

Student No.: \_\_\_\_\_ Student Name: \_\_\_\_\_

I hereby authorise: \_\_\_\_\_

(Print Proxy's Name)

Address and Telephone # of Proxy

who bears this document, to register on my behalf. I recognise that the right to register by proxy can only be exercised under the following conditions:

- 1) That the signatures which will appear on my forms or other signed documents will be as binding as though they were my own. This includes the statement on the registration form which appears at the bottom of this document.
- 2) That the bearer will be provided with the duly signed documents required for registration and all other necessary information as listed on the back of this form.
- 3) That the bearer will complete my registration at the regular place and time scheduled for my registration. Only if the bearer is a McGill student whose registration period coincides with mine may a second registration be completed at the same time
- 4) That the bearer will provide proof of identification if such is requested.
- 5) That registration by proxy does not affect my obligation to pay my fees according to the regularly published schedule.
- 6) That the bearer is hereby authorised to have access to information concerning me which is normally classified as confidential but is required to complete my registration.
- 7) That this proxy is the only one I have issued and that it is invalid as of 17:00 hrs. on the second Friday following the official registration period. Until then, I will have the right should I deem it necessary, to verify and correct the information provided by my proxy on my registration form.

This registration is for the following program:

\_\_\_\_\_  
Faculty Certificate/Diploma/Degree Session of registration

This document is in English by consent of the parties. <b>We have read and agreed to comply with the above regulations</b>	
_____ Proxy's signature	_____ Student's signature
_____ Proxy's date of birth (must be at least 18 years old)	_____ Student's date of birth
_____ Date	_____ Date

*I hereby acknowledge that I am bound by and undertake to observe the statutes, rules, regulations and policies in place from time to time at McGill University and of the Faculty or Faculties in which I am registered, including those policies contained in the University calendars and other official documents. I understand that my obligations as a student commence with my registration and terminate in accordance with University's statutes, regulations and policies. I certify that the information submitted on my application form is complete and correct at the time of submission, including my application form is complete and correct at the time of submission, including my declaration of citizenship and immigration status, which I may be required to document. I agree to provide proof of eligibility in order to be assessed Canadian fees. Further, I understand that misrepresentation of any information may result in my admission to, or registration in, the University being rescinded. I recognise that a McGill student identify card is required for access to services. I understand that my likeness and signature will be captured in order to produce the card and stored for subsequent identification. I am aware of those provisions of Quebec law concerning the protection of personal information including the right to correct my record and agree to the release of nominative information as indicated on the reverse of the present form. This agreement is governed by the laws of the Province of Quebec.*

## DO NOT WRITE ON THE BACK OF THIS FORM

Proxy registrants must be provided with the following information, as well as other data as listed under Point 2 on the cover page:

Permanent Home Address (including Postal Code)  
Mailing Address (including Postal Code)  
Local Telephone Number  
Maiden or Former Legal Name  
Sex  
Date of Birth  
Mother Tongue  
Principal Language Used  
Country of Citizenship  
Immigration Status (if non-Canadian)  
Business Name and Telephone Number

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### PROTECTION OF PERSONAL INFORMATION

**BILL 65:** The Act Respecting Access to Information Held by Public Bodies and the Protection of Personal Information.

Personal information is protected by legislation in the Province of Quebec. The provisions of this statute are such that discussion about a student's application file, or access to that file, is restricted to the applicant involved. Other persons or organisations can have access to information pertaining to a student's application only if the student has provided the School of Continuing Studies with written authorisation which specifies both to whom information can be given and the type of information which can be released.

Certain information gathered by the University about an applicant or student will be released to the following bodies upon their request:

- a) the Student Association recognised by McGill University;
- b) the McGill Alumni Association;
- c) the school(s) or college(s) which the student attended;
- d) the appropriate authorities involved with the external or internal funding of fees;
- e) the professional bodies or corporations (e.g. engineers, dentists).

A student may oppose the release of information to those named above by completing an Opposition Form at the Admissions, Recruitment and Registrar's Office.

Officers and members of the University staff (e.g. Faculty officers, Office of the Dean of Students, etc.) may also have access to relevant parts of such records for recognised and legitimate use.