

Partners Online Nomination

International Exchange Program

Access the Exchange program online nomination system

Connect to the following address: <http://enligne.hec.ca>

You will be directed to the “HEC en ligne” Web page in French

You have the possibility to select English as your language.



HEC EN LIGNE

[Besoin d'aide?](#)

SE CONNECTER

Diplômés:

[mise à jour express de vos coordonnées](#)

ZONE COURS

DEMANDE D'ADMISSION EN LIGNE

ENGLISH

Enter your HEC Montréal ID and Password which were provided to you by the International Activities and Student Mobility Office.

Click on the « Log in » button.



HEC EN LIGNE

HEC Montréal ID

Password

[Need help?](#)

LOG IN

Graduates:
[express update of your contact information](#)

ZONE COURS

ONLINE ADMISSION FORM

FRANÇAIS

On the main page, you have the following links:

- “Add Student Nomination Form” will allow you to add a new nomination.
- “Consult Student Nomination Form” will allow you to consult previous nominations submitted to HEC Montréal by semesters.

Submit a nomination

Click on “Add Student Nomination Form”

At the top of this page, you will find the name of the contact person, the user ID (HEC Montréal ID), the name of your university as well as the Request Number of the nomination.

Your name

Exchange student application

User ID: 0000	Your University
Request N°: 0000	Contact Name: Your name

If the information is incorrect, please, notify us by e-mail at incoming@hec.ca

Candidate information

Candidate Information

Proper names must start with capital letter (i.e.: Smith,John) and make sure to include all accented letters.


*Last Name:

*First Name:

*Gender:

Name at Birth:

Complete only if your birth name is different from the name indicated above.

*Date of Birth:  YYYY/MM/DD

*Birth Country:

*Birth Location:

*Birth State:

*Citizen Status in Canada:

*Country of citizenship:

Last Name and First Name

- First letter of the student names must be in capital letters (ex: Doe John)
- Write the name and first name in accordance with the student passport
- Errors in this field will reflect on the admission letter and on each document that originate from our database, including the student transcript

Gender

- Select the appropriate value

Name at Birth

- Enter this field only if birth name is different from above

Date of Birth

- Select the date of birth of the student using the following format (YYYYMMDD) or use the calendar icon on the right of the field to select date

Country of Birth

- Select the birth country of the student as in passport: enter the first letter of the country then click on the drop-down arrow in the right of this field to view full selection.

Birth Location

- Enter the birth city of the student as stipulated on passport.
- Enter text format using capital letter for the first letter of the city (ex: Montreal)

Birth State

- This field is required only student born in Canada and United States

Citizen Status in Canada - 3 possible legal status in Canada

- Canadian citizen
- Visitor with study permit (Visitor for more than 6 month stay – 1 year)
- Visitor without study permit (Visitor for less than 6 month stay – 1 semester)

Country of Citizenship

- Select the Citizenship Country of the student as stipulated on passport:
Enter the first letter of the country then click on the drop-down arrow in the right of the field to view full selection.

Candidate Home Address

Click on “Update Addresses” to enter the students’ current home address.

Candidate Home Address

***Country:** Canada

***No & street:**

Apt/floor/other:

***City:**

***Prov./state:**

Postal/zip code:

[Update Addresses](#)

Telephone Number	
Indicatif / N° téléphone	Extension
<input type="text"/>	<input type="text"/>

*** Email Address:**

Edit Address

Country:

No. & Street:

Apt/Floor/Other:

City: **Province:** **Postal Code:**

Country

- Select the country

No & Street

- Enter current home address of the student

City

- Enter current city of the student

Province/State

- This field is required only if the address is in Canada or in the United States

Postal Code

- Enter value if available

Click on “Ok”

Back to the “Candidate Home Address” section

Telephone number (not mandatory)

- Enter area code and number

Email Address

- Enter the students email address
- This address will be used for all the future communications with the student

Study Program

The screenshot shows a form titled "Study Program" with the following fields:

- *Exchange Period:** Two radio buttons are present: "One Term" (selected) and "Full Year: Fall & Winter Terms".
- *Admit Term:** A drop-down menu with a downward arrow, currently showing a blank space and a hyphen "-" to its right.
- *Academic Program:** A drop-down menu with a downward arrow, currently showing "Programme d'échanges - BAA".

Exchange Period

- Select “One Term” or “Full Year: Fall & Winter Terms”

Admit Term

- Click on the drop-down arrow in the right of the field to view selection
- Enter the student’s arrival term at HEC Montréal:
The start and end dates of this specific term will be displayed for information

Academic Program

- Click on the drop-down arrow in the right of this field to view selection.

Process Request



Save for later

- Use this button to save your entries and to be able to return to this nomination in order to add or correct data later on

Delete this request

- You can cancel a nomination as long as you have not submitted it
- Click on the “Delete this request” button and a message will confirm it

Submit to HEC Montréal

- Click on the “Submit to HEC Montréal” button
- If there is missing information, an error message will be posted to indicate the values missing
- Once you submit, you can no longer make any modification to the nomination

Return

- Click on the “Return” button to go back to the main menu

Then, you can

- Add Student Nomination Form
- Consult Student Nomination Form
- Close your session

Please do not use the  button at the bottom of the page.

Partners Nomination and Student Application Process

Status

STATUS	DESCRIPTION
Incomplete	Partner Nomination to be completed
Received by HEC	Nomination ready to be processed by HEC Montréal
Validated by HEC	Nomination validated by HEC Montréal
Processed by HEC	Application ready to be completed by student
Completed	Application completed by student
Admit by HEC	Application process completed

Student ID

Once the nomination is processed (Validated by HEC), you will be able to consult the student ID number assigned to the student nominated.