

ANNUAL REGISTRATION

Concordia Student Union
Clubs Department



Annual Registration

All clubs must register every year with the **CSU and the Office of Student Life and Engagement** who demonstrate that they are still active. Until your club has completed its annual registration, you will be unable to submit a budget proposal or request space on campus for events (among other restrictions).

Registrations for the upcoming academic year start on June 1st each year. You are encouraged to complete your registration as soon as possible.

To register your club, you need to follow the following steps:

1. Compile a list of your club's current Executives. For each Executive, you must collect the following information:

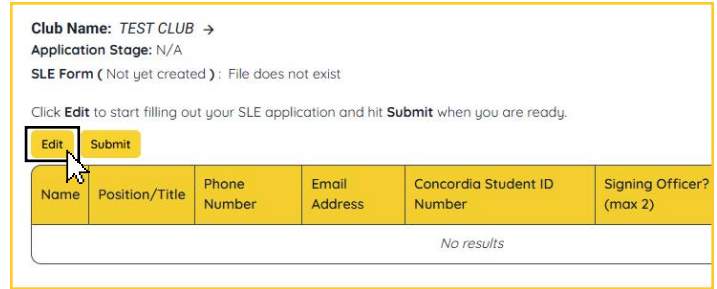
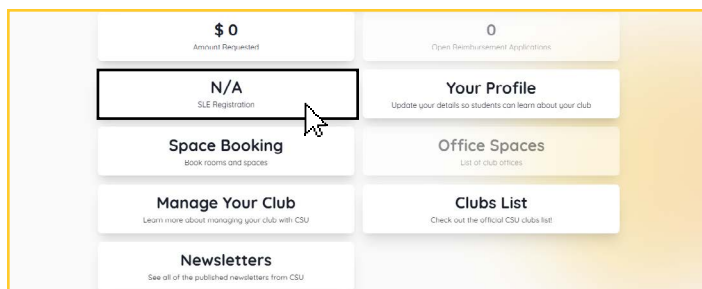
- Full name (this does not have to be their legal name, it can be their preferred name);
- Position (e.g., President);
- Student ID number;
- Concordia student email address (an email ending in either @mail.concordia.ca or @live.concordia.ca);
- Personal phone number (must be a Canadian or American number).

Please note that the Office of Student Life and Engagement requires that all club Executives be currently registered undergraduate students and that all clubs have a minimum of three (3) Executives. **There are no exceptions to these requirements.**

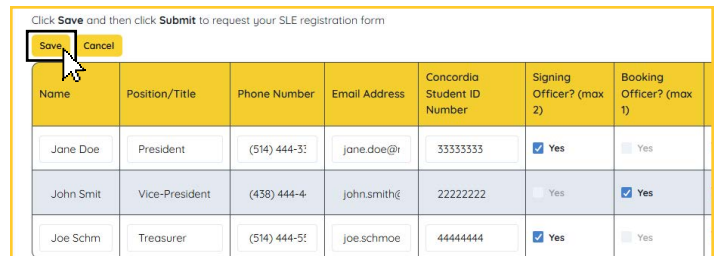
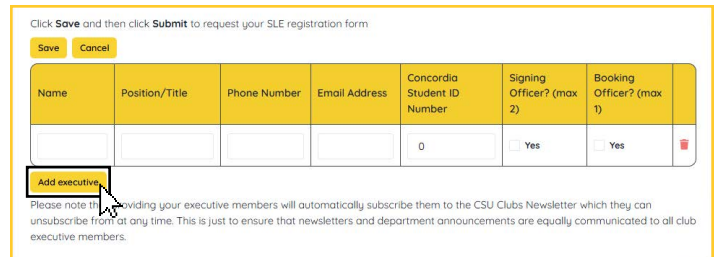
2. Determine which of your Executives will be your club's Booking Officer and two Signing Officers. These roles are often, but not always, specified in your club's constitution (e.g., the Treasurer or Vice-President Finance is usually a Signing Officer). Your club's Booking Officer will be responsible for submitting all space booking requests on behalf of your club; your Signing Officers will be jointly responsible for submitting all reimbursement requests made by your club. It is possible for the same Executive to be both the Booking Officer and one of the two Signing Officers of your club.

3. Once you have all this information:

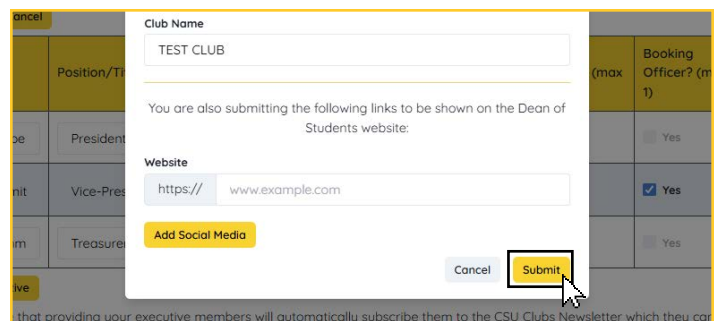
Login to your club's Portal account using this [link](#) and click the **"SLE Registration"** and the **"Edit"** buttons.



b. Add each club Executive by clicking the "Add Executive" button and inputting the required information. When you are done, click the "Save" button.



c. When all club Executives have been added click "Submit" to notify the Clubs Department.



d. Once the Clubs Department is notified, we will generate a PDF registration form which will be uploaded to the Portal. **You will receive a notification when this is done.**

Club Name: TEST CLUB → TEST CLUB
 Application Stage: SLE Form Created
 SLE Form (Waiting for club signatures) : [Test Club SLE Form.pdf](#)

Click **Edit** to start filling out your SLE application and hit **Submit** when you are ready.

Edit **Submit**

Name	Position/Title	Phone Number	Email Address	Concordia Student ID Number	Signing Officer? (max 2)	Booking Officer? (max 1)
Jane Doe	President	(514) 444-3333	janedone@mail.concordia.ca	33333333	✓	

e. **Download** a copy of the SLE form and have your club's **Booking and Signing Officers** sign this form on the line directly above their name.

i. Please note that typed signatures are not accepted. If your club cannot digitally sign the PDF, you may print, sign by hand, and scan a paper copy. Scanned copies must be legible.

Members of Governing Body

Name	Position/Title	Home Phone	Email	Student ID
Jane Doe	President	514-444-3333	jane.doe@mail.concordia.ca	33333333
John Smith	Vice-President	438-444-4444	john.smith@mail.concordia.ca	22222222
Joe Schmoe	Treasurer	514-444-5555	joe.schmoe@mail.concordia.ca	44444444

Names & signatures of two-three financial signing officers

Jane Doe - signature _____

Joe Schmoe - signature _____

- signature _____

f. When your Booking Officer and Signing Officers have signed the SLE form, click **“Upload Signed SLE Form”** to return it to the Clubs Department.

Upload SLE Form

Download and upload the SLE Form provided to you signed by your club executives.

Upload SLE Form

Position/Title	Phone Number	Email Address	Concordia Student ID Number	Signing Officer? (max 2)	Booking Officer?

Return to Dashboard

SLE Application **Upload Signed SLE Form** [Show instructions](#)

Application progress

Requested by Club SLE Form Created Signed by Club Signed by CSU Submitted to SLE Approved by SLE

Club Name: TEST CLUB → TEST CLUB
 Application Stage: SLE Form Created
 SLE Form (Waiting for club signatures) : [Test Club SLE Form.pdf](#)

Click **Edit** to start filling out your SLE application and hit **Submit** when you are ready.

Edit **Submit**

4. Once we have received your club's signed registration form, the Internal Affairs Coordinator will sign it on behalf of the CSU and we will then forward it to the Office of Student Life and Engagement to be processed.

Once the Office of Student Life and Engagement has approved your registration, the process is complete!

If the Office of Student Life and Engagement rejects your club's registration form, you will be contacted by the Clubs Department with details of the required corrections. You will need to make these in the Portal before a new registration form can be generated and submitted.

Please note that the CSU has no control over the time required by the Office of Student Life and Engagement to complete its review of registration forms.

Updating Your Club's Registration During the Year

You are required to update your registration form on the Clubs Portal should your Executive Committee change after you have completed your annual registration. This includes instances where a club Executive resigns or is removed from office, where an Executive graduates or ceases to be enrolled from the university after the Fall semester, where a vacancy on the Executive is filled by by-election or appointment, or where Executives' terms of office do not align neatly with the academic year. The process for updating your registration is the same as for completing your annual registration except when you get to step 3(b), you will also be required to remove any former club Executives using the red trashcan button.

Until the Office of Student Life and Engagement has processed your updated registration form, your club will be considered de-registered.

This means that you will be unable to reserve space on campus, submit reimbursement requests, and submit budget reallocation requests (among other restrictions) until the new registration form has been approved. Please note that whenever a registration form is submitted to the Office of Student Life and Engagement, the eligibility of all listed Executives is verified, not just the eligibility of new Executives.

Common Problems

Here are some common problems that can delay or cause your registration to be rejected.

1. The registration includes invalid Executives (i.e., non-Concordia undergraduate students) or fewer than three (3) Executives.
2. The registration includes Executives whose positions are not in your club's constitution.
3. The registration includes invalid or incomplete Executive information such as a non-Concordia email address or a telephone number or student ID number that is missing one or more digits.
4. The registration form contains one or more typed signatures, is missing one or more signatures, or one or more signatories have signed on the incorrect line.

Last updated: May 2026