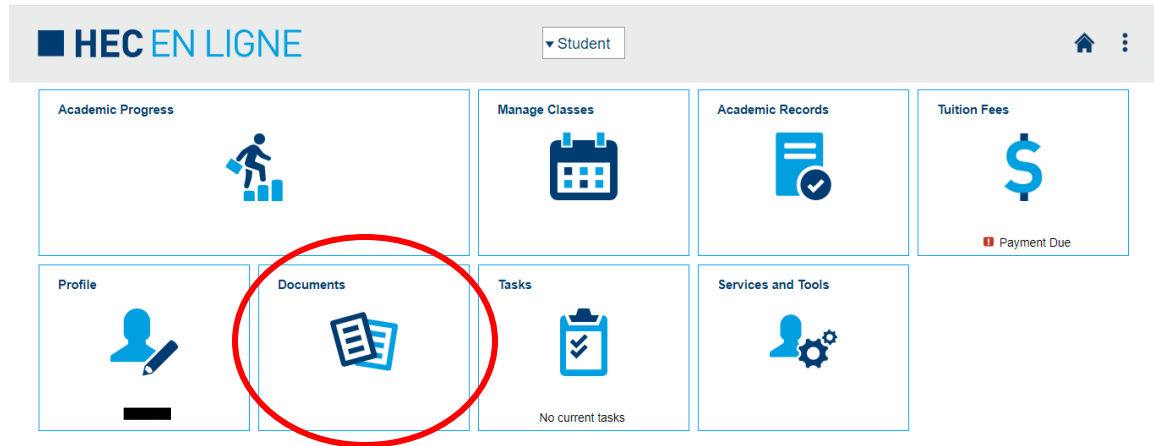


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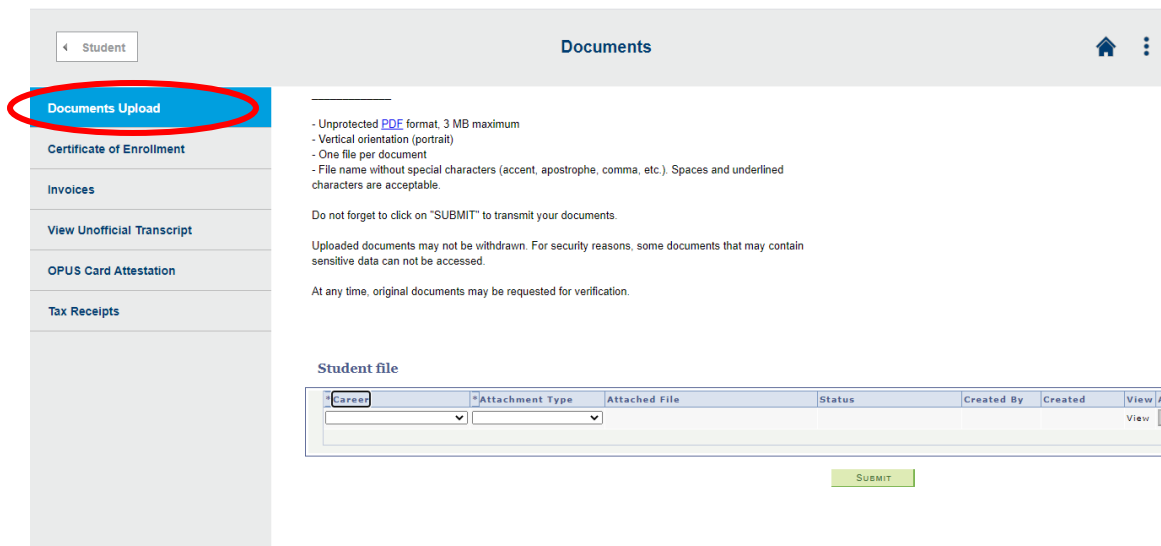
Documents to upload must be in PDF format.

GO TO : <https://enligne.hec.ca/>

Click on “Documents”



Click on “Documents Upload”



SCROLL DOWN AND GO TO section “Student file”

Under Career, choose “Visiting Student”.

Under Attachment type, choose “Passport” (Once uploaded, do the steps again to upload your “Birth certificate”).

Click on **Add attachment**.

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Documents Upload

Certificate of Enrollment

Invoices

View Unofficial Transcript

OPUS Card Attestation

Tax Receipts

Documents

Student file : birth certificate, status in Canada, forms, etc.

For online courses:

- Student file: university student card, health insurance card, driver's license, passport.

- Unprotected PDF format, 3 MB maximum

- Vertical orientation (portrait)
- One file per document
- File name without special characters (accent, apostrophe, comma, etc.). Spaces and underlined characters are acceptable.

Do not forget to click on "SUBMIT" to transmit your documents.

Uploaded documents may not be withdrawn. For security reasons, some documents that may contain sensitive data can not be accessed.

At any time, original documents may be requested for verification.

*Career	*Attachment Type	Attached File	Status	Created By	Created	View	Add Attachment
Visiting Students	Passport					View	Add Attachment

SUBMIT

Click on "Parcourir" to locate the pdf document to upload

Select the document
Then, click on "Upload"

Documents Upload

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Documents

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*Career	*Attachment Type	Attached File	Status	Created By	Created	View	Add Attachment
Visiting Students	Passport					View	Add Attachment

SUBMIT

HEC EN LIGNE - UPLOAD DOCUMENTS

Click on "Submit"

The screenshot shows the 'Documents' page with a sidebar on the left containing navigation links: Documents Upload, Certificate of Enrollment, Invoices, View Unofficial Transcript, OPUS Card Attestation, and Tax Receipts. The main content area includes instructions for document uploads and a table titled 'Student file'. The table has columns for Career, Attachment Type, Attached File, Status, Created By, Created, and View. A row is visible with 'Visiting Students' as the career, 'Passport' as the attachment type, and a redacted file name. The 'Status' column for this row is empty. Below the table, a green 'Submit' button is circled in red.

Career	Attachment Type	Attached File	Status	Created By	Created	View
Visiting Students	Passport	[Redacted].pdf				View

The confirmation will appear as "Received"

This screenshot shows the same 'Documents' page as above, but the 'Status' column in the 'Student file' table now contains the word 'Received', which is circled in red. The 'Submit' button below the table is no longer visible.

Career	Attachment Type	Attached File	Status	Created By	Created	View
Visiting Students	Passport	[Redacted].pdf	Received		2020-08-05 09:00:46	View