



Graduate Studies
Ontario Visiting Graduate Student Application

2000 Simcoe Street North, Oshawa, ON L1H 7K4

Student Information - please print or type

Name, UOIT Student Number, Address, Telephone Number, UOIT email address, Date of Birth, UOIT Home Department, Degree

I hereby request permission to take the following graduate course(s) required for my degree at:
Host University, Host Department, For the period beginning (mm/yyyy), Ending (mm/yyyy)

Graduate Courses Required (only 1 full course or 2 half courses for any one degree program)

Table with columns: Course No., Title, Weight (Half, Full), Term(s) (Fall, Winter, Spring)

Student's Signature, Date

The information requested on this form is collected under the authority of the University of Ontario Institute of Technology Act, 2002. This information is being collected for the purpose of admissions and registration. Inquiries concerning the collection of this information should be directed to the Graduate Admissions and Registration Officer, UOIT, 905.721.8668.

In approving this transfer, the Home Department certifies that:

- a) The student cannot take the course(s) at this University during his/her degree program.
b) The student is enrolled in a graduate degree program.
c) The course is a requirement for the degree.

NOTE: To receive degree credit, the student must obtain a minimum grade of B-.

Approvals (in sequence of number)

- 1. UOIT - Signature of Department Chair/Coordinator, Date
2. UOIT - Signature of Dean of Graduate Studies, Date, (This is a non-invoiced course)
3. Host University - Signature of Department Chair, Date
4. Host University - Signature of Graduate Dean, Date, (This is a non-invoiced course)

On signing approval, the host Graduate School photocopies and sends the form to the UOIT Graduate Studies Office. Each Graduate Office sends copies to its own Department Chair, Registrar, and Accounts Office.

After the student has enrolled and after the term enrolment report date, the Host University Accounts Office is requested to send an invoice to the UOIT Graduate Studies Office.

NOTE TO STUDENT If a Visiting Student wishes to withdraw, it is his/her responsibility to notify the Graduate School of the Host University and the UOIT Office of Graduate Studies IMMEDIATELY.

If you require this information in an alternate format due to disability, please email gradstudies@uoit.ca



VISITING GRADUATE STUDENT INFORMATION

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 a visiting student 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 graduate courses required in the sequence specified on the form.

It is the student's responsibility to ensure that the application reaches the UOIT Office of Graduate Studies as early as possible 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 >>>> to the UOIT Office of Graduate Studies. The UOIT Office of Graduate Studies will send copies to the Host University's Graduate School and the Department concerned at UOIT. 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 Chair and the Graduate Dean certify that the student:

- 1) is pursuing a graduate degree program 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.

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