



# Ontario Visiting Graduate Student 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.

## 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 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 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.

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

Upon approving a Visiting Graduate Student Application, the Program/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 Program/ Department Chair and Graduate Dean

Upon approving a Visiting Graduate Student Application, the Program/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.

## 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.

## Approval

In approving this transfer, the Home Department/Program 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

Forms submitted after the drop/add date at York must have attached a rationale explaining the lateness.

## 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.