



NUin Canada - Fall 2019 Registration Instructions & Forms

General Instructions:

- Please complete all the steps outlined below before submitting your registration documentation
- If you have not attended or taken any courses at McGill University before, do not write anything in the section marked "STUDENT NO." on all forms.

STEP 1 –Registration Form

- Please proceed to complete the Registration Form by clearly filling out your information in as many of the sections that apply to you as possible.
- **Course Selection:** Please note that you **must** communicate with your NU Advisor regarding your course selection in order to ensure that the courses you will choose follow your study plan.
- At the bottom right corner of the Registration Form, please ensure that you sign your name on the first line marked "STUDENT'S SIGNATURE/SIGNATURE DE L'ETUDIANT(E)", and indicate the date directly below.

STEP 2 – Permanent Code Data Form

- Please complete the Permanent Code Data Form provided.
- If you have attended High School and/or CEGEP in Quebec, please indicate your Permanent Code in Box #1.
- If you did not attend High School and/or CEGEP in Quebec, do not complete Box #1.
- Please proceed to complete all the required information on the form.
- If you do not have a McGill University Student ID Number, you do not need to write anything in Box #2.
- At the bottom of the page, please ensure that you have signed your name in the box indicated "SIGNATURE"



STEP 3 – Required Legal Documentation

- Please include a clear photocopy of the Photo Page of your Passport. Note: Upon your arrival, we will require a copy of the page stamped in your passport at the point of entry into Canada.
- Electronic Travel Document (**online**): Starting March 15, 2016, visa-exempt foreign nationals who study in Canada for less than 6 months will need an Electronic Travel Authorization (eTA). Exceptions include U.S. citizens and students with a valid visa. The Electronic Travel Authorization (eTA) is completed online. Please visit [eTA application page](#)

Note regarding Visas: It is possible that you might need a visitor's visa issued by Citizenship and Immigration Canada at the point of entry into Canada. To find out if you require such a visa, please visit [Citizenship and Immigration Canada](#).

STEP 4 – Consent for Release of Official Documents and Sharing of Information

- Please complete the form entitled « Consent for Release of Official Documents and Sharing of Information» so that we may have your consent to order your transcript on your behalf and communicate with your home university about your academic, financial and disciplinary records during your studies at McGill.

Reminder: sign and date the student's signature section. Please note that if you are under 18 years old, your parent or legal guardian must also sign the form.

STEP 5 – Short Term Residence Responsibility Form

- Please fill out the requested student information on the form entitled « Short Term Residence Responsibility Form» and sign and date the student's signature section.
- Please note that if you are under 18 years old, your parent or legal guardian must also sign the form.

STEP 6 – Service Learning – Rules of Engagement

- Please read the rules of engagement on the Rules of Engagement Service Learning Form and sign and date the form.
- Please note that if you are under 18 years old, your parent or legal guardian must also sign the form.

PLEASE PRINT / REMPLIR LE FORMULAIRE EN MAJUSCULES

IF YOU HAVE ATTENDED MCGILL BEFORE, INDICATE YOUR STUDENT NUMBER. SI VOUS AVEZ DÉJÀ FRÉQUENTÉ MCGILL, INDIQUEZ VOTRE NUMÉRO MATRICULE.

STUDENT NO. N° MATRICULE		STUDENT NAME NOM DE L'ÉTUDIANT/E		FAMILY NAME / GIVEN NAMES / MR. MRS. MISS MS NOM / PRÉNOMS / M. MME MLE	
DATE OF BIRTH DATE DE NAISSANCE		CANADIAN SOCIAL INSURANCE NO. N° D'ASSURANCE SOCIALE CANADIEN			
HOME ADDRESS: If the same as mailing address check (✓) here: ADRESSE PERMANENTE: si l'adresse postale est la même, cochez (✓) ici :		MAILING ADDRESS (Please specify a local address for correspondence during your studies at McGill) ADRESSE POSTALE (Indiquez une adresse locale pour la correspondance pendant vos études à McGill)			
STREET NUMBER, STREET NAME/N° RUE, RUE		STREET NUMBER, STREET NAME/N° RUE, RUE			
CITY / VILLE		CITY / VILLE			
PROVINCE / STATE / COUNTRY		PROVINCE / ÉTAT / PAYS		POSTAL CODE / CODE POSTAL	
HOME TELEPHONE NO. N° DE TÉL. À DOMICILE		EMAIL COURRIEL		SEX SEXE	
MOTHER TONGUE LANGUE MATERNELLE		PRINCIPAL LANGUAGE USED LANGUE D'USAGE		SEX SEXE	
MOBILE TELEPHONE NO. N° DE TÉL. MOBILE					
HIGHEST LEVEL OF EDUCATION COMPLETED CHECK ONE (✓) ONLY PLUS HAUT NIVEAU D'ÉTUDES COMPLÉTÉ NE COCHEZ (✓) QU'UNE SEUL CASE		ELEMENTARY PRIMAIRE TECH. VOC. FORMATION TECH. NON UNIV. PROFESSIONAL FORMATION PROFESSIONNELLE NON UNIVERSITAIRE UNDERGRADUATE DEGREE DIPLOME DE 1 ^{ER} CYCLE GRADUATE DEGREE DIPLOME DE DE 2 ^E / 3 ^E CYCLE			

For course selection, please speak to your NEU advisor.

Important: Do not indicate your course selection on this form.

SIGNATURE	DATE

By signing, I hereby acknowledge that I am bound by and undertake to observe the statutes, rules, regulations and policies in place from time to time at McGill University and of the Faculty or Faculties in which I am registered, including those policies contained in the University calendars and other official documents. I understand that my obligations as a student commence with my registration and terminate in accordance with the university's statutes, regulations and policies. I certify that the information submitted on my application form is complete and correct at the time of submission, including my declaration of citizenship and immigration status, which I may be required to document. I agree to provide proof of eligibility in order to be assessed Canadian fees. Further, I understand that misrepresentation of any information may result in my admission to, or registration in, the university being rescinded. I recognize that a McGill student identity card is required for access to services. I understand that my likeness and signature will be captured in order to produce the card and stored for subsequent identification. I am aware of those provisions of Quebec Law concerning the protection of personal information including the right to correct my record and agree to the release of nominative information as indicated on the reverse of the present form. This agreement is governed by the laws of the province of Quebec.

En signant, je reconnais par la présente être lié(e) aux lois, règlements et politiques de l'Université McGill, de la faculté ou des facultés auxquelles je suis inscrit(e) ainsi qu'aux politiques mentionnées dans les annuaires de l'Université et autres documents officiels, et je m'engage à les respecter. Il est entendu que mes obligations à titre d'étudiant(e) débutent lors de mon inscription et prennent fin conformément aux dispositions des lois, règlements et politiques de l'Université. Je certifie par la présente que les renseignements figurant sur mon formulaire de demande d'admission sont complets et exacts au moment de la demande, y compris la déclaration de citoyenneté et de statut d'immigrant que je me tiens prêt(e) à justifier au besoin. Je m'engage à fournir une preuve d'admissibilité aux droits de scolarité canadiens. Il est entendu, par ailleurs, que tout faux renseignement peut entraîner la résiliation de mon admission ou de mon inscription à l'Université. Je sais que la carte d'étudiant de McGill est exigée pour avoir accès aux services. Je sais que la préparation de cette carte d'identité nécessitera la prise de mon portrait et de ma signature, qui seront mémorisées pour fins d'identification ultérieure. Je connais les dispositions de la loi du Québec concernant la protection des renseignements personnels, et notamment le droit qui m'est reconnu de faire corriger mon dossier. Je consens à la divulgation de renseignements à mon égard qui figurent au verso du présent document. Cette convention est régie par les lois de la province de Québec.



PERMANENT CODE DATA FORM

Please complete this form in block letters. S'il vous plaît remplissez ce formulaire en lettres moulées.

1

Permanent Code/Code Permanent (Please indicate here your Permanent Code if you have one/Veuillez nous indiquer votre code permanent si vous en possédez un)

If you provided your permanent code in section [1] above, you need to provide a document that has the permanent code pre-printed such as CEGEP transcript or a Québec financial aid document. Si vous avez fourni votre code permanent dans la section [1] au-dessus, vous devez attacher un document sur lequel figure votre code permanent tel qu'un relevé de notes (CEGEP) ou une attestation d'aide financière de la province du Québec.

McGill Student Number/Numéro de matricule McGill

E-mail address/courriel

2

3

Legal Last Name/ Nom légal

4

Legal First Name/Prénom légal

5

Date of Birth / Date de naissance

Sex/Sexe (M/F)

Year/Année	Month/Mois	Day/Jour
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6

Place of Birth/Lieu de naissance (City, Country- If Country is Canada, please also include Province/Ville,Pays- si le pays est le Canada veuillez aussi indiquer la province)

City/Ville	Province	Country/Pays
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7

Father's Last and First Names/Le nom et prénom de votre père

Mother's (Birth) and First names/Le nom (naissance) et prénom de votre mère

8

I hereby certify that the information provided in this form is true, accurate and exact. I understand that this declaration has the same force and effect as if made under oath, in conformity with the *Canada Evidence Act*. Je déclare que tous les renseignements fournis dans ce formulaire sont véridiques, exacts et complets. Je reconnais que la présente déclaration a la même force et le même effet que si elle était faite sous serment, en conformité avec la *loi de la preuve du Canada*.

DATE:

SIGNATURE:

FOR OFFICE USE ONLY:

ARR/January 2005 V7

UNIVERSITY SIGNATURE:

DOCUMENT:

Consent for Release of Official Documents and Sharing of Information

Student information (please print)

McGill ID (if available):	
Name (last, first):	
Former name, if applicable (maiden, etc.):	
Date of Birth:	
Phone number:	
Fax (if available):	
Current Address:	

Consent

In accordance with the Quebec Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information such as academic, financial, health and disciplinary can be discussed with the partner. McGill University is required to protect the privacy of personal information relating to current and former students. Requests for the release of personal information must be accompanied by a signed consent from the individual.

I, (please print) _____, authorize McGill University to release my personal information as defined below to the Home University Representative listed below.

Student’s Signature: _____ Date: _____

To be completed by Parents/Legal Guardians of students under the age of 18:

Parent’s/Guardian’s name (please print): _____

Parent’s/Guardian’s signature: _____ Date: _____

Documents and information covered by this consent form:

- Official Transcript
- Any communication, in any form, pertaining to my academic, financial or disciplinary records.

Home Institution Representative (Please Print)

Name (last, first):	Ben Floman
Phone number:	+1-617-373-6938
Email:	b.floman@northeastern.edu
Fax number (if available)	
Current address	Northeastern University, 360 Huntington Ave, Boston, Massachusetts 02115

Name (last, first):	Emily Fiagbedzi
Phone number:	+1-617-373-6604
Email:	e.fiagbedzi@northeastern.edu
Fax number (if available)	
Current address	Northeastern University, 360 Huntington Ave, Boston, Massachusetts 02115

McGill University will not issue partial transcripts. Transcripts will not be issued if you have a “hold” on your record for non-payment of fees/fines. Normal processing time is 5 to 7 working days. Delays may occur for archived records (pre-1972 or pre-1986 for Continuing Education) and during peak periods. Students are responsible for ensuring that requests are submitted well in advance of deadline dates. McGill University is not responsible for transcripts lost or delayed in the mail.

PROTECTION OF PERSONAL INFORMATION

BILL 65: The Act Respecting Access to Information Held by Public Bodies and the Protection of Personal Information.

Personal information is protected by legislation in the Province of Quebec. The provisions of this statute are such that discussion about a student's application file, or access to that file, is restricted to the applicant involved. Other persons or organizations can have access to information pertaining to a student's application only if the student has provided the School of Continuing Studies with written authorization which specifies both to whom information can be given and the type of information which can be released.

Certain information gathered by the University about an applicant or student will be released to the following bodies upon their request:

- a) the Student Association recognized by McGill University
- b) the McGill Alumni Association
- c) the school(s) or college(s) which the student attended
- d) the appropriate authorities involved with the external or internal funding of fees
- e) the professional bodies or corporations (e.g., engineers, dentists).

A student may oppose the release of information to those named above by completing an opposition form at the Registrar's Office.

Officers and members of the University staff (e.g. Faculty officers, Office of the Dean of Students, etc.) may also have access to relevant parts of such records for recognized and legitimate use.

PROTECTION DE LA VIE PRIVÉE DES RENSEIGNEMENTS PERSONNELS

LOI 65: Loi protégeant l'accès aux informations détenues par des organismes publics et la protection de la vie privée.

Les renseignements personnels sont protégés par une loi adoptée par la province de Québec. En vertu de cette législation, seul le candidat concerné a le droit de discuter de son dossier d'inscription ou d'avoir accès à ce dernier. Les données relatives au dossier de candidature d'un étudiant ne sont accessibles à d'autres personnes ou organismes que si l'étudiant a remis à l'École d'éducation permanente une autorisation écrite précisant les personnes et organisations à qui ces données peuvent être divulguées.

Certaines données recueillies par l'Université sur un candidat ou un étudiant peuvent être divulguées aux organismes suivants à leur demande:

- a) les associations d'étudiants reconnues par l'Université McGill
- b) l'Association des anciens étudiants de l'Université McGill
- c) les écoles ou collèges que l'étudiant a fréquentés
- d) les instances compétentes qui acquittent les droits de scolarité
- e) les associations ou corporations professionnelles (par exemple d'ingénieurs, de dentistes).

Un étudiant peut s'opposer à la divulgation d'informations aux personnes nommées ci-dessus en remplissant un formulaire d'opposition au Registrariat.

Les agents et membres du personnel de l'Université (par exemple, les agents des facultés, le bureau du doyen des services aux étudiants, etc.) peuvent aussi avoir accès aux parties pertinentes des dossiers en vue d'une utilisation reconnue et légitime.



Short Term Residence Liability Form

Student name: _____

Student Home Address: _____

Student email address: _____

Cell (Mobile) phone number: _____

Home phone number: _____

Student date of birth: _____

Date of stay in residence: from (arrival): August 24 or 25, 2019 to (departure): December 21, 2019

Program/Courses: N.U.in Canada 2019

Name of residence: Residence chosen by N.U.in Canada

Address of residence: TBD

Cost of stay (all inclusive): No charge, \$ 0 (paid by McGill through contract with Northeastern University)

What is included in the fee: Accommodation in double occupancy (including linen, pillow, towels) for the duration of the stay within arrival and departure dates above, facilities at the Residence.

What is not included in the fee: Cleaning of rooms and bed linen, towels, personal clothing, toiletries, meals, and all other items not explicitly mentioned as being included in the fee.

Each student is responsible for cleaning his/her room and maintaining it clean throughout the duration of the Program, even in situations where the roommate does not fulfill his/her part. This cleaning includes vacuum, dusting, cleaning the fridge inside and outside, cleaning the bathroom: sink, bathtub, shower curtain, mirror, floor, emptying the garbage cans, making sure that no food is left outside the fridge, making sure that the door of the room is always easily accessible.

At the end of the Program, each student must make sure that the room is left in the same conditions as when they moved in. In cases where extra cleaning is needed, that is, if a room is left with cleaning issues that are beyond what is usually expected as above, a flat fee of \$300.00 CAD per student is going to be charged to each roommate, even in situations where the roommate did fulfill his/her part or is not responsible for the situation in which the room is left. This fee will be charged to the credit card on which a provision was taken at the beginning of the Program by the Residence Hall.



I, (print name) _____ thereby request that a double occupancy room be rented for me during my stay at McGill University in the aforementioned residence hall above. I realize that I have no control over the assigned roommate. I also accept full financial responsibility, including finance charges that will accrue on unpaid charges and all costs relating to the collection of unpaid balances, including attorney fees, collection costs and interest for any damage that I may cause directly or indirectly to the Residence, its furniture and other content and for injuries that I may directly or indirectly cause to other residents, guests or myself. At the time of departure, any missing item originally supplied with the room will also be my financial responsibility. I acknowledge that I am aware of the non-smoking policy of the residence;

I assume financial responsibility for any cleanup costs that may be required. I will abide by the Residence's Code of Conduct, and all the relevant McGill policies and regulations.

Student's signature: _____ **Date:** _____

If the student is not 18 years of age at the date of signature of this form, a parent or legal guardian must sign below, assuming de facto full responsibility in place and name of the student.

I, (print name) _____ thereby accept full responsibility in place and name of signee above for their use of the aforementioned residence.

Parent's or Legal Guardian's signature: _____ **Date:** _____



Service-Learning – Rules of Engagement

- Community organizations have an influential role in society, working hard at the community level in the pursuit of social change. As these organizations are not sufficiently funded and since their needs are many, they rely heavily on volunteers to support their missions.
- Your commitment to the cause and your weekly involvement in these projects are critical. Skipping a single week of work may disrupt a whole project, resulting in unfortunate consequences for socially excluded communities.
- McGill University takes its commitment very seriously by partnering with these organizations through the N.U.*in* Canada Program. Through your weekly commitment, you will not only represent McGill, but also Northeastern University, and the commitment that our two institutions jointly share towards serving the community. You will act as our ambassadors.
- We realize that your schedule will get busier throughout the semester as you will have academic commitments, such as handing-in assignments, allocating more effort into studying than what you had expected, and that your social life may be very active. However, a commitment is and remains a commitment.
- Our commitment towards these causes is strong; we need you to show the same commitment throughout your volunteer placement. Therefore, please read the rules of engagement below. By signing this document, you promise to demonstrate the commitment that these projects require and that McGill University and Northeastern University both expect from you.

I, (print name) _____, will commit to the project that I will be assigned to and will adhere to the following rules of engagement.

1. Work ethics: I promise to keep the spirit and moral of my team positive, focusing on the end-result of the project, demonstrating a strong commitment in difficult situations, in spite of problematic situations that may arise, i.e. repetitive tasks. ,
2. Punctuality: In order to avoid delays on the work that needs to be done by myself and the team to which I will be assigned, I promise to arrive on time, signal my presence upon arrival, use my name tag (if required) and join my team promptly. Should I be late for a rare occasion, I will follow the instructions in the Survival Kit to inform the appropriate McGill and NEU coordinators.
3. Absence In helping my on-site team meet weekly goals, I will not be absent for any volunteer sessions. In the rare case that I should be absent for a weekly session, I will follow the instructions in the Survival Kit to inform the appropriate McGill and NEU coordinators By demonstrating my volunteer commitment, respecting the value of service-learning and professionalism, I will immediately reschedule the missed session with the on-site placement coordinator and cc' the McGill and NEU coordinators as indicated in the Survival Kit.



4. Food: Should I need to bring food/snacks with me to the volunteer site, I am aware that certain restrictions may apply to prevent issues related to food allergies, religious consideration or of other nature. Therefore, I will inquire about the appropriateness of bringing food to the volunteer site before doing so.
5. Clothing: As these community organizations serve a wide range of people from different backgrounds, I will make sure that I wear appropriate clothing (i.e. no short shorts or skirts, T-shirts with messages or photos that could be interpreted as offensive, etc.). I will also make sure to wear the proper shoes (no flip-flops or high heels) since my work may require that I move boxes, climb on stairs or ladders.
6. Communication: As I will be representing both Northeastern University and McGill University, I will always act and communicate with my teammates, the other volunteers, the representatives of the organization, the staff at the volunteer site and the general public in the most respectful manner. I will refer any problematic situation to a volunteer site representative, McGill and NEU coordinators, as indicated in the Survival Kit
7. Safety, Security & Boundaries: For security reasons, I will familiarize myself with emergency exits in the building and the fire drill procedure at the volunteer site.
8. Support of Teammates: Recognizing that my teammates may need my help while at the volunteer site, I will offer my support to others who need it. If this support interferes with my tasks, I shall discuss the issue with the volunteer site representative.
9. Photography: Treating people who are seeking help with dignity implies that I will not take pictures or videos at the volunteer sites without the explicit consent of the volunteer organization representation and the NEU site Lead.
10. Telephone, Cell Phone, Computer and Other Electronic Device(s) Usage: As with any other commitment, I realize that my focus and energy while at the volunteer site will be devoted towards my work. Therefore, I will not engage in any texting, messaging, or phone call conversations while at the volunteer site, especially since some volunteer sites have regulations and restrictions concerning the use of electronic devices.
11. Social Media: As many relationships that I will be building with others at the volunteer sites may be with underage children, due to the Quebec laws pertaining to interacting with such a young crowd, including taking pictures and videos, I will not befriend any underage person on Facebook or any other social media platforms.
12. Dating: I will not bring any significant other, family member or friend to the volunteer site during my volunteer work hours.
13. Smoking: Public buildings in the Province of Quebec are subject to a ban on smoking inside buildings and near entrances (in a radius of 30 feet from each entrance). Some volunteer sites may have additional restrictions and you will be informed on the specifics by the site coordinator. A smoke break is only permitted during your breaks. The Law forbids volunteers under 18 to smoke. Of course, I promise to abide by the Law.



14. **Drugs/Alcohol Use:** As a representative of my N.U.*in* cohort, Northeastern University and McGill University, I will not come to my volunteer site under the influence of drugs or alcohol nor will I use or sell drugs or alcohol while at my volunteer site. I understand that this is a serious offence that is illegal and in contradiction with my commitment to the project.
15. **Confidentiality:** I understand that I may have access to confidential information, both verbal and written, relating to clients and participants of my assigned volunteer site. I understand, and agree, that all such information is to be kept strictly confidential. I also agree not to discuss these matters beyond my volunteer position at my volunteer site.
16. **Volunteer Site Policies and Regulations:** I will respect and abide by the Policies and Procedures of the volunteer site. That is part of my commitment.

I have read the above rules of engagement for volunteers and I attest to the seriousness and implications of my commitment by signing this document.

Volunteer's Signature

Parent's Signature (for volunteers under 18)

Name (PRINTED CLEARLY)

Name (PRINTED CLEARLY)

Date

Date