

## Request for Confirmation of a Diploma of College Studies (DCS) Awarded

**Important reminder:** The Attestation of College Studies (ACS) is a certification by an educational institution (and not a ministerial certification). The confirmation that an ACS has been awarded must be obtained from the institution issuing it.

**Instructions:**

- Please provide, for each person mentioned in this form, **signed consent** for the disclosure of personal information.
- The PDF submitted must be **protected by a password** determined in advance with the Ministère (see the procedure on the last page).
- **Incomplete forms**, forms completed by hand and forms submitted without accompanying written consent will be returned.
- You must send the **completed and secured** form along with the written consent by email to: [DEC@mes.gouv.qc.ca](mailto:DEC@mes.gouv.qc.ca).

**Name of applicant:** \_\_\_\_\_

No.	Last name	First name	Date of birth (YYYY-MM-DD)	Title of the program as seen on the DCS	Reserved for the use of the Ministère
1					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
2					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
3					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
4					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
5					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
6					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
7					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
8					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained



## Request for Confirmation of a Diploma of College Studies (DCS) Awarded

No.	Last name	First name	Date of birth (YYYY-MM-DD)	Title of the program as seen on the DCS	Reserved for the use of the Ministère
9					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
10					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
11					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
12					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
13					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
14					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
15					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
16					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
17					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
18					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained
19					<input type="checkbox"/> DCS obtained during the term: <input type="checkbox"/> DCS not obtained



## Demande de confirmation de délivrance d'un diplôme d'études collégiales (DEC)

To ensure compliance with the [Act respecting Access to documents held by public bodies and the Protection of personal information](#) (CQLR, c. A-2.1), we wish to inform you of the ministerial requirements to be applied:

1. You **must combine** the Ministère's [form](#) with the signed consent document for each person named in the request, in order to obtain a single document.

**Important:** Only handwritten signatures, or digital signatures obtained using a recognized procedure, are accepted.

2. Secure access to the combined document by using a password provided by the Ministère in order to protect the personal and confidential information it contains.

To do so:

- a. Open Adobe Acrobat.
  - b. Select the "Tools" tab and click on "Protect."
  - c. Click on "More options" and select "Security properties."
  - d. In the "Security method" drop-down list, select "Password security."
  - e. Check the box "Require a password to open the document" and enter the password provided by the Ministère.
  - f. Click on "OK."
  - g. Enter the password a second time and click on "OK."
  - h. If you see the message "To apply the security options to the document, you need to save it," click on "OK."
  - i. Save the document.
3. Send the **password-protected** document by email to [DEC@mes.gouv.qc.ca](mailto:DEC@mes.gouv.qc.ca).