U of G | Office of Graduate and Postdoctoral Studies

Ontario Visiting Graduate Student Application

Student Name: _____
Date of Birth: _____
Program (e.g. MA History): _____
Street Address: _____
City: _____

Student ID: _____
U of G email: _____
Citizenship: _____
Phone number: _____
Postal Code: _____

I hereby request permission to take the following course required for my degree at (Host University, Host Department) _____ for the period from (month, year) _____ to (month, year) _____.

Course Number	Course Title	Half Credit	Full Credit	Fall	Winter	Summer

Dates of previous registration at host University: (month, year) _____

Student Signature: _____ Date: _____

University of Guelph:

This is to certify that this course is an essential part of the student's program and there is no comparable course offered at the University of Guelph:

Graduate Coordinator/Chair Signature: _____ Date: _____

Graduate Dean's Signature: _____ Date: _____

☐ *This is a non-invoiced course. agreement on file*

Host University:

Department Chair's Signature: _____ Date: _____

Graduate Dean's Signature: _____ Date: _____

Office Use:

E-mailed to Host University: _____

Course Added, Student E-mailed: _____

Grade Received and Entered: _____

Protection of Privacy: We are committed to protecting your privacy. Personal information is collected under the authority of the University of Guelph Act and pursuant to the *Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have questions about the use and disclosure of your personal information, call the Office of Graduate Studies at (519) 824-4120 ext. 56833. You can also find more information about access to information and protection of privacy at the University of Guelph from the University Secretariat.

Ontario Visiting Graduate Student Plan

General Information

The Ontario Visiting Graduate Student (OVGS) Program allows a graduate student enrolled at an Ontario university (Home University) to complete a graduate course at another Ontario university (Host University) while remaining registered at his/her own institution. The plan allows the student to bypass the usual application for admission procedures and resultant transfer of credit processes. The student pays fees to his/her Home University and is classed as a "visiting graduate student" at the Host University where he/she pays no fees. Additional fees associated with the course are the student's responsibility.

Admission: The student completes a Visiting Graduate Student Application form, which must be obtained from the graduate office of the Home University. This form must indicate the course(s) to be taken and the term during which the course is offered at the Host University. Admission is not complete until the form has been approved (signed) by the Department Chair and Graduate Dean of both the Home University and the Host University.

Courses: The course(s) selected must be at the graduate level and required for the student's degree programme. Such courses may not be "extra" or "audit" courses for the student. The student is subject to any regulations of his/her Home University with respect to the maximum number of courses which may be taken at another Ontario university. If the requested course is available at the Home University, the Home University course must be noted on the application form.

Enrolment/Registration: Once the approved application form is received by the graduate office of the Host University, the student is considered registered and enroled in the course(s) for the term(s) indicated on the form. The Visiting Graduate Student will be reported as enroled at his/her Home University. The student must pay fees to his/her Home University for the term(s) during which the course(s) take place.

Transfer of Credit: By virtue of approval of the Visiting Graduate Student form by the Home University Department Chair and Graduate Dean, the Home University agrees to credit work done at the Host University toward the student's degree programme, assuming suitable standing is obtained by the student.

Residence: Time spent as a Visiting Graduate Student is credited to the residence requirement (if any) at the student's Home University by virtue of his/her registration during that time period, subject to the regulations of the Home University.

Reporting of Marks: It is the responsibility of the student to arrange to have an official record (for example, an official transcript, where possible) sent by the Host University to the Graduate Dean of the Home University as soon as the final mark is available. The student is required to pay any costs connected with this service (for example, transcript charges). An interim record may be provided by the Host University in the form of a signed memorandum by the course instructor.

Failure to meet this responsibility may result in the student being assigned a failing grade for the course(s) at the Home University.

Withdrawal from Course(s): An official withdrawal form is available in all Graduate Studies offices (Dean's office) for Ontario Visiting Graduate Students. It is the responsibility of the student to notify both the Host University Graduate Dean and the Home University Graduate Dean of his/her withdrawal at the earliest possible date by completion of the appropriate form in duplicate. The official withdrawal date is that pertaining to the Host University.

Failure to notify both Deans of withdrawal may result in the student being assigned a failing grade for the course.

Ontario Visiting Graduate Student Plan continued

Responsibilities of the Visiting Graduate Student:

1. To ensure that the Visiting Graduate Student application form is completed and submitted to the Department Chair of his/her Home University prior to the beginning date of the course(s);
2. To ensure that a Notification of Withdrawal from Course(s) form is filed with the Graduate Dean of the Home and Host Universities at the earliest possible date should s/he decide to drop a course at the Host University; and
3. To arrange to have an official record of his/her final mark sent to the Graduate Dean of his/her Home University as soon as the final results of the course(s) are available.

Home University – Department Chair & Graduate Dean:

Home University Department Chair and Graduate Dean signatures on the Visiting Graduate Student application form certifies that the student:

1. Is pursuing a graduate degree as indicated on the form;
2. Is in good standing at the Home University;
3. Requires the course(s) specified; and
4. Will receive course credit for the course (providing suitable standing is obtained).

Such approval also ensured payment by the Home University accounts office to the Host University of $1100 per half course or $2200 per full course. This payment may be waived, or replaced by another amount, following written agreements between the universities and departments involved in the transfer.

Host University – Department Chair and Graduate Dean

Host University Department Chair and Graduate Dean signatures on the Visiting Graduate Student Application form certifies that:

1. The course(s) specified will be offered during the term(s) indicated on the form;
2. The student will be assured a space in the course; and
3. The student will be identified as a "Visiting Graduate Student" and will not be reported for formula entitlement (BTCU).

Host University – Accounts Office or Comptroller

A copy of the approved Visiting Graduate Student application form will be submitted to the Host University Accounts or Comptroller office. The accounts office (or comptroller) will bill the equivalent office of the Home University in the amount of[1]:

- $1,100 per half course (one term or one semester in length)
- $2,200 per full course (two terms or two semesters in length)

It is requested that such billing take place after the MTCU report date for the term concerned and that all billings for Visiting Graduate Students to a specific Home University be issued in bulk.

Note: A payment may be waived, or replaced by another amount, following written agreements between the specific universities and departments involved in the transfer arrangement.

Questions regarding the Visiting Graduate Student Plan should be directed to the Graduate Studies Office of the Home or Host University.

[1] *The above course fees will take effect on September 1, 2015.*