

University of Guelph

Ontario Visiting Graduate Student Application

Student Name: _____ Student ID: _____
 Date of Birth: _____ U of G email: _____
 Street Address: _____
 City: _____ 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's 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: _____

UNIVERSITY OF GUELPH

Ontario Visiting Graduate Student Plan

General Information:

The Visiting Graduate Student Plan allows a graduate student of an Ontario university (Home University) to take graduate courses at another Ontario University (Host University) while remaining registered at his/her own university. The plan allows the student to bypass the usual application for admission procedures and resultant transfer of credit difficulties. 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.

N.B. Students may not complete more than half of their prescribed course requirements outside of the University of Guelph, either through the Letter of Permission (outside of Ontario), OVGS (within Ontario), or advanced credit transfer procedures.

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 University and the Host University at the earliest possible date should he/she decide to drop a course at the Host University.
- 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 known.

Responsibilities of the Home University Department Chair and Graduate Dean:

By signing a Visiting Graduate Student application form, you certify that the student:

- 1) is pursuing a graduate degree as indicated on the form
- 2) is in good standing at your university requires the specified course(s)
- 3) will receive course credit for the course (providing suitable standing is obtained)

Responsibilities of the Host University Department Chair and Graduate Dean:

By signing a Visiting Graduate Student application form, you certify that:

- 1) the course(s) specified will be offered during the term(s) indicated
- 2) the student will be assured a place in the course
- 3) the student will be identified as a "Visiting Graduate Student" and will not be reported for formula entitlement (MCTU).

Host University – Accounts Payable office or Comptroller:

A copy of the approved Visiting Graduate Student application form will be submitted to this office. The accounts office will bill the equivalent office of the Home University to the amount of:

- \$500.00 per half course
- \$1000.00 per full course (effective September 1988)

N.B. Please Note that a "half course" is generally a single semester in length, a "full course" is generally two semesters in length.