



## Instructions

An exemption from the *Épreuve uniforme de français* (EUF) may be granted to a person who meets both of the following conditions:

- 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).
- 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.

**The exemption applies only for the purposes of obtaining a Diploma of College Studies (DCS) certifying training given in English.**

If an exemption is granted, the decision may be forwarded to the college and the person requesting the exemption will have to pass the Ministerial Examination of College English instead.

The information requested on this form is necessary to determine whether a student is eligible for an exemption from the EUF, in accordance with the *Charter of the French language* (CQLR, chapter C-11) and the applicable regulations<sup>1</sup>. The information will also be used for statistical purposes and to manage exemption requests within the Ministère de l'Enseignement supérieur. This information will be dealt with confidentiality, in accordance with the *Act respecting Access to documents held by public bodies and the Protection of personal information* (CQLR, chapter A-2.1) (*Access Act*). If you choose not to provide personal information, the Ministère will be unable to process your request. You will have the right to access and correct this information to the extent provided by the *Access Act*.

### Who can submit an exemption request?

Persons who meet both of the above-mentioned criteria may be exempted from the EUF. Since the exemption applies only for the purposes of obtaining a Diploma of College Studies (DCS) certifying training given in English, only persons who have started or plan to start these studies should submit a request.

Students who have obtained a certificate of eligibility for instruction in English at elementary or secondary will be exempted from the EUF without having to submit an exemption request. When in doubt, it is recommended that an exemption request be submitted in order to find out whether or not an exemption from the EUF may be granted.

### When is the best time to submit an exemption request?

It is recommended that an exemption request be submitted at least one month before submitting a collegial admission application. This allows requests to be processed before course schedules are established.

However, an exemption request may be submitted after admission. Please note that students who submit such a request after starting their college studies may have difficulty obtaining a spot in a course required to obtain their diploma.

Persons who have taken a preparatory course for the EUF in the Fall 2023 term and who have subsequently been exempted from the examination after the deadline for withdrawal may, if they wish, submit a request to their college to have the “Incomplete” result granted for this course. The Ministère de l'Enseignement supérieur argues that the inability to submit an exemption request within the required time period constitutes a serious reason within the meaning of section 23.1 of the *College Education Regulations* (CQLR, chapter C-29, r.4).

1. Québec, *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*, *Gazette officielle du Québec*, Part 2, Vol. 155, No. 35, August 30, 2023, p. 2121. [O.C. 1376-2023].

## 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 cannot find their permanent code will need to call General information at the Ministère de l'Éducation at 418-643-7095, or General information at the Ministère de l'Enseignement supérieur at 418 266-1337.

## Which proofs of residency are accepted?

In order for a proof of residency to be accepted, it must include the name of the person and their current or previous place of residence. We accept identification documents that have expired.

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

If the proof of residency is sent by mail, it should be a copy and not the original document. If an original document is received, it will not be returned to the sender.

### List of territories covered by the exemption:

1. **All Indian reserves** (e.g. Akwesasne, Cacouna Kataskomiq, Ekuanitshit, Essipit, Gesgapegiag, Gespeg, Kahnawà:ke, Kanehsatà:ke, Kawawachikamach, Kebaowek, Kitigan Zibi, Lac-Rapide, Lac-Simon, Listuguj, Manawan, Mani-Utenam, Mashteuiatsh, Matimekush-Lac John, Nutashkuan, Obedjiwan, Odanak, Pessamit, Pikogan, Timiskaming, Uashat, Unamen Shipu, Wemotaci, Wendake, Wôlinak).
2. **A settlement in which an Indigenous community lives** (e.g. Hunter's Point, Kanehsatà:ke, Kitchisakik, Pakua Shipu, Winneway).
3. **All territories of Nunavik or Eeyou Istchee** (e.g. Akulivik, Aupaluk, Chisasibi, Eastmain, Inukjuak, Ivujivik, Kangiqsualujuaq, Kangiqsujuaq, Kangirsuk, Kuujuaq, Kuujuarapik, Mistissini, Nemaska, Oujé-Bougoumou, Puvirnituq, Quaqaq, Salluit, Tasiujaq, Umiujaq, Waskaganish, Waswanipi, Wemindji, Whapmagoostui).

The examples mentioned in parentheses do not comprise an exhaustive list. If an exemption 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*. If applicable, please attach an explanation to the form.

### Non-exhaustive list of accepted proofs of residency:

- driver's licence
- school report card
- 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
- statement of government benefits, notice of assessment or other government communication sent by mail
- service bill (e.g. electricity, water, telephone, Internet)
- residential lease or sublease
- pay slip or record of employment

Other proofs of residency could be accepted. We also accept printed statements of account and electronic bills.

For persons who are unable to provide a proof of residency, see Section 2 of the form.

## How to submit an exception request?

The completed form and proof of residency can be submitted to the following mailing address:

Bureau de demande d'exemption de l'EUF  
Direction des relations avec les Premières Nations et les Inuit  
Ministère de l'Enseignement supérieur  
600, rue Fullum, 10e étage, bureau 10.07  
Montréal (Québec) H2K 4L1

**Only a copy of a proof of residency should be sent. If an original document is received, it will not be returned to the sender.**

An online form is also available. Anybody may request access to the link at [EUF.reglement@mes.gouv.qc.ca](mailto:EUF.reglement@mes.gouv.qc.ca). Please do not send personal information to this e-mail address.

## What is the process for asking questions?

All questions can be submitted to the following mailing address:

Bureau de demande d'exemption de l'EUF  
Direction des relations avec les Premières Nations et les Inuit  
Ministère de l'Enseignement supérieur  
600, rue Fullum, 10e étage, bureau 10.07  
Montréal (Québec) H2K 4L1

General questions that are not related to personal information can be submitted to the following email address: [EUF.reglement@mes.gouv.qc.ca](mailto:EUF.reglement@mes.gouv.qc.ca).



Please write your answers in block letters.

## Section 1 – Information on the applicant

Last name:

First name:

Permanent code:

Date of birth (year-month-day):

Telephone number to contact you:

Mailing address:

The mailing address is the address to which the Ministère de l'Enseignement supérieur will send its decision. It does not have to be the same address shown on the proof of residency.

## Section 2 – Proof of residency

Please consult the instructions for more information.

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

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

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

Are you unable to provide a written proof of residency?  Yes  No

If you answered "Yes," please identify the physical or legal person we can contact to validate the place of residence on which your request is based, and specify the best way to contact them (e.g. a school and its telephone number, an employer and their mailing address, a summer camp administrator and their email address). If possible, we would ask you to contact us by telephone or mail rather than by email so that we can better protect your personal information.

## Section 3 – Attestation of school attendance

Have you received elementary or secondary instruction in English, in an Indigenous language, or in English and an Indigenous language for at least one year?  Yes  No

If you answered “Yes,” please indicate the period(s) of school attendance on which your exemption request is based:

Name of the school and the municipality or community in which it is located	Period of school attendance (year-month-day)		Language of instruction		Education level(s) (e.g. Elementary 5 to Secondary III)
	Start	End	English	Indigenous language	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

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 an Indigenous is required for the exemption, but additional years of school attendance may be included to facilitate the validation of the information.

If you interrupted your studies, please indicate the period before the interruption and the period after the interruption on two separate lines. Summer holidays do not count as an interruption of studies.

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

**Additional notes:**

## Section 4 – Consent

I authorize the Ministère de l'Enseignement supérieur to have **access to my personal information held by the Ministère de l'Éducation** in order to verify the accuracy of the information declared. If I refuse, my request cannot be analyzed.

Yes  No

I authorize the Ministère de l'Enseignement supérieur to have **access to my personal information held by the educational organizations identified in this form** in order to verify the accuracy of the information declared. 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 on exemption requests which will be communicated to its partners**. All data released by the Ministère is subject to the provisions of the *Access Act* and may not be used to identify a person directly or indirectly. If I refuse, this will have no consequence and my request will still be analyzed.

Yes  No

## Section 5 – Declaration

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

Signature **X** \_\_\_\_\_

Date Y M D  
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