

Procedure - Authorization to Transfer Credits from Another Institution

For any student enrolled at HEC Montréal and who wishes to take a course at another Quebec university

Please follow these eight steps

1 — Go to [this address](#) and click on “Student”

Authorization to transfer credits - Home page

CREPUQ

Authorization to transfer credits
under the agreement between Québec universities

Français

This system is optimized for Microsoft Explorer (version 5 and higher).
For technical maintenance, service is not available from 3h am to 4h am.

- Purpose of the agreement and normal routing of a request
- Official text of the agreement
- Rules and regulations of the host university (pdf)
- Calendriers des périodes pour les stages des résidents en médecine (pdf)

Student

For any problem or information, please contact the Registrar's Office at your home institution.

URL links to Québec Universities

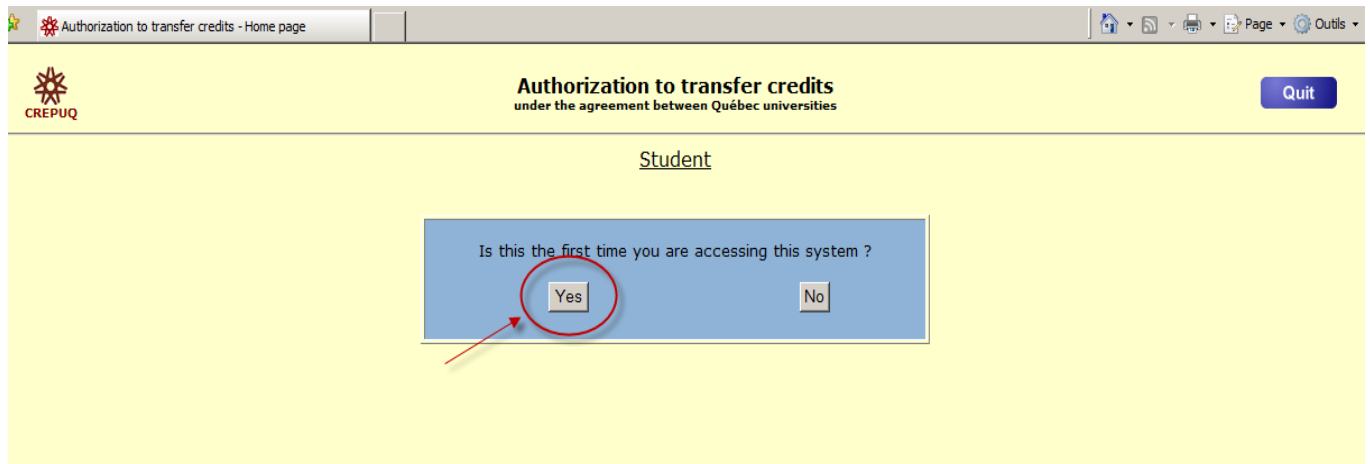
- Course offerings
- Course descriptions
- Academic calendar

You can access the system as :

- Student ?
- Registrar
- Program adviser or academic adviser



2 — Click on “yes” if this is the first time you are using this system



3 — Enter the following information:

- A. Enter your e-mail address. ***** ATTENTION *** You must always use the same e-mail address on the CREPUQ website.**
- B. Enter a password
- C. Re-enter the password to confirm it
- D. Choose a question and answer that will allow the access codes to your file to be located
- E. Click on “Confirm information”

CREPUQ

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Quit

Please enter your identification codes

E-mail address ← A

You must choose a password which will allow you to access your file

Rules for creating a password
Your password must contain a minimum of 6 characters and a maximum of 25 characters, including at least one letter and one number.

Password ← B

Re-enter your password ← C

Now choose a question and an answer which will allow access codes to your file to be located in case you forget your password

Question ← D

Answer ← D

Don't forget to memorize your password as well as the answer to your question

Start over Confirm information ← E

4 — Enter the following information:

- A. Home institution: select “HEC Montréal”
- B. Enter your HEC ID number
- C. Click on “Confirm the information”

CREPUQ **Authorization to transfer credits**
under the agreement between Québec universities Quit

Request - Information related to the home institution

Before completing the application, please read carefully the on-line help - accessible by the "?" - where you will find information related to the submission of a request and the functioning of the system. For any problem or request for additional information, please contact the Registrar's Office at your home institution

Note: fields marked with an asterisk (*) are required fields

Home institution*
HEC Montréal A

id number at home institution* B

Start over Confirm the information C



5 — Complete the following fields:

- A. Last name
- B. First name
- C. Title (Ms. or Mr.)
- D. Date of birth
- E. Mother language
- F. Principal language used
- G. Status in Canada and citizenship

Do not enter anything in the “MEQ permanent code” box

- H. Father’s last and given names
- I. Mother’s last name at birth and given names
- J. Your complete address. *****ATTENTION***** For foreign students, enter your address in Montreal if you know it, or your permanent address in your home country.
- K. Click on “Confirm identification information”

Request for approval - Identification information

Note: fields marked with an asterisk (*) are required fields

Last name* ← A

Given names* ← B

Ms.* Mr.* ← C

Date of birth (yyyy/mm/dd)* / / ← D

Mother tongue* Specify ← E

Principal language used* Specify ← F

Status in Canada* Specify ← G

Citizenship* Canada ← G

MEQ permanent code

Father's last name ← H

Father's given names

Mother's last name at birth ← I

Mother's given names

Address n° Street* ← J

Apt. Postal code*(if Canada)

City* ← J

Province* Québec

Country* Canada

Home telephone area code

Office telephone area code extension

← K

6 — Complete the following fields:

- A. Home institution: Choose "HEC MONTRÉAL"
- B. Level of study: choose your level
- C. Field of study: choose "Business Administration"
- D. Name of program of study: select your program of study and the program code will be inserted automatically
- E. Enter your HEC ID number
- F. Your anticipated graduation date (this field is optional)
- G. Enter the number of credits completed to date
- H. Enter the number of credits in progress
- I. Enter the number of credits to be taken at the home institution during the term in question
- J. Click on "Confirm the information related to the home institution"

The screenshot shows a web browser window with the following content:

- Page Title:** Request for approval - Information related to the home institution
- Header:** CREPUQ logo and "Authorization to transfer credits under the agreement between Québec universities". A "Quit" button is in the top right.
- Form Fields:**
 - Home institution*:** A dropdown menu with "HEC Montréal" selected. An arrow labeled 'A' points to it.
 - Level of study:** A dropdown menu with "Specify" selected. An arrow labeled 'B' points to it.
 - Field of study:** A dropdown menu with "Field of study" selected. An arrow labeled 'C' points to it. A note above it says: "You may indicate the field of study to aid in accessing your specific program of study".
 - Code of program of study*:** A dropdown menu with "Specify" selected. An arrow labeled 'D' points to it.
 - Name of program of study*:** A dropdown menu with "Indicate the program in which you are registered" selected.
 - Your id number at home institution*:** An empty text input field. An arrow labeled 'E' points to it.
 - Anticipated graduation date:** Two dropdown menus for "Year" and "Month". An arrow labeled 'F' points to the "Year" dropdown.
 - Number of credits*:** Three input fields:
 - "Completed to date": Input field with "0". An arrow labeled 'G' points to it.
 - "In progress": Input field with "0". An arrow labeled 'H' points to it.
 - "To be taken at the home institution in the semester in question": Input field with "0". An arrow labeled 'I' points to it.
- Buttons:** "Start over" and "Confirm the information related to the home institution". An arrow labeled 'J' points to the "Confirm" button.

7 — Complete the following fields:

- A. Host institution: enter the university you have chosen
- B. Term and year of request
- C. *If this is your first request, you do not yet have an ID number at the host institution*

Choice of course(s) – enter:

- 1. Course code
- 2. Course title
- 3. Credits
- 4. Timetable
- 5. Group

If you are able to indicate the course in your current program that will be replaced by the course you are requesting, please indicate it now and specify whether it is a compulsory or elective course.

- 6. Course code
- 7. Title of course in your current program
- 8. URL of the host university

9. Click on “Confirm information related to host institution”

The screenshot shows a web form titled "Request for approval - Information related to the host institution" under the "Authorization to transfer credits" header. The form includes several input fields and sections:

- Host institution***: A dropdown menu with the text "Indicate your host institution". An arrow labeled 'A' points to this field.
- Semester and year of request***: A dropdown menu with the text "Specify". An arrow labeled 'B' points to this field.
- ID number at host institution**: A text input field with the subtext "(if you have previously attended that institution)". An arrow labeled 'C' points to this field.
- 1st course**: A section with five input fields:
 - 1. Code***: A text input field circled in red.
 - 2. course title**: A text input field circled in red.
 - 3. Credits***: A text input field circled in red.
 - 4. Timetable**: A text input field circled in red.
 - 5. Group**: A text input field circled in red.
- 6. Code**: A text input field circled in red.
- 7. Title of course in your current program**: A text input field circled in red.
- URL of host university for course descriptions ***: A text input field circled in red. An arrow labeled '8' points to this field.
- Comments directed to concerned parties**: A text area with a scroll bar.
- Buttons**: "other choice" and "Other course" buttons are present.
- Confirm information related to host institution**: A large button at the bottom. An arrow labeled '9' points to this button.



8 — Last step:

- Carefully read the statements on this page and click on “I confirm information related to this request”

The screenshot shows a web browser window with a yellow background. At the top left is the CREPUQ logo. The title is 'Authorization to transfer credits under the agreement between Québec universities'. A 'Quit' button is in the top right. Below the title are four bullet points: 'Please transfer credits for the above courses to the program in which I am registered.', 'I authorise the universities involved to send on my behalf all information needed under this agreement.', 'I agree to abide by the regulations in force at both my home and host institution.', and 'I declared that the above information is complete and accurate.'. A button labeled 'I confirm informations related to this request' is circled in red. Below the button, a note states: 'As soon as you confirm your informations, an e-mail message will be sent to inform you that your request will be processed as soon as possible'. The browser's address bar shows 'Signature of applicant' and various navigation icons.

You will receive an e-mail confirming your request:

If you have any problems with this procedure, feel free to contact us by telephone, at (514) 340-6151, or by [e-mail](#).