

ONTARIO VISITING GRADUATE STUDENT APPLICATION

Name and Address (in full)

 Social Insurance Number

(Type or print clearly)

 I.D. Number at Home Univ.

 Area code Telephone No. Date of Birth

 Previous surname

Home University _____ Home Dept. _____ Degree prog _____

I hereby request permission to take the following courses required for my degree at Host University _____ Host Dept _____ for the period from _____ to _____ of the year _____.
 (month) (month)

Course Code Number	Title	Weight		Terms(s)		
		Half	Full	Fall	Winter	Spring

Dates of previous registration at host university _____
 Student's signature _____ Date _____

Internal recommendations:

Approvals (in sequence of number)

1. _____ Date _____
 Home University Department Chair
2. _____ Date _____
 Home University Graduate Dean
3. _____ Date _____
 Host University Department Chair
4. _____ Date _____
 Host University Graduate Dean

On signing approval, Host University Graduate Dean sends copy to Home Graduate Dean and Student. Each Dean sends copies to departmental chair, Registrar & Accounts Off.

After the student had enroled and after the term enrolment report date the host university Accounts Office is requested to send invoice to:

VISITING GRADUATE STUDENT PLAN

General Information

The Visiting Graduate Student Plan allows a graduate student registered at a university in Ontario (Home University) to take graduate courses at another Ontario University (Host University) without completing further admission formalities. The student pays fees to the Home University and is classified as visiting at the Host University, where he/she pays no fees.

Responsibilities of the Student

The student must complete the Visiting Graduate Student Application, ensuring that all requested information is clearly indicated. He/she must then obtain approval for the courses requested in the sequence specified on the form.

It is the student's responsibility to ensure that the application reaches the Host University Graduate Office as early as possible and in any event not later than the last date for registration of the term in which the course(s) concerned are to be taken.

In the event of withdrawal from a course, the student must send a Notification of Withdrawal from Courses to the Graduate Offices of his/her Home University and of the Host University. The last date for withdrawal is the date specified for this purpose by the Host University. Failure to respect this deadline may result in the recording of a failing grade on the record of the student.

Refunds, if any, are governed by the appropriate policies of the Home University of the student.

Responsibilities of the Home University Department Chair and Graduate Dean

Upon approving a Visiting Graduate Student Application, the Department Chairman and the Graduate Dean certify that the student

1. is pursuing a graduate degree programme as indicated on the form;
2. is in good standing and is enrolled for the terms concerned;
3. needs the course(s) as part of the requirements for the degree;
4. will receive course credit provided the necessary standing is obtained.

To avoid questions regarding standing arising from differing grading policies, the Home University is urged to specify the minimum passing grade which the student should obtain under the heading "internal recommendations".

Responsibilities of the Host University Department Chair and Graduate Dean

Upon approving a Visiting Graduate Student Application, the Department Chair and Graduate Dean of the Host University certify that

1. the course(s) specified on the form will be offered during the term(s) indicated;
2. the student will be assured a place in the course(s);
3. the student will be identified as a visiting student not required to pay fees and not to be reported for formula claims (MCU).

The Host University also agrees to report the grade(s) obtained by the student to the Home University Graduate Dean without any undue delay.

Additional Information

Requests for additional information about the Visiting Graduate Student Plan should be directed to the Graduate Studies Office of the Home or the Host University.