



VISITING GRADUATE STUDENT (Research Only) PLAN

General Information

Visiting Graduate Students (Research only) are allowed to conduct research at the university but do not fall under an approved exchange program. Students are registered as Full-Time Visiting Graduate Students on the condition that they cannot take courses at Western. They are not provided with a Western transcript. If they are international students they pay UHIP (University Health Insurance Plan) fees but no tuition.

Responsibilities of the Student

The student must complete the Visiting Graduate Student (Research Only) Application (below), ensuring that all requested information is clearly indicated. The completed form should be submitted to Rob Downes, Western Student Services building, room 2140, with all required signatures. A processing fee of \$150 will be charged to your student account at Western. International students will be required to pay the processing fee, UHIP fees, and the Western 1 Student ID Card fee by the appropriate billing deadline. Domestic students will be required to pay the processing fee and the Western 1 Student ID Card fee by the billing deadline. Upon arrival to Western, international VGS are required to provide the School of Graduate and Postdoctoral Studies with their visa/study permit information.

Responsibilities of the Home University Department Chair

Upon approving a Visiting Graduate Student Application, the Program Chair, or equivalent, certifies:

- 1) The student is in good standing and is enrolled for the terms concerned:
- 2) In writing, approval of the research arrangement and indicates duration allowed.

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:

- 1) In writing, the approval of the research arrangement and indicate duration allowed:
- 2) That the student will not enroll in course(s) at the University of Western Ontario;
- 3) That the student will be identified as a visiting student not required to pay tuition fees.

Please visit the [SGPS website](#) for a template letter of invitation for Visiting Graduate Students (Research Only).



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Last Name:		First Name:	
Address:			
City:	Province:	Country:	Postal Code:
Student # at Home University:		E-mail Address:	
Home University:		Program:	
SIN # (if applicable):	Birthdate:(yy/mm/dd)		Gender:
Immigration Status:	Canadian	Permanent Resident	Study Permit Work Permit
Country of Citizenship:			
Visiting Status requested for the following term(s): Fall 20 Winter 20 Summer 20			

Procedure:

- Once completed, this form must be accompanied by the following:

A letter from the student's home university approving the arrangement and indicating the duration;

A letter from the Western Graduate Program approving the arrangement and indicating the duration.

- Completed forms must be submitted to Rob Downes, Western Student Services building, room 2140.

Signatures:

Student Signature: _____ Date: _____

Graduate Chair Signature: _____ Date: _____

For SGPS use only:

Student #: _____ Signature and date: _____

Visiting terms approved: _____

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.