

CONFIDENTIEL

BUREAU DE L'OMBUDSMAN

Pavillon Alphonse-Desjardins 2325, rue de l'Université Local 3320 Université Laval Québec (Québec) G1V 0A6

Tél.: (418) 656-3081 Ligne sans frais: 1-866-323-2271 info@ombudsman.ulaval.ca www.ombudsman.ulaval.ca

To enable us to analyze your request and if you are at ease to do so, please fill in this form and forward it by regular mail, email¹ or in person.

NATURE OF THE REQUEST	CONSULTATION OR REQUEST FOR INFORMATION	
PERSONAL DATA	Name :	
STATUS	Student: Undergraduate () Masters () Ph.D. () Postdoc () Former student () Faculty: Department/School: Program of studies: Admission Candidate () Employee () Administrator () Teaching staff () Person who acts as a research subject () Service user () Other () Optional (for statistical purposes): Quebec resident () Canadian citizen () Permanent resident in Canada () Foreigner ()	
CONSULTATION	Is it the first time that you contact the Ombudsman Office? Yes () No () Referral: Website () Poster () Leaflet () Student services () Friend () Newspaper () Staff academic () Staff non academic () Student handbook () Other () Is this a follow up of a previous contact with the Ombudsman? Yes () No () When was it made?	
URGENT MATTER	Is your request urgent ² ? Yes () No () Explain why and precise any applicable deadline or time limit :	

¹ Please note that e-mail does not provide the same confidentiality as a telephone interview or a letter received by mail, as it leaves traces of its contents on the different sites through which it passes.

² The Ombudsman Office reserves the discretion to assess the priority of the interventions.

NATURE AND DESCRIPTION OF YOUR REQUEST
Summarize in a few lines the facts regarding of your request.
1. Summanze in a few lines the facts regarding or your request.
2. Specify your expectations for the ombudsman.
STEPS TAKEN
Describe the steps or recourses already taken, the relevant dates, the names of the person(s) contacted and their position
as the case may be.
as the case may set.
Date :