

REGISTRATION PROXY

School of Continuing Studies

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 requseted.
- 5) That registration by proxy does not affect my obligation to pay my fees according to the regularly published schedule.
- That the bearer is hereby authorised to have access to information concerning me which is normally classified as 6) 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 infomation provided by my proxy on my registration form.

This registration is for the following program:

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 fo Birth Mother Tongue Principal Language Used Country of Citizenship Immigration Status (if non-Canadian) Business Name and Telephone Number

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.