

## Ontario Visiting Graduate Student Application

Review information on page two before completing this form.

Student information			
Surname	Given name(s)		
Student number	E-mail		
Program	Degree & level of study	Current status	
Mailing address	City	Postal code	Province
Date of birth (mm/dd/yyyy)	Phone number		

I hereby request permission to take the following courses required for my degree at:

Host University	Host/program
From the period beginning (month/year)	For the period ending (month/year)

Course number & credit <i>e.g., POLS 5742.6</i>	Course title	Terms <i>e.g., Y12</i>	Catalogue number <i>e.g., Z97F05</i>

**Student:** Attach a copy of the course description and a concise rationale for how the course(s) fit(s) your plan of study.

Previous registration dates at Host university (mm/yyyy) From To	Student number at Host university
Student signature	Date (mm/dd/yyyy)

**Privacy:** Personal information in connection with this form is collected under the authority of *The York University Act, 1965* and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, (416)736-2100 x 55521.

**Approvals (in sequence of number) - See processing instructions**

1. York University graduate program director name	Signature	Date (mm/dd/yyyy)
<p>By approving a Visiting Graduate Student Application, the Graduate Program Director is certifying that:</p> <ul style="list-style-type: none"> <li>• The student is pursuing a graduate degree program as indicated on the form;</li> <li>• The student is in good standing and is enrolled for the terms concerned;</li> <li>• The student needs the course(s) as part of the requirements for the degree;</li> <li>• The student will receive course credit provided the necessary standing is obtained;</li> <li>• The course in question is a mandatory degree requirement;</li> <li>• The course cannot be offered in a timely fashion at York University;</li> <li>• All efforts are exhausted to explore the possibility of taking directed reading courses at York;</li> <li>• There is no other way for the degree requirement to be satisfied at York University.</li> </ul>		
2. York University FGS graduate dean name	Signature	Date (mm/dd/yyyy)
<p>By approving an outgoing Visiting Graduate Student Application, the Office of the Dean, Graduate Studies is certifying that:</p> <ul style="list-style-type: none"> <li>• The application information corresponds to all relevant institutional rules and regulations;</li> <li>• The cost of the application fits within the York University annual budget for OVGs applications;</li> <li>• The application will be processed in a timely way.</li> </ul>		
3. Host University department chair/program director name	Signature	Date (mm/dd/yyyy)
4. Host University graduate dean name	Signature	Date (mm/dd/yyyy)

**Ontario Visiting Graduate Student (OVGS) Application - 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 visiting at the Host University, where he/she pays no fees.

This program is designed to assist students in meeting mandatory degree requirements. Applications will be approved only when the following conditions are met:

- The course in question is a mandatory degree requirement.
- The course cannot be offered in a timely fashion at York University.
- All efforts are exhausted to explore the possibility of taking directed reading courses at York.
- There is no other way for the degree requirement to be satisfied at York University.

**Eligibility**

Applicants must be registered as full-time students in a York University graduate program and have completed at least 1 term of study at York University.

**Responsibilities of the Student**

- The student must complete the Visiting Graduate Student Application, ensuring that all requested information is clearly included. He/she must then obtain approval for the courses requested in the sequence specified on the form and meet all institutional (program and Faculty of Graduate Studies) deadlines.
- It is the student's responsibility to ensure that the application reaches the Host University Graduate Office 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 Graduate Offices of his/her Home University and of

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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 and/or late withdrawal fees.

- All late withdrawal fee must be paid by the student. All fees will be charged in full and posted to the student accounts.
- Refunds, if any, are governed by the appropriate policies of the Home University of the student.
- **It is the student's responsibility to ensure that grades are received by the Home University for recording.**

### Responsibilities of the Home University Program/ Department Chair and Graduate Dean

By approving a Visiting Graduate Student Application, the Graduate Program Director is certifying that:

- The student is pursuing a graduate degree program as indicated on the form;
- The student is in good standing and is enrolled for the terms concerned;
- The student needs the course(s) as part of the requirements for the degree;
- The will receive course credit provided the necessary standing is obtained;
- The course in question is a mandatory degree requirement;
- The course cannot be offered in a timely fashion at York University;
- All efforts are exhausted to explore the possibility of taking directed reading courses at York;
- There is no other way for the degree requirement to be satisfied at York University.

### Responsibilities of the Host University and Graduate Dean

By approving an **OUTGOING** Visiting Graduate Student Application, the Office of the Dean, Graduate Studies is certifying that:

- The application information corresponds to all relevant institutional rules and regulations;
- The cost of the application fits within the York University annual budget for OVGS applications;
- The application will be processed in a timely way.

By approving an **INCOMING** Visiting Graduate Student Application, the Office of the Dean, Graduate Studies is certifying that:

- The course(s) specified on the form will be offered during the term(s) indicated;
- The student will be assured a place in the course(s);
- The student will be identified as a visiting student not required to pay fees and not to be reported for formula claims (MCU).

### Processing instructions

On signing approval, Host University Graduate Dean sends copy to York University's Graduate Dean and Student. Each Dean sends copies to program/department chair, Registrar & Accounts Office. After the student had enrolled and after the term enrolment report date the host university Accounts Office is requested to send invoice to York University.

### Deadlines

York university graduate students must submit Ontario Visiting Graduate Student Application forms by no later than **20 business days** before the start date of the term during which they wish to take an OVGS course. This timeline guarantees timely and accurate processing of the application. **There are no exceptions to this timeline.**

### Additional Information

Requests for additional information about the Visiting Graduate Student Plan should be directed to the Faculty of Graduate Studies, York University. Please contact the Student Affairs Assistant, fgssaa@yorku.ca.