



The Ontario Visiting Graduate Student (OVGS) Program allows a graduate student registered at a university in Ontario (Home University) to take a graduate course at another Ontario university (Host University) while remaining registered at his/her own institution. The program allows the student to bypass the usual application for admission procedures and resultant transfer of credit processes. The student pays fees to the Home University and is classified as a visiting student at the Host University, where s/he pays no fees.

To be eligible, the student must be registered full-time at Western University, the course must be at the graduate level and required as credit for the degree program, and the Application Form must be completed and submitted by the enrolment deadlines of both institutions.

In the event of withdrawal from a course, the student must send a Notification of Withdrawal from Courses to the Graduate Coordinator of the department at the Host University, meeting the appropriate deadlines. The Host University will notify Western of the withdrawal.

Upon successful completion of the course, it is the student's responsibility to arrange for an official transcript to be sent directly to:

**Western University
Western Student Services Building, Room 2140 (attn: OVGS)
London, ON N6A 3K7**

For more information, visit <http://cou.on.ca/key-issues/education/graduate-education/ontario-visiting-grad-students/>.

Application Form

Section 1: Student Information (to be completed by the student)

Last Name:		First Name:	
Western Graduate Program:		Degree:	
Western Student ID Number:	Western Email:	Date of Birth (yy/mm/dd):	
Residency (Canadian, Permanent Resident*, or Student Visa*) *indicate country of citizenship			
Current Mailing Address:		Phone Number:	
Host University:		Host Department:	
Period of OVGS study beginning (yy/mm/dd):		and ending (yy/mm/dd):	

Course Number	Title	Weight of Course		Term(s)		
		Half	Full	Fall	Winter	Summer
		Half	Full	Fall	Winter	Summer
		Half	Full	Fall	Winter	Summer

Note: Courses not required for the student's degree, as well as "audit" courses are not to be taken under this Plan. If the requested course is available at Western, this course must be noted below:

Western Course Number and Title:

Student's Signature*: _____ Date _____

***I hereby request permission to take the graduate course(s) which are required for my degree program, indicated above, at the host university and understand the requirements and deadlines under the OVGS program.**

Section 2: Graduate Chair/Coordinator of Home and Host University

In approving this application, the Western graduate program certifies that the student:

- Is pursuing a graduate degree as indicated on the form;
- Is in good standing at Western;
- Requires the course(s) specified;
- Will receive course credit for the course (providing suitable standing is obtained).

In approving this application the Host graduate school certifies that:

- The course(s) specified will be offered during the term(s) as indicated above;
- The student will be assured a space in the course;
- The student will be identified as a visiting graduate student.

Approvals (must be obtained in this order)

1) Western University Graduate Chair/Coordinator (sign and print name)	Date
2) Western University Graduate Vice-Provost (sign and print name)	Date
3) Host University Department Chair/Coordinator (sign and print name)	Date
4) Host University Graduate Dean (sign and print name)	Date

On signing approval, the Host University must send a copy to Western at the address below. After the student has enrolled and after the term enrolment report date, the Host University Accounts Office is requested to send an invoice to: **Western University, Western Student Services Building, Room 2140 (attn: OVGS), London, ON N6A 3K7.**

The personal information on this form is collected under the authority of the *University of Western Ontario Act, 1982*, as amended. For a complete Collection Notice, visit www.uwo.ca/grad.

Form revised February 2016