

Inter-University Transfer Application

Student User Guide

October 5, 2020



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INTRODUCTION

The AEHE (Inter-University Transfer Authorization application) is for all students who are enrolled as regular students at a Quebec University (called the home university) and who, in the framework of their program of study, want to do one or several activities (Course or Medicine Elective) at another Quebec University (host university).

This user guide provides all the information you need to use the AEHE system.

GLOSSARY

AEHE	Inter-University Transfer Authorization
Home University	University at which the student is enrolled.
Host University	University at which the student wishes to complete a course for transfer credit.
Activity	Course or Medicine Elective.
Application to complete	The application the student is currently filling out for which activities have not yet been submitted for approval (application created by the student but not yet finalized).
Active application	The application for which the selection of activities has been submitted to an advisor for approval.
Inactive application	An application in which all activities are “closed” (e.g., an activity for which a grade has been awarded, or a cancelled, withdrawn or refused activity).
Closed application	An application from a previous term.

1. NAVIGATION BUTTONS

There are several buttons at the top right of each screen:



Returns to the main menu.



Accesses the AEHE application user guide and support for request details and technical or functional issues.

The icon also provides access to useful links to institution websites, information on activity availability, activity descriptions and university activity calendars:

Inter-University Transfer Authorization			
Useful Links			
Institution			
Université Laval	Activity Availability	Activity Descriptions	University Activity Calendar
Université de Montréal	Activity Availability	Activity Descriptions	University Activity Calendar
HEC Montréal	Activity Availability	Activity Descriptions	University Activity Calendar
École Polytechnique	Activity Availability	Activity Descriptions	University Activity Calendar
Université de Sherbrooke	Activity Availability	Activity Descriptions	University Activity Calendar
Université du Québec à Montréal	Activity Availability	Activity Descriptions	University Activity Calendar
Université du Québec à Trois-Rivières	Activity Availability	Activity Descriptions	University Activity Calendar
Université du Québec à Chicoutimi	Activity Availability	Activity Descriptions	University Activity Calendar
Université du Québec à Rimouski	Activity Availability	Activity Descriptions	University Activity Calendar
Université du Québec en Outaouais	Activity Availability	Activity Descriptions	University Activity Calendar
Université du Québec en Abitibi-Témiscamingue	Activity Availability	Activity Descriptions	University Activity Calendar
École nationale d'administration publique	Activity Availability	Activity Descriptions	University Activity Calendar
Institut national de recherche scientifique	Activity Availability	Activity Descriptions	University Activity Calendar
École de technologie supérieure	Activity Availability	Activity Descriptions	University Activity Calendar
Université TÉLUQ	Activity Availability	Activity Descriptions	University Activity Calendar
Université McGill	Activity Availability	Activity Descriptions	University Activity Calendar
Université Concordia	Activity Availability	Activity Descriptions	University Activity Calendar
Université Bishop's	Activity Availability	Activity Descriptions	University Activity Calendar
Close			

**Last
Name
and First
Name**

Displays the student's last name and first name. Clicking on it allows students to select **Quit** to log out securely.

**Français
or English**

Selects the screen display language.

Inter-University Transfer Authorization

Home ? Mss. Leïa Français

My application(s)

New Application

Status	Term	Home University	Program	Action
There are currently no applications pending review.				+

The following icons are used for various actions:



To view an application or request.



To change an application or request.



To add a new application or request.



To delete, withdraw or cancel a request.

2. WHO CAN APPLY ?

You can apply if you are a regular full-time or part-time student enrolled in a degree program at a Quebec university. You cannot apply if you are attending a university as visiting, special or exchange student in a non-degree program.

3. WHAT YOU NEED TO ACCESS THE AEHE APPLICATION

To access the application, you will need to enter the **Username and Password** you use to access your home university's student information system.

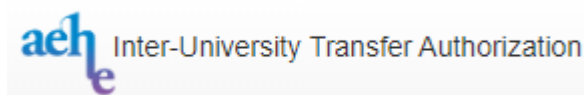
4. CONNECTING TO THE AEHE SITE

4.1 CONNECTING TO THE BCI SITE

To access the AEHE site, you must first log into the BCI site at the following address: www.bci-qc.ca.

4.2 LOGGING INTO THE AEHE SITE

In the BCI site, click on *Inter-University Transfer Authorization*.



Welcome to the "Inter-University transfer Authorization" application at BCI

Choose your home university.

Please select your home university... ▼	Continue
---	----------

If your home university is not listed, please contact your registrar

- Select your home university from the picklist.

5. AUTHENTICATION

To access the AEHE application, you must authenticate yourself by entering the ***Username and Password*** used to access your home university's student information system.



Connexion

[Identifiant oublié?](#)

[Mot de passe oublié?](#)

[Se connecter](#)

**Vous êtes un nouvel utilisateur et
vous voulez déposer une demande
d'admission?**

[Créer un compte](#)

Protégez vos données

Pour protéger les données auxquelles vous avez accès, assurez-vous de
toujours vous déconnecter de vos applications et de fermer votre
navigateur avant de vous éloigner de votre poste de travail.

If you are unable to authenticate yourself, you will have to contact the Registrar's Office at your home university.

Note: The universities mentioned in the guide's screenshots are listed for example only.

6. WELCOME

After the authentication process, you are in the AEHE system.

The screenshot shows the top navigation bar with the 'aehe' logo, the text 'Inter-University Transfer Authorization', a home icon, a help icon, the user name 'Mss. Leïa', and the language 'Français'. Below the navigation bar, the heading 'Welcome to AEHE system' is followed by a message box stating: 'Welcome to the AEHE System. Your student status has been validated by your home university.' Underneath, the 'Terms of Use' section is displayed, containing a list of terms and a checkbox labeled 'I have read and agree to the terms and conditions of this application'. At the bottom of the terms section are two buttons: 'I accept' (green) and 'I refuse' (red).

The welcome message informs you that you meet the eligibility requirements of the Inter-University Transfer Agreement.

- You have to accept the terms of use by checking the box “I have read and agree to the terms of this application” and then the **Accept** button at the bottom of the screen.

If you refuse, a message displays to tell you that refusing means you will not be able to proceed with your application:

This screenshot shows the same AEHE system interface as before, but with a modal dialog box open in the center. The dialog box has a title bar that reads 'services-dev2.bci-qc.ca indique'. The main text inside the dialog says: 'By refusing the terms you will not be able to submit an application. Please confirm that you are refusing the terms.' At the bottom of the dialog are two buttons: 'OK' (blue) and 'Annuler' (light blue). The background content, including the 'Welcome to AEHE system' message and the 'Terms of Use' section, is partially visible behind the dialog.

7. MAIN MENU (*MY APPLICATIONS*)

Accepting the terms of use takes you to the main menu.

7.1 NO APPLICATION IN YOUR FILE

If there are no applications in your file and you want to create a new application for the first time, you must use the following menu:

The screenshot shows the 'My application(s)' page. At the top, there is a header with the 'aeh' logo, 'Inter-University Transfer Authorization', a home icon, a help icon, the user name 'Mss. Leïa', and the language 'Français'. Below the header is a blue bar with the text 'My application(s)'. Underneath this bar is a 'New Application' button. Below the button is a table with the following columns: Status, Term, Home University, Program, and Action. The table contains a single row with the text 'There are currently no applications pending review.' and a '+' icon in the Action column.

7.2 APPLICATIONS IN YOUR FILE

If you have applied previously, you access your file using the following menu:

The screenshot shows the 'My application(s)' page with a list of applications. The header is the same as in the previous screenshot. Below the blue bar, there is a 'New Application' button. Below the button is a table with the following columns: Status, Term, Home University, Program, and Action. The table contains three rows of applications, all with the status 'Active', term 'Fall 2019', and home university 'Université Laval'. The program for all three is 'Doctorat en médecine (M.D.)'. The Action column for each row contains icons for editing and viewing.

8. NEW APPLICATION


When you are enrolled in a program and wish to enrol in an activity at one or more host universities, for transfer credits toward your program for a given term, you must create an

application for that program and term. Once the application is created, add the activities you wish to complete.


Before you create a new application, you have to verify your personal information.

8.1 VERIFYING YOUR PERSONAL INFORMATION

Clicking on **New Application** in the main menu takes you to the personal information collected from your home university.

 Inter-University Transfer Authorization
 Home ? Mss. Leïa Français

You meet the eligibility criteria under the Quebec Inter-University Transfer Agreement


Important
 Please verify the information below and confirm that it matches your record at your home university.

Home University	Université Laval		
ID Number – Home University	111138737		

My personal information

Last Name	Organa	Status in Canada	Canadian citizen (Aboriginal people included)
First Name	Leïa	Country of Citizenship	Canada
Date of Birth (yyyy-mm-dd)	1989-04-12	Mother Tongue	French
Gender	Female	Language Used	French
Preferred Name	Mss. Leïa		
Permanent Code	ABCD12548901		
Father's Last Name	Organa	Mother's Last Name	Antilles Organa
Father's First Name	Bail	Mother's First Name	Breha

My contact details

Address Line 1	1234, boul des Universités	E-mail	boite.etud@gmail.com
Address Line 2	App.1	Telephone Number	514 555-1234
City	Montréal	Alternate Telephone Number	
Province	Quebec		
Country	Canada		
Postal Code	H3H3H3		

My academic program

B-GML.GML	Baccalauréat coop. en génie matériaux-métallurgie (B. Ing.)
B-MED.MED	Doctorat en médecine (M.D.)

☐ I confirm that the above information accurately matches the personal and academic information on my student record at my home university.

I confirm
No. Information is not accurate

You must check that the information is correct and confirm it.

- First check the box “*I confirm that the above information accurately matches the personal and academic information on my student record at my home university*” to confirm that the information is accurate, then click on the **I confirm** button.

Note: Your personal information appears on every page of the application.

- If the information is not accurate, click on **No. Information is not accurate** button.

Inter-University Transfer Authorization

services-dev2.bci-qc.ca indique
 As a result of inaccuracies in your personal information you will not be able to proceed further and submit an application. To correct the information refer to your home school student portal or website for the appropriate procedure.
 Click OK to confirm that there are inaccuracies, or Cancel to return to the previous screen.

OK Annuler

Home University Université Laval
 ID Number – Home University 111138737

You meet the eligibility criteria under the Que

Important
 Please verify the information

Home University Université Laval
 ID Number – Home University 111138737

My personal information

Last Name	Organa	Status in Canada	Canadian citizen (Aboriginal people included)
First Name	Leïa	Country of Citizenship	Canada
Date of Birth (yyyy-mm-dd)	1989-04-12	Mother Tongue	French
Gender	Female	Language Used	French
Preferred Name	Mss. Leïa		
Permanent Code	ABCD12548901		
Father's Last Name	Organa	Mother's Last Name	Antilles Organa
Father's First Name	Bail	Mother's First Name	Breha

My contact details

Address Line 1	1234, boul des Universités	E-mail	boite.etud@gmail.com
Address Line 2	App.1	Telephone Number	514 555-1234
City	Montréal	Alternate Telephone Number	
Province	Quebec		
Country	Canada		
Postal Code	H3H3H3		

My academic program

B-GML.GML	Baccalauréat coop. en génie matériaux-métallurgie (B. Ing.)
B-MED.MED	Doctorat en médecine (M.D.)

☐ I confirm that the above information accurately matches the personal and academic information on my student record at my home university.

I confirm
 No. Information is not accurate

Note:

If your personal information is incorrect, a message will display confirming that you will not be able to create a new application. You will first need to have your record updated by your home university.

8.2 CREATING A NEW APPLICATION

Once your personal information is confirmed, you may proceed to the main menu.

Click on the **New Application** button to create a new application from the main menu.

Inter-University Transfer Authorization

Home University: Université Laval
ID Number – Home University: 111138737

My Personal Information

Last Name	Organa	Immigration Status in Canada	Canadian citizen (Aboriginal people included)
First Name	Leïa	Country of Citizenship	Canada
Preferred Name	Mss. Leïa	Mother Tongue	French
Date of Birth	1989-04-12	Language Used	French
Permanent Code	ABCD12548901		

I would like to submit an application for:

Program: Doctorat en médecine (M.D.) (Universi...
Term: Fall 2019

Confirm Cancel

- From the list of programs you are enrolled in at your home university, select the program for which you want to submit an Inter-University Transfer Application. The list appears in the pull-down menu.
- From the pull-down menu, select the term in which you wish to complete one or more activities at a host university.
- Once you have selected the program and term, click on the **Confirm** button to create an application or the **Cancel** button to return to the main menu.

Note:

Your application is associated with a specific program and term, you will need to create another application if you wish to complete another for a different program or term.

When you click on **Confirm** button to create an application, the following screen displays to allow you to add activities:

Inter-University Transfer Authorization

Home University: Université Laval
ID Number – Home University: 111138737
Program: Doctorat en médecine (M.D.)
Campus: Université Laval
Term: Fall 2019

You may now enter your activity selection
You must complete and submit your request within 72 hours. After this point, your request will be removed from the system. Please note that the system times out following 10 minutes of inactivity.

1st Activity

1

+
Add an activity

Submit Save for Later Cancel


A message displays on this screen, confirming that an application has been created, and that you have 72 hours to complete it. After that, it will be deleted.

- In the 1st Activity section on the screen, click on the **Add an activity** box to add an activity. Otherwise, click on **Save for Later** or **Cancel** if you want to go back to the main menu.

Section 9.1 describes the steps for adding an activity to your application.

8.3 APPLICATION TO BE COMPLETED

You can access an incomplete application from the main menu by clicking on the + icon.

 Inter-University Transfer Authorization
 Home ? Mss. Leia Français

Review Application(s) - Fall 2019

Home University

Université Laval

ID Number – Home University

111138737

Program

Doctorat en médecine (M.D.)

Campus

Université Laval

Term

Fall 2019

You may now enter your activity selection
You must complete and submit your request within 72 hours. After this point, your request will be removed from the system. Please note that the system times out following 10 minutes of inactivity.

1st Activity - Université TÉLUQ

1 LIT 4102

or

2 ADM 2015

or

3

Title

Création littéraire 2 : l'essai

Campus

Université TÉLUQ

Level

1st cycle of study

Credits

6 Credits

Desired Start Date

2019-12-09

Documentation on hand

Non

Transfer Equivalent Activity

LIT-7043

Status

Formulation of the request

Comments

N/A

Title

Comportement du consommateur

Campus

Université TÉLUQ

Level

1st cycle of study

Credits

3 Credits

Desired Start Date

2019-12-02

Documentation on hand

Oui

Transfer Equivalent Activity

Status

Formulation of the request

Comments

N/A

+

Add a substitution activity

2nd Activity

1

+

Add an activity


Submit

Save for Later

Cancel

Section 9.1 describes the steps for adding an activity to your application.

9. CHANGING AN APPLICATION

In the main menu, click on the  icon to access an active or inactive application and change it.

Inter-University Transfer Authorization Home ? Mss. Leïa Français

Review Application(s) - Fall 2019


Home University	Université Laval
ID Number – Home University	111138737
Program	Doctorat en médecine (M.D.)
Campus	Université Laval
Term	Fall 2019

1st Activity - Université TÉLUQ

1 LIT 4102	or 2 ADM 2015	or 3 INF 4018
Title Création littéraire ... Campus Université TÉLUQ Level 1st cycle of study Credits 6 Credits Desired Start Date 2019-12-09 Documentation on hand Non Transfer Equivalent Activity LIT-7043 Status Decision of program adviser at home institution Under review Comments N/A	Title Comportement du cons... Campus Université TÉLUQ Level 1st cycle of study Credits 3 Credits Desired Start Date 2019-12-02 Documentation on hand Oui Transfer Equivalent Activity Status Decision of program adviser at home institution Under review Comments N/A	Title Projet d'intégration Campus Université TÉLUQ Level 1st cycle of study Credits 3 Credits Desired Start Date 2019-12-09 Documentation on hand Non Transfer Equivalent Activity GPL-3007 Status Decision of program adviser at home institution Under review Comments N/A

2nd Activity

1



Add an activity

All the activities associated with this application are displayed with their approval status (Under Review, Approved, Refused) and approval level reached (Decision of Academic Advisor at Home University, Decision of Registrar at Home University, Decision of Academic Advisor at Host University, Decision of Registrar at Host University).

An activity with an approved cancellation request will show whether the cancellation is with or without reimbursement of fees.

You can change your application by adding, withdrawing or cancelling a request.

Note:

Once a request is submitted, you can withdraw or cancel it but you cannot change it.

When a request is refused, you can no longer cancel it.

9.1 ADDING AN ACTIVITY

When you create a new application or, from the main menu, access an application for an existing term with a status of “to complete,” “active,” or “inactive” status, to add a request to the application:

- Click on **Add an Activity**. Otherwise, click on **Save for Later** or **Cancel** to go back to the main menu.

Inter-University Transfer Authorization

Home University: Université Laval
ID Number – Home University: 111138737
Program: Doctorat en médecine (M.D.)
Campus: Université Laval
Term: Fall 2019

You may now enter your activity selection
You must complete and submit your request within 72 hours. After this point, your request will be removed from the system. Please note that the system times out following 10 minutes of inactivity.

1st Activity

1

Add an activity

Submit Save for Later Cancel

When you opt to add a request to an application for a given term, the following screen displays:

The screenshot shows the 'Activity Search' page. On the left, there are search filters: 'Term : Fall 2019', 'Host University : *' (with a dropdown menu showing 'Ecole nationale d'administration publique'), 'Campus :' (with a dropdown menu showing 'Québec'), 'Search (by Code or Description of activity) :' (with a text input field), and 'Level :' (with a dropdown menu showing '(empty)'). On the right, there is a table of activities with columns: Code, Description, Level, Campus, and Credits. The table lists several activities, with 'ENP7341-7 Gestion de projet: méthodes AGILES' highlighted in blue. At the bottom left, there are two buttons: 'Select this activity' and 'Cancel'. At the bottom right, there is a pagination bar with 'Previous', '1', '2' (selected), '3', and 'Next'.

Code	Description	Level	Campus	Credits
ENP7341-15	Transports et aménagements urbains durables	2nd cycle of study	Québec	1
ENP7341-6	Enjeux autochtones et administrations publiques	2nd cycle of study	Québec	1
ENP7341-7	Gestion de projet: méthodes AGILES	2nd cycle of study	Québec	1
ENP7402	Management public et internationalisation	2nd cycle of study	Québec	3
ENP7429	Droit municipal	2nd cycle of study	Québec	3
ENP7505	Principes et enjeux de l'administration publique	2nd cycle of study	Québec	3
ENP7507	Éthique et intégrité dans les services publics	2nd cycle of study	Québec	3
ENP7521	Analyse de politiques publiques	2nd cycle of study	Québec	3
ENP7522	Analyse de politique étrangère	2nd cycle of study	Québec	3
ENP7810	Gestion financière du secteur public	2nd cycle of study	Québec	3

Search for the activity you want to take at a host university.

On the left side of the screen

- From the list of universities in the pull-down menu, select the host university at which you want to complete the activity. A list of all activities offered by the specified university displays on the right side of the screen.
- From the list of campuses in the pull-down menu, select the campus where you want to take the activity. The activities offered at this campus under the IUTA display on the right side of the screen.
- You can narrow your search by entering the initial letters of the code or activity title in the appropriate box. The activities that start with these letters appear on the right side of the screen.
- Select the cycle: 1st cycle, 2nd cycle or 3rd cycle.

On the right side of the screen

When you select the host university, campus, activity or cycle, the list of activities appears on the right side of the screen. Select an activity from the activities on the list.

Note:

No activity will be displayed in this section if the selected university's calendar is not available, or if the activity is not offered under AEHE for your selection criteria. A message displays to let you know.

Once you have selected the activity,

- click on **Select This Activity** to finish entering it or click on **Cancel**.

The following screen displays to finalize the entry:

The screenshot shows a web application interface for adding activities. At the top, there is a header bar with the logo 'ach' and the text 'Inter-University Transfer Authorization'. On the right side of the header, there are icons for home and help, and a user profile dropdown showing 'Mss. Leia' and the language 'Français'. Below the header, the main content area has a blue title bar that reads 'Add Activities - Term : Fall 2019'. The form is divided into several sections. The first section contains fields for 'Host University' (École nationale d'administration publique), 'Campus' (Québec), 'Code' (ENP7341-7), 'Description' (Gestion de projet: méthodes AGILES), 'Level' (2nd cycle of study), and 'Number of Credits' (1.00). The second section contains fields for 'Schedule' (Wednesday 1:00-4:00 pm), 'Group/Section' (32), and 'Transfer Activity Equivalent - Number and Title' (ADM-1205, Gest. projet & chang. organis.). There is a note on the right side of the form that says 'If this is an on-line course, specify the desired start date.' Below these fields is a 'Comments' section with a text area. At the bottom of the form, there are three buttons: 'Add', 'Change Activity', and 'Cancel'. A mouse cursor is pointing at the 'Add' button.

- Enter the information in the Schedule, Group/Section, and Transfer Activity Equivalent – Number and Title boxes.

If the activity is an online course, you must specify the desired start date in the Schedule field.

Note:

If you want to take a course at Université TÉLUQ, the following screen displays when you click on **Select This Activity**:

In this screen, the Schedule and Group/Section fields are replaced by the Desired Start Date field. A field is added for you to indicate whether you already have the course materials.

- Enter your desired start date in the appropriate box.
- Indicate whether you have the course materials by checking the appropriate box.
- Enter the Transfer Activity Equivalent – Number and Title.

You can add a comment for this activity in the appropriate space.


- Click on **Add** to add the activity to the application.
- Click on **Change Activity** to go back to the activity search screen or **Cancel** to return to the application.

The screenshot shows the 'Add Activities - Term : Fall 2019' form. The form is titled 'Add Activities - Term : Fall 2019' in a blue header. Below the header, the form is divided into two columns. The left column contains labels for various fields: Host University, Campus, Code, Description, Level, Number of Credits, Desired Start Date *, I already have the course materials *, Transfer Activity Equivalent - Number and Title, and Comments. The right column contains the corresponding values: Université TÉLUQ, Université TÉLUQ, LIT 4102, Création littéraire 2 : l'essai, 1st cycle of study, 6.00, 2019-12-09, radio buttons for Yes and No (No is selected), LIT-7043, Création littéraire II, and a large text area for comments. At the bottom of the form, there are three buttons: Save, Change Activity, and Cancel. A mouse cursor is pointing at the Save button.

Host University	Université TÉLUQ
Campus	Université TÉLUQ
Code	LIT 4102
Description	Création littéraire 2 : l'essai
Level	1st cycle of study
Number of Credits	6.00
Desired Start Date *	2019-12-09
I already have the course materials *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Transfer Activity Equivalent - Number and Title	LIT-7043 Création littéraire II
Comments	

Save Change Activity Cancel

When you click on **Add**, the following screen displays:

 Inter-University Transfer Authorization
 Home ? Mss. Leia Français

Review Application(s) - Fall 2019

Home University

Université Laval

ID Number – Home University

111138737

Program

Doctordat en médecine (M.D.)

Campus

Université Laval

Term

Fall 2019

You may now enter your activity selection
You must complete and submit your request within 72 hours. After this point, your request will be removed from the system. Please note that the system times out following 10 minutes of inactivity.

1st Activity - Université TÉLUQ

1 LIT 4102

or

2 ADM 2015

or

3

Title

Création littéraire 2 : l'essai

Campus

Université TÉLUQ

Level

1st cycle of study

Credits

6 Credits

Desired Start Date

2019-12-09

Documentation on hand

Non

Transfer Equivalent Activity

LIT-7043

Status

Formulation of the request

Comments

N/A

Title

Comportement du consommateur

Campus

Université TÉLUQ

Level

1st cycle of study

Credits

3 Credits

Desired Start Date

2019-12-02

Documentation on hand

Oui

Transfer Equivalent Activity

Status

Formulation of the request

Comments

N/A

+

Add a substitution activity

2nd Activity

1

+

Add an activity

Submit

Save for Later

Cancel


This screen gives you access to the application to which you have just added a request, and displays all the requests associated with this application.

Note:

Once the request has been added, if the application has not yet been submitted, you can add a second activity, completing it in the same way. For each request (1st/2nd Activity), a maximum of two additional choices is permitted, a preferred activity and two additional ones.

A 2nd Activity is displayed when a 1st Activity in the previous section is present.

You can submit one or more activities for the same host university. You can also submit one or more activities for several universities.

When you create an application, you can delete the activity before submitting the application. Just click on the  icon beside the activity.

- Click on **Submit** to submit your application. This will route the application to your advisor for approval. Otherwise, click on **Save for Later** or **Cancel** to go back to the main menu.

Note:

Once you submit your application, you will receive an email confirming receipt of the application. If you do not get the email:

- Check your account's spam folder
- Review your application and ensure that it is submitted
- Contact the Registrar's Office at your home university

For any active application, if you remove or cancel your preferred activity (1), the additional activity (2) becomes the preferred activity and it is subject to the same approval phases.

When a request is refused, you will receive an email notification to this effect.

9.2 WITHDRAWING OR CANCELLING A REQUEST

From the main menu, when you access an active application, you can withdraw or cancel a request in the application.

Click on the  icon beside the activity you want to withdraw or cancel.

The following message displays to ask you to confirm withdrawal or cancellation of the request:

Inter-University Transfer Authorization

Home University: Université Laval
ID Number – Home University: 111138737
Program: Doctorat en médecine (M.D.)
Campus: Université Laval
Term: Fall 2019

1st Activity - Université TÉLUQ

1 LIT 4102	2 ADM 2015	3 INF 4018
Title Création littéraire ...	Title Comportement du cons...	Title Projet d'intégration
Campus Université TÉLUQ	Campus Université TÉLUQ	Campus Université TÉLUQ
Level 1st cycle of study	Level 1st cycle of study	Level 1st cycle of study
Credits 6 Credits	Credits 3 Credits	Credits 3 Credits
Desired Start Date 2019-12-09	Desired Start Date 2019-12-02	Desired Start Date 2019-12-09
Documentation on hand Non	Documentation on hand Oui	Documentation on hand Non
Transfer Equivalent Activity LIT-7043	Transfer Equivalent Activity	Transfer Equivalent Activity GPL-3007
Status Decision of program adviser at home institution Under review	Status Decision of program adviser at home institution Under review	Status Decision of program adviser at home institution Under review

Are you sure you want to remove the activity INF 4018 to Université TÉLUQ from this request?

Comments

I don't need this course anymore

OK Cancel

2nd Activity

Title ...	Campus Québec	Level 2nd cycle of study	Credits 1 Credits	Schedule Wednesday 1:00-4:00 pm	Group/Section 32	Transfer Equivalent Activity ADM-1200	Status Decision of program adviser at home institution Under review	Comments N/A
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3rd Activity

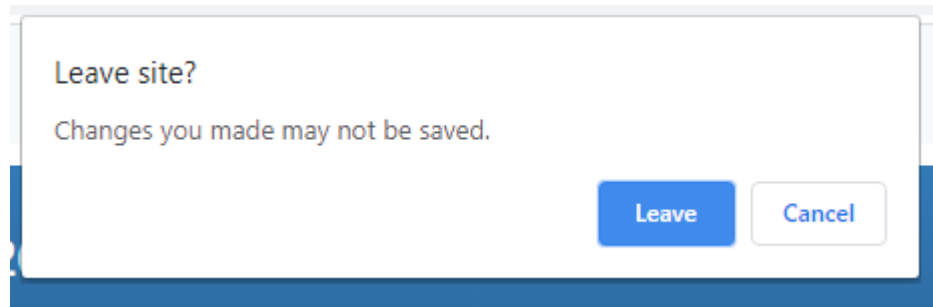
Add an activity

Submit Cancel

If necessary, you can add a comment in the appropriate space.

After clicking on the **OK** button in the box provided, you must click on the **Submit** button in the application so that the withdrawal or the cancellation request will be correctly sent.

If you quit the application before clicking the **Submit** button, the following pop-up window will be displayed and if you click the **Quit** button, you will lose the modifications you've done to your application.



Note:

Once your application has been submitted, you can remove an activity unless it has a status of confirmed by the host university's registrar.

Once the request has a status of confirmed by the host university's registrar, you can't withdraw the activity, but you can request to cancel it.


When the host university registrar has made a decision on the cancellation request, you will be informed by email.


If the request to cancel an activity is accepted, you will be entitled to a refund of tuition fees if the request is made within the deadline determined by the host institution's academic calendar.

You can no longer cancel a request once it has been refused.

9.3 VIEWING A REQUEST

When you access an application, you can consult each request associated with it.

- Click on the  icon for the request you want to consult and follow up on.





 Inter-University Transfer Authorization
 Home ? Mss. Leia Français

Review Application - Fall 2019

Home University	Université Laval
ID Number – Home University	111138737
Program	Doctorat en médecine (M.D.)
Campus	Université Laval
Term	Fall 2019


Fall 2019 - Université TÉLUQ ID Number – Host University N/A


Code	LIT 4102	Documentation on hand	No
Description	Création littéraire 2 : l'essai	Desired Start Date	2019-12-09
Level	1st cycle of study	Transfer Equivalent Activity	LIT-7043
Credits	6.00	Campus	Université TÉLUQ
Step	Approval of registration by the Registrar at host university	Comments	N/A
Status	Under review		

	Submitting a Request	Submitting a Request	Application on Hold	Approval	Approval to Register
Reviewer Title	Student	Program Adviser at home university	Registrar at home university	Registrar at home university	Registrar at host university
Reviewer	boite.etud@gmail.com	aehe_test_fmd@listes.ulaval.ca	aehe_test_reg@listes.ulaval.ca	aehe_test_reg@listes.ulaval.ca	infoSIT@teluq.ca
University	Home	Home	Home	Home	Host
Decision					Under review
Date	2019-12-02 14:52	2019-12-02 15:06	2019-12-02 15:08	2019-12-02 15:27	
Comments	Please pay your balance				

Close

10. CONSULTING AN APPLICATION


In the main menu, click on an application's  icon to consult it and follow up on the requests associated with it. The application can be active, inactive or closed.

 Inter-University Transfer Authorization
 Home ? Mss. Leia Français


Review Application(s) - Fall 2019

Home University	Université Laval
ID Number – Home University	111138737
Program	Doctorat en médecine (M.D.)
Campus	Université Laval
Term	Fall 2019


1st Activity - Université TÉLUQ

1 LIT 4102


or


2 ADM 2015


or

3 INF 4018


Title Création littéraire ... Campus Université TÉLUQ Level 1st cycle of study Credits 6 Credits Desired Start Date 2019-12-09 Documentation on hand Non Transfer Equivalent Activity LIT-7043 Status Decision of program adviser at home institution Under review Comments N/A	Title Comportement du cons... Campus Université TÉLUQ Level 1st cycle of study Credits 3 Credits Desired Start Date 2019-12-02 Documentation on hand Oui Transfer Equivalent Activity Status Decision of program adviser at home institution Under review Comments N/A	Title Projet d'intégration Campus Université TÉLUQ Level 1st cycle of study Credits 3 Credits Desired Start Date 2019-12-09 Documentation on hand Non Transfer Equivalent Activity GPL-3007 Status Decision of program adviser at home institution Under review Comments N/A
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2nd Activity - École nationale d'administration publique

1 ENP7341-7


Title Gestion de projet: m...
Campus Québec
Level 2nd cycle of study
Credits 1 Credits
Schedule Wednesday 1:00-4:00 pm
Group/Section 32
Transfer Equivalent Activity ADM-1200
Status Decision of program adviser at home institution Under review
Comments N/A

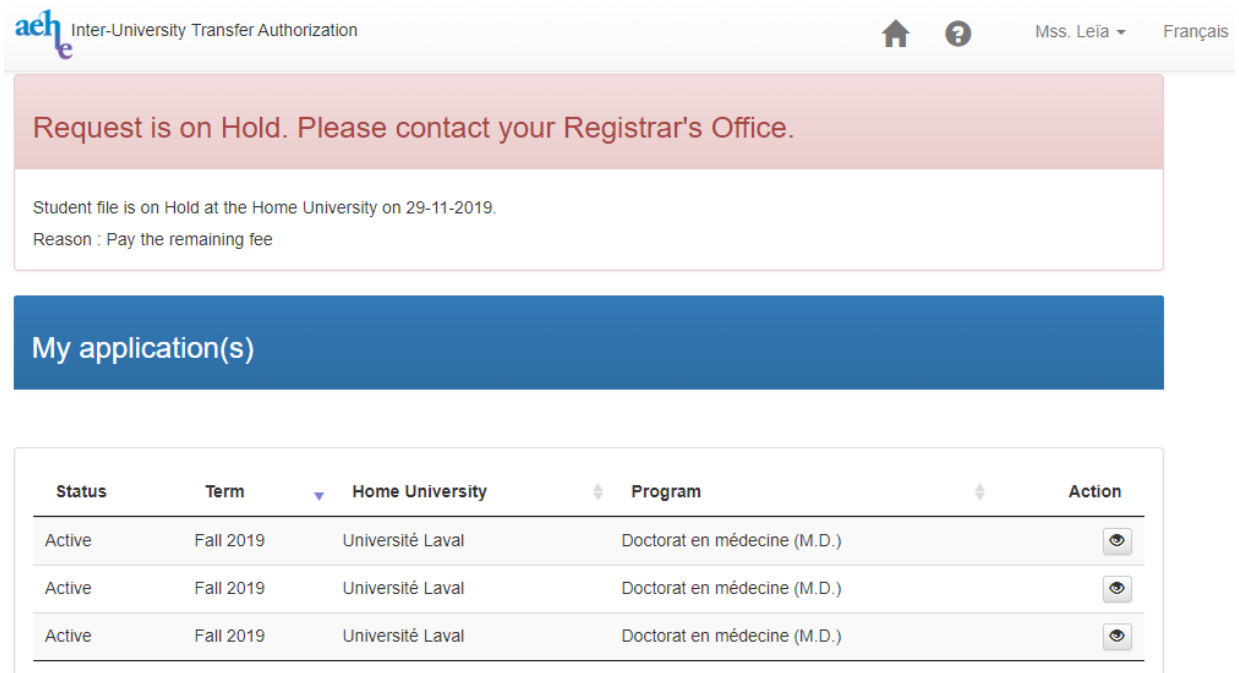
Back

All requests associated with this application are displayed with their approval status (Under Review, Approved, Refused) and approval level reached (Decision of Academic Advisor at Home University, Decision of Registrar at Home University, Decision of Academic Advisor at Host University, Decision of Registrar at Host University).

An activity with a request that has been approved for cancellation will show whether the cancellation is with or without reimbursement of fees.

11. APPLICATION ON HOLD




When an application is on hold for administrative reasons, a message displays in the main menu telling you that it is on hold.



The screenshot shows the user interface of the Inter-University Transfer Authorization system. At the top, there is a header with the logo 'ache' and the text 'Inter-University Transfer Authorization'. On the right side of the header, there are icons for home and help, and a user profile section showing 'Mss. Leïa' and a language dropdown set to 'Français'.

A prominent red message box states: 'Request is on Hold. Please contact your Registrar's Office.' Below this message, a smaller box provides details: 'Student file is on Hold at the Home University on 29-11-2019. Reason : Pay the remaining fee'.


Below the message box is a blue header for 'My application(s)'. Underneath, there is a table with the following columns: Status, Term, Home University, Program, and Action.


Status	Term	Home University	Program	Action
Active	Fall 2019	Université Laval	Doctorat en médecine (M.D.)	
Active	Fall 2019	Université Laval	Doctorat en médecine (M.D.)	
Active	Fall 2019	Université Laval	Doctorat en médecine (M.D.)	



You will have to contact the Registrar's Office at your home university to resolve the situation.

Note:

If Registrar's Office at your home university places a hold on your application, you will receive an email notification to this effect.

If your application is on hold, you can view it but you cannot update it. To view it you, click on the  icon, and the following screen displays:

 Inter-University Transfer Authorization



 Mss. Leila
 Français

Request is on Hold. Please contact your Registrar's Office.

Student file is on Hold at the Home University on 29-11-2019.
 Reason : Pay the remaining fee

Review Application(s) - Fall 2019

Home University	Université Laval
ID Number – Home University	111138737
Program	Doctorat en médecine (M.D.)
Campus	Université Laval
Term	Fall 2019

1st Activity - Université TÉLUQ

1 LIT 4102

or

2 ADM 2015

or

3 INF 4018

Title Cr��ation litt��raire ... Campus Universit�� T��LUQ Level 1st cycle of study Credits 6 Credits Desired Start Date 2019-12-09 Documentation on hand Non Transfer Equivalent Activity LIT-7043 Status Suspension of the request by the Registrar of the home university Comments Pay the remaining fee	Title Comportement du cons... Campus Universit�� T��LUQ Level 1st cycle of study Credits 3 Credits Desired Start Date 2019-12-02 Documentation on hand Oui Transfer Equivalent Activity MRK-2102 Status Decision of program adviser at home institution Comments Denied	Title Projet d'int��gration Campus Universit�� T��LUQ Level 1st cycle of study Credits 3 Credits Desired Start Date 2019-12-09 Documentation on hand Non Transfer Equivalent Activity GPL-3007 Status Withdrawal requested by student Comments I don't need this course anymore
---	--	--

2nd Activity -   cole nationale d'administration publique

1 ENP7341-7


Title Gestion de projet: m... Campus Qu��bec Level 2nd cycle of study Credits 1 Credits Schedule Wednesday 1:00-4:00 pm Group/Section 32 Transfer Equivalent Activity ADM-1205 Status Suspension of the request by the Registrar of the home university Comments Pay the remaining fee

Back

A comment at the top of the screen gives the reason for the hold.

12. FOLLOWING UP ON YOUR APPLICATION

Once you submit an application, it is your responsibility to follow up.

To see the application details and status access your application(s) from the main menu. When you consult an application, the  icon beside each request allows you to see the progress and approvals by each reviewer for each activity. This allows you to track your application.

When you click on the  icon the following screen displays:





aehe Inter-University Transfer Authorization Home ? Mss. Leia Français

Review Application - Fall 2019

Home University	Université Laval
ID Number – Home University	111138737
Program	Doctorat en médecine (M.D.)
Campus	Université Laval
Term	Fall 2019

Fall 2019 - Université TÉLUQ ID Number – Host University N/A

Code	LIT 4102	Documentation on hand	No
Description	Création littéraire 2 : l'essai	Desired Start Date	2019-12-09
Level	1st cycle of study	Transfer Equivalent Activity	LIT-7043
Credits	6.00	Campus	Université TÉLUQ
Step	Approval of registration by the Registrar at host university	Comments	N/A
Status	Under review		

	Submitting a Request	Submitting a Request	Application on Hold	Approval	Approval to Register
Reviewer Title	Student	Program Adviser at home university	Registrar at home university	Registrar at home university	Registrar at host university
Reviewer	boite.etud@gmail.com	aehe_test_fmd@listes.ulaval.ca	aehe_test_reg@listes.ulaval.ca	aehe_test_reg@listes.ulaval.ca	infoSIT@teluq.ca
University	Home	Home	Home	Home	Host
Decision					Under review
Date	2019-12-02 14:52	2019-12-02 15:06	2019-12-02 15:08	2019-12-02 15:27	
Comments	Please pay your balance				

Close


Note:

For each request, the tracking information lists your name, the date on which you submitted the application, and the decisions made by each of the reviewers (Academic Advisor at Home University, Registrar at Home University, Academic Advisor at Host University, Registrar at Host University).

Each decision lists the date it was entered and the email address of the reviewer associated with it.

To contact a reviewer, click on their ***email address***.

Note:

If your file is on hold, the following screen displays when you click on the  icon:

ach Inter-University Transfer Authorization

Home ? Mss. Leila Français

Request is on Hold. Please contact your Registrar's Office.

Student file is on hold
Reason : Pay the remaining fee

Review Application - Fall 2019

Home University: Université Laval
ID Number – Home University: 111138737
Program: Doctorat en médecine (M.D.)
Campus: Université Laval
Term: Fall 2019

Fall 2019 - Université TÉLUQ ID Number – Host University N/A

Code	LIT 4102	Documentation on hand	No
Description	Création littéraire 2 : l'essai	Desired Start Date	2019-12-09
Level	1st cycle of study	Transfer Equivalent Activity	LIT-7043
Credits	6.00	Campus	Université TÉLUQ
Step	Suspension of the request by the Registrar of the home university	Comments	Pay the remaining fee
Status	Approved		

	Submitting a Request	Submitting a Request	Application on Hold
Reviewer Title	Student	Program Adviser at home university	Registrar at home university
Reviewer	boite.etud@gmail.com	aehe_test_fmd@listes.ulaval.ca	aehe_test_reg@listes.ulaval.ca
University	Home	Home	Home
Decision			
Date	2019-11-29 11:54	2019-11-29 16:12	2019-11-29 17:14
Comments			Pay the remaining fee

Close

1 LIT 4102

Title

Campus

Level

Credits

Desired Start Date

Document on hand

Transfer Equivalent Activity

Status

Comments

Pay the remaining fee

2nd Activity -

1 ENP73

Title


Campus

Level

2nd cycle of study

13. ADDITIONAL INFORMATION

To request information or report a technical or functional issue, please contact the Registrar's Office at your home university. To do so, click on the "**Contact us**" button, located at the bottom of every screen.

The  icon also accesses **Contact us**.

