken at home: The language most often spoken in the home where the student is living at the time of application.
Status in Canada: Canadian students born outside Canada must submit an official document attesting their Canadian citizenship. Landed immigrants and refugees must submit the official document attesting their status in Canada.
- **Section 5:** Only one address will be recorded in your file. If your address changes in the course of your studies, please notify us immediately. All correspondence will be sent to the last known address. International students must inform us of their Montréal-region address as soon as they are settled.
- **Section 6:** This section may be modified at any time throughout your studies. If possible, provide the name of a person who can be easily reached in Québec.
- **Section 7:** Please provide relevant information regarding any degrees or diplomas presented in support of your application, i.e. concerning previous studies completed to obtain your last two degrees or your last four years of study. Doctoral candidates must submit their academic transcripts for the two previous degrees obtained.



- **Section 8:** Please refer to the [program list](#) to indicate your first choice of program. You are advised to indicate a second choice in the event your first one is rejected. The second choice may be a program in another discipline or a different degree in the same discipline. For the online graduate program application, please indicate your program's option or orientation in section 15.
- **Section 9:** Please fill out this section if you are presently employed and describe the nature of your occupation(s) if more than one term has elapsed between the completion of your studies and the term for which you are completing the application. Applicants to a certificate program must also complete this section.
- **Section 10:** Please indicate the full names of both parents to obtain a Québec Permanent Code. The information required to create and confirm the permanent code will be submitted to the *Ministère de l'Éducation* under an agreement authorized by the *Commission d'accès à l'information*. You have the option of including your parents' permanent address.

Sections 11 to 16 must be completed by all graduate program candidates (PhD, masters, DESS, microprograms).

- **Section 11:** Please provide an assessment of your French and English language skills. When they begin attending Polytechnique Montréal, students whose basic knowledge of both languages is insufficient may be required to take French or English courses. Polytechnique Montréal may require an evaluation test.
- **Section 12:** Please answer each of these questions.
- **Section 13:** Please indicate whether you intend to pursue full-time employment while studying. Note that applicants to master's research and doctoral programs must be prepared to devote themselves to their studies on a full-time basis.
- **Section 14:** Include the names and addresses of three reference names who support your application for admission. You must send each reference person a copy of the [Appreciation report on post-graduate applicants](#). Note that Polytechnique Montréal graduates are exempt from this requirement.
- **Section 15:** Describe your experience in the field of study chosen. Students with at least three years' work experience in their chosen field are advised to submit a curriculum vitae. Additionally, please provide information on the desired field of specialization (as per section 8) or project in which you wish to study (append a separate sheet).

N.B. To be admitted to a graduate program at Polytechnique Montréal, you must be endorsed by a professor at the school. In the case of Research-Based Masters and Doctoral programs, a professor must agree to supervise your research work. To choose your research director, contact one or more professors whose expertise matches your interests. The research website provides all the information needed to identify a research field and find a research director (<http://www.polymtl.ca/recherche/en>).



- **Section 16:** Polytechnique Montréal may, under certain circumstances and for reasons deemed appropriate, allow a master's or doctoral thesis to be written in English. However, it is understood that candidates who have completed university or pre-university studies in a French-language institution must write their thesis in French.
- **Section 17 is reserved for independent students and auditors.**
- **Section 18:** The section regarding authorizations and declarations (see "[Confidentiality of student files](#)") must be completed before applicants can submit their online admission application and payment at Polytechnique Montréal. Candidates who are minors at the time of application are presumed to have obtained prior permission from a parent or guardian. Candidates must have a valid credit card to complete the online application.

2. Payment

To submit your application and make your payment, click on the link *Païement et transmission de la demande d'admission*. This will redirect you to an external site where your payment will be processed. Prospective students can complete the online application form **only** if they are able to make their payment by credit card (Visa or MasterCard). The application involves a CAN \$82 non-refundable fee.

If not, they must complete and submit the [application form on paper](#). In such a case, applicants must include a certified cheque, a postal money order or a bank money order for \$82 (**in Canadian funds**) (application for admission or readmission). The funds must be drawn on a Canadian bank, payable to *École Polytechnique de Montréal*. This amount covers the application processing fee and is not refundable.

Bank draft :

CENTRAL BOX DESJARDINS

1, Complexe Desjardins, Office 2822

Montréal (Québec)

CANADA H5B 1B3

Swiftcode : CCDQCAMM

Transit No. : 0815-98000 Account No. : MFI02190140815CAD0

Telephone: (514) 281-7070

It is important to indicate the TRANSIT NUMBER and the ACCOUNT NUMBER.

If you decide to fill out a printed version, you can make your payment by credit card (Visa or Mastercard), using the form "[Credit card payment](#)" and sending it with the application form.



3. Lists of programs

Please include the code of the chosen program in section 8 of the application.

Starting Fall 2014, the term “Professional Master” is used instead of “Course-Based Master”. Only the name has changed; the academic content is exactly the same.

If you want to know the codes of undergraduate programs or certificate programs, use the Application Guide for Undergraduate Studies, the Application Guide for Certificate Programs or the Application Guide for Independent Studies and Auditors.

LIST OF GRADUATE PROGRAMS

If the chosen program entails an option or orientation, please indicate this in section 15. Please take note that only descriptive for Ph.D. programs are available in English. Thank you for your comprehension.

RESEARCH PROGRAMS

Doctoral programs

Code	Program	Option
DRGBM	Biomedical engineering	
DRCHE	Chemical engineering	
DRCIV	Civil engineering	
DRINF	Computer engineering	
DRELE	Electrical engineering	
DRPHS	Engineering physics	
DRIND	Industrial engineering	
DRMTH	Mathematics	Mathematics for engineers
DRGML	Mineral engineering	
DRMEC	Mechanical engineering	
DRMET	Metallurgical engineering	
DRNUC	Nuclear engineering	

Research-Based Masters

Code	Program	Option
MRAER	Aerospace engineering	
MRMTH	Applied mathematics	
MRGBM	Biomedical engineering	
MRCHE	Chemical engineering	
MRCIV	Civil engineering	
MRINF	Computer engineering	



MRINF	Computer engineering	Software engineering
MRELE	Electrical engineering	
MRENE	Energy engineering	Nuclear engineering
MRPHS	Engineering physics	
MRIND	Industrial engineering	
MRMEC	Mechanical engineering	
MRMET	Metallurgical engineering	
MRGML	Mineral engineering	

MASTER PROGRAMS

Professional Masters

Code	Program	Option or Orientation
MGAER	Aerospace engineering	
MGGBM	Biomedical engineering	
MGGBM	Biomedical engineering	Clinical engineering
MGCHE	Chemical engineering	
MGCIV	Civil engineering	
MGINF	Computer engineering	
MGINF	Computer engineering	Software engineering
MGELE	Electrical engineering	
MGENE	Energy engineering	
MGPHS	Engineering physics	
MGIND	Industrial engineering	
MGMEC	Mechanical engineering	
MGMET	Metallurgical engineering	
MGGML	Mineral engineering	

Professional Modular Masters

Code	Program	Option or Orientation
MGCHE	Chemical engineering	Energy and sustainable development
MGCHE	Chemical engineering	Materials
MGCHE	Chemical engineering	Processes and the environment
MGCIV	Civil engineering	Environmental engineering
MGCIV	Civil engineering	Project management in civil engineering
MGIND	Industrial engineering	Circular Economy
MGINF	Computer engineering	Networking
MGELE	Electrical engineering	Electronics
MGELE	Electrical engineering	Telecommunications



MGENE	Energy Engineering	Nuclear Engineering
MGENE	Energy Engineering	Energy efficiency in buildings
MGENE	Energy Engineering	Hydropower
MGENE	Energy Engineering	Renewable energy
MGENE	Energy Engineering	Smart grids and energy systems
MGPHS	Engineering physics	Materials
MGIND	Industrial engineering	Computer-integrated manufacturing
MGIND	Industrial engineering	Ergonomics
MGIND	Industrial engineering	Healthcare systems engineering
MGIND	Industrial engineering	Logistics
MGIND	Industrial engineering	Organizational resilience
MGIND	Industrial engineering	Technology Management option
MGIND	Industrial engineering	Technological project management
MGMEC	Mechanical engineering	Composite materials
MGMEC	Mechanical engineering	Materials
MGMEC	Mechanical engineering	Sustainable design and manufacturing
MGMET	Metallurgical engineering	Materials

Specialized Graduate Diplomas (DESS, *Diplôme d'études supérieures spécialisées*)

Code	Program	Option or Orientation
DSGBM	Biomedical engineering	
DSCHE	Chemical engineering	
DSCHE	Chemical engineering	Materials
DSCIV	Civil engineering	
DSCIV	Civil engineering	Projects management in civil engineering
DSINF	Computer engineering	
DSINF	Computer engineering	Software engineering
DSINF	Computer engineering	Networking
DSELE	Electrical engineering	
DSELE	Electrical engineering	Electronics
DSELE	Electrical engineering	Telecommunications
DSENE	Energy Engineering	Nuclear engineering
DSENE	Energy Engineering	Energy efficiency in buildings
DSENE	Energy Engineering	Hydropower
DSENE	Energy Engineering	Renewable energy
DSENE	Energy Engineering	Smart grids and energy systems
DSMTH	Engineering Mathematics	
DSPHS	Engineering physics	
DSENG	Ergonomics	
DSIND	Industrial engineering	



DSEDS	Industrial engineering	Strategic ecodesign
DSIND	Industrial engineering	Computer-integrated manufacturing
DSIND	Industrial engineering	Ergonomics
DSIND	Industrial engineering	Healthcare systems engineering
DSIND	Industrial engineering	Logistics
DSIND	Industrial engineering	Technology management
DSIND	Industrial engineering	Technology project management
DSMEC	Mechanical engineering	
DSMEC	Mechanical engineering	Materials
DSMEC	Mechanical engineering	Numerical mechanics
DSMET	Metallurgical engineering	
DSMET	Metallurgical engineering	Materials
DSGML	Mineral engineering	
DSNUC	Nuclear engineering	
DSERL	Software ergonomics	
DSDDI	Sustainable development	Energy and sustainable development
DSDDI	Sustainable development	Environmental engineering
DSDDI	Sustainable development	Organizational resilience
DSDDI	Sustainable development	Processes and the environment
DSDDI	Sustainable development	Sustainable design and manufacturing
DSGRD	Technological risk management and sustainable development	

Microprograms (generally part-time)

Code	Program
MICIR	Circular Economy
MIMOB	Complementary microprogram in musculoskeletal studies (for Ph.D. or thesis-based master’s program students)
MIMCP	Composite materials and polymers
MIELP	Drive systems and power electronics
MIFRE	Electrical engineering
MIRDE	Electricity networks
MIGET	Engineering and technological entrepreneurship
MISSA	Engineering of health systems
MIIRG	Engineering resilience and risk management
MIHGE	Environmental hydrogeology
MIERI	Human-computer interaction ergonomics
MISEI	Industrial electrochemical systems
MIISL	Logistics systems engineering
MIMSL	Logistics systems modelling
MIMCQ	Mechatronics



MIMIO	<u>Microwaves</u>
MIMSS	<u>Modelling of health systems</u>
MIERO	<u>Occupational ergonomics</u>
MIIST	<u>Occupational safety engineering</u>
MISTP	<u>Plastics science and technology</u>
MIDDP	<u>Product development</u>
MIDDU	<u>Sustainable development</u>
MITLC	<u>Telecommunications</u>

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