

Ontario Visiting Graduate Student Application

First Name
Last Name
Previous Last Name (if applicable)
Date of Birth
University email address

Street Address	
City or Town	Prov.
Postal Code	Country
Telephone	
I.D. Number at Home University	

Home University	Home Department	Home Degree
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I hereby request permission to take the following courses required for my degree at _____ (host university)
 in _____ (host department) for the period from _____ (month) to _____ (month) in _____ (year).

Course Code Number	Title	Half Credit or Full Credit	Terms (Fall, Winter, or Summer)

Internal Comments:

Approvals (in sequence of number):

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

Once signed, the Host University Graduate Dean sends a copy of this form to the Home Graduate Dean and the Student.

After the student has enrolled and after the term enrolment report date, the host university Accounts Office is requested to send the invoice to the Graduate Services Coordinator in the Faculty of Graduate and Postdoctoral Affairs at Carleton University.

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 tuition to the Home University and is classified as visiting at the Host University, where he/she does not pay tuition 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 but before the last date for registration of the term in which the course(s) concerned are to be taken.

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.

Withdrawal from Courses

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.

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.



Ontario Visiting Graduate Student Notification of Withdrawal

In the event of withdrawal from a course (or course) at the Host University, the student must complete this form in duplicate and send:

- one copy to the Dean of Graduate Studies at the Host University
- one copy to the Dean of Graduate Studies at the student's Home University

Failure to submit this form prior to the last date for withdrawal from courses published in the Host University's Graduate Calendar may result in a failing grade on the record for the courses.

Date
First Name
Last Name
Previous Last Name (if applicable)
I.D. Number at Host University

Street Address	
City or Town	Prov.
Postal Code	Country
Telephone	
I.D. Number at Home University	

Home University	Home Department
Host University	Host Department

Course(s) Dropped:

Course Code Number	Title	Half Credit or Full Credit	Terms (Fall, Winter, or Summer)

Reasons for Withdrawal:

Student Signature: _____

Date: _____

On receipt of this form, the Graduate Dean of the Home University and the Host University send copies to the department Chair concerned.

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact Joanne Bree, FIPPA representative for the Faculty of Graduate and Postdoctoral Affairs, 512 Tory Building, 613-520-2525. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.