



## Substitution request for the Épreuve uniforme de français and for the requirement to take three courses “given in” French for people who reside or have resided on certain Indigenous territories

### Instructions

This form allows students who meet the criteria to submit a request under the following regulations:

- *Regulation to authorize the Minister of Higher Education, Research, Science and Technology to make an exception to the application of section 88.0.17 of the Charter of the French language*
- *Regulation to facilitate the application of the second paragraph of section 88.0.2 of the Charter of the French language*

### Who can submit a request?

#### Épreuve uniforme de français

Any person who meets both of the following criteria may request the substitution of the Ministerial Examination of College English for the Épreuve uniforme de français (EUF):

- they reside or have resided “on an Indian reserve, a settlement in which a native community lives or on Category I or Category I-N land within the meaning of the Act respecting the land regime in the James Bay and New Québec territories” (CQLR, chapter R-13.1). (Section 2)
- they have received elementary or secondary instruction in English, in an Indigenous language, or in English and an Indigenous language for at least one year. (Section 3)

The substitution only applies to programs offered in English and leading to a Diploma of College Studies (DCS). For this reason, only persons who have started or plan to start these studies should submit a request.

People who hold a certificate of eligibility for instruction in English (“entitled”) at elementary or secondary level are already eligible for the substitution of the EUF and therefore do not need to submit a request. If a substitution request is submitted by a person holding this certificate, a response will be sent confirming authorization for automatic substitution, and the request for eligibility to substitute the EUF or the three courses “given in” French will be cancelled.

#### Course substitution

In addition to the criteria listed above, two additional criteria must be met in order to qualify for the substitution of three courses “given in” French with French courses:

- have submitted an application for admission to a program leading to a DCS at an institution that offers college education in English
- have submitted this substitution request to the Bureau des Autochtones étudiant au collégial before July 1, 2027

### When is the best time to submit a request?

A substitution request for the EUF can be submitted at any time, before or during college studies. However, it is best to submit it before the start of college studies to ensure that the student’s timetable reflects the substitution granted.

Persons who have taken a preparatory course for the EUF in the Fall 2023 term and who have subsequently received an authorization for substitution for the examination after their institution’s deadline for course withdrawal may, if they wish, submit a request to their college, which may grant an “Incomplete” result for this course.

### How to submit a request?

The PDF version of the form can be submitted by mail or by email to the addresses indicated in this document. The security of personal information sent by email cannot be guaranteed.

### To contact the Bureau des Autochtones étudiant au collégial

#### By email:

[autochtones.collegial@mes.gouv.qc.ca](mailto:autochtones.collegial@mes.gouv.qc.ca)

#### By mail:

Bureau des Autochtones étudiant au collégial  
Ministère de l’Enseignement supérieur  
1035, rue De la Chevrotière, 19<sup>e</sup> étage  
Québec (Québec) G1R 5A5

## Section 1 – Information on the student

Last name:		Permanent code:
First name:		
Date of birth :	Telephone number:	
Mailing address:		Postal code:
Email address:		

### Where to find your permanent code

The permanent code is a unique identifying code assigned by the Ministère de l'Éducation to all persons who attend an educational institution in Québec. It is an alphanumeric code composed of four letters and eight numbers that is usually indicated on:

- report cards and transcripts issued by educational institutions, universities or the Ministère
- general education, vocational training and college education diplomas
- certain official documents personally addressed to you from Aide financière aux études, the Ministère de l'Éducation or the Ministère de l'Enseignement supérieur

A person who does not know their permanent code will need to call General information at the Ministère de l'Enseignement supérieur at 418-266-1337.

Certain persons do not have a permanent code (students from outside Québec, students attending Indigenous schools that do not issue a permanent code). It is possible to submit a request without a permanent code, but the Bureau des Autochtones étudiant au collégial should be informed as soon as the code is obtained, in order to facilitate the transmission of the decision to authorize substitution to the colleges concerned.

## Section 2 – Proof of residency

Do you reside or have you resided in one of the covered territories?  Yes  No

Please identify as precisely as possible the place of residence on which your request is based:

Do you have a written proof of residency?

Yes Please attach a copy of your proof of residency to your request.

No Please identify the person or organization (e.g. Makivvik, band council, school) you wish to contact to validate the place of residence on which your request is based, as well as contact information, if available.

### Which proofs of residency are accepted?

Examples of proof of residency include, but are not limited to:

- any official document issued by a school, government, band council or competent authority, such as a report card, licence, statement, official correspondence or invoice
- any letter of confirmation of residency issued by a competent authority, such as the authority responsible for a First Nations band or reserve or a local Inuit authority
- any public service bill (e.g. electricity, water, telephone, Internet)
- any residential lease, sublease, consumer sales contract or housing rental agreement
- any pay slip, record of employment or related document

Other proofs of residency may be accepted after analysis.

The Certificate of Indian Status, Nunavik Inuit Beneficiary Cards and similar documents are not proofs of residency if they do not include the cardholder's address. If we receive such a document, we will try to obtain an address from the issuer.

The proof must be completely in French or English. Otherwise, it must be accompanied by a certified translation into French or English. The seals and certification information on a document must also be translated.

### Which territories are covered by the substitution authorization?

- Any Indian reserve within the meaning of the Indian Act
- Any settlement in which an Indigenous community lives (e.g. Hunter's Point, Kanehsatà : ke, Kitcisakik, Pakua Shipu, Winneway)
- Any territory in Nunavik, Eeyou Istchee, or in the Naskapi territory

If a request is based on residence in a location that is not named in the list, an analysis will be made to determine whether this location is covered by the *Regulation to authorize the Minister of Higher Education, Research, Science and Technology to make an exception to the application of section 88.0.17 of the Charter of the French language*.

### Section 3 – Attestation of school attendance

For at least one year, have you received elementary or secondary education:

- in English?  Yes  No
- in an Indigenous language?  Yes  No
- in English and in an Indigenous language?  Yes  No

#### School attendance

Please complete one line for each period of continuous school attendance you wish to include in your request. Only one year of school attendance in English, in an Indigenous language, or in English and in an Indigenous language is required for the purposes of substitution authorization, but any additional years may be added to facilitate validation of the information.

If you do not know the exact dates of the periods of your school attendance, please indicate them as best you can:

Name of school and community in which it is located	Start (month and year)	End (month and year)	Language of instruction	Educational level
	_____ - _____	_____ - _____		
	_____ - _____	_____ - _____		
	_____ - _____	_____ - _____		
	_____ - _____	_____ - _____		

#### Is it necessary to include a proof of school attendance?

If you have proof of school attendance, please attach it to this form to expedite its processing. If not, the Ministère de l'Enseignement supérieur will validate your information. If you attended a school outside of Québec, please provide the contact information in the "Additional notes" box below.

#### Additional notes

### Section 4 – Course substitution

To be eligible for the substitution of three courses "given in" French with three French courses, you must have submitted your substitution request to the Bureau des Autochtones étudiant au collégial before July 1, 2027, with a proof of enrolment.

Have you enrolled in a program leading to a DCS at an institution that offers college education in English?  Yes  No

If yes, please attach proof of enrolment, such as, but not limited to, an email from a Service régional d'admission au collégial acknowledging receipt of your application, a letter of acceptance, etc.

## Section 5 – Consent

For the purpose of verifying the accuracy of the information declared in this request, I authorize the Ministère de l'Enseignement supérieur to have access to my personal information held by:

- the Ministère de l'Enseignement supérieur
- the Ministère de l'Éducation
- any other organization issuing a document in support of this request
- educational organizations identified in this request

Should the substitution be authorized, the college may be notified of the decision.

You will have the right to access and correct this information to the extent provided by the Act respecting Access to documents held by public bodies and the Protection of personal information (CQLR, chapter A-2.1) (*Act respecting Access*).

If I refuse, my request cannot be analyzed.  Yes  No

I authorize the Ministère de l'Enseignement supérieur to use the information related to the community or Nation with which the place of residence identified in my request is associated in order to produce statistics which will be communicated to its partners. All data released by the Ministère is subject to the provisions of the Act respecting Access and may not be used to identify a person directly or indirectly. This decision will have no effect on the analysis of the request.

## Section 6 – Questions or comments

If you have any questions or comments, please write them below.

If you have not yet started the program for which you wish to obtain a substitution for the EUF and for the three courses “given in” French, please specify the college(s) you plan to attend, the program and the term you intend to start your studies.

## Section 7 – Declaration

I declare that, to the best of my knowledge, the information provided in this request is accurate and complete.

Signature :

Date (year-month-day) :