



Student Information – please print or type

Name _____ U of T Student Number _____

Address _____ Telephone Number _____

Social Insurance Number _____ Date of Birth _____

University of Toronto 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 _____ Ending _____
(Month and Year) (Month and Year)

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

Course No.	Title	Weight		Term(s)		
		Half	Full	Fall	Winter	Summer

Student's Signature _____ **Date** _____

The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University's Freedom of Information and Protection of Privacy Office at 416 946-7303, Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1.

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. _____ Date _____
University of Toronto -Signature of Department Chair/Coordinator

2. _____ Date _____
University of Toronto -Signature of Associate Dean at the School of Graduate Studies (This is a non-invoiced course.)

3. _____ Date _____
Host University -Signature of Department Chair

4. _____ Date _____
Host University -Signature of Graduate Dean (This is a non-invoiced course.)

On signing approval, the host Graduate School photocopies and sends the form to the Student Services Office, School of Graduate Studies, University of Toronto. 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 Student Services Office, School of Graduate Studies, University of Toronto.

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 Student Services Office, School of Graduate Studies, University of Toronto **IMMEDIATELY**. Two copies of the withdrawal form are attached with each application.

VISITING GRADUATE STUDENT FORM

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 Student Services Office, 63 St. George Street 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 Student Services Office, School of Graduate Studies, University of Toronto. University of Toronto will send copies to the Host University's Graduate School and the Department concerned at Toronto. 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 courses(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.