



Commission scolaire English-Montréal

English Montreal School Board

Dear parents/ guardians,

The EMSB registration offices will reopen on June 1st, 2020.

Due to the COVID-19 pandemic, walk-ins are no longer accepted. If you wish to come to the Board **to register your child** or **to renew a certificate of English eligibility** for your child, you must call the Board to make an appointment. You may contact us at the following number:

514 483-7200 ext: 7254

9:00 a.m. to 12:30 p.m.

1:00 p.m. to 3:00 p.m.

Monday to Friday

Before coming to your appointment, please make sure to bring the following documents with you (**photocopies or IPHONE snapshots will not be accepted**).

For Canadian/Quebec residents who do not have a certificate of English eligibility

- Please contact the school board to book an appointment
 - ✓ Parent's original birth certificate OR valid passport
 - ✓ Child's original birth certificate

For parents working or studying temporarily in Quebec

- Please contact the school board to book an appointment
 - ✓ Parent's Certificate of Acceptance in Quebec (CAQ)
 - ✓ Parent's Study Permit **OR** Work Permit
 - ✓ For Open Work Permits (you must bring an employer contract)
 - ✓ Child's original birth certificate (translated to French or English)
 - ✓ Child's Visitor's Visa

For students who already have a certificate of English eligibility and would like to transfer school

- Please contact the chosen school to book an appointment
 - ✓ Parent's original birth certificate OR valid passport
 - ✓ Child's original birth certificate

International Students

- Please contact an International administrative technicians at the following email address:
intstudent@emsb.qc.ca

Please take note of the following:

- *You will only be allowed to enter the building if you have booked an appointment*
- *Only one person will be admitted in the building (other members of the family or friends will be asked to wait outside the building)*
- *If you are missing a document, you will be asked to leave and to book a new appointment*

We would like to thank you in advance for your understanding and patience.

EMSB School Organization Division