

**Use this form:**

- Enrol in a graduate course at another Canadian university for credit (not audit or extra) towards your current University of Waterloo degree.

**Instructions:**

1. Complete sections 1-2 and submit the completed form to your academic department for approval.
2. The department co-ordinator will then forward the form to Graduate Studies and Postdoctoral Affairs (GSPA) for approval. GSPA will forward to the host university for approval.
3. This request form originates at the home institution, student's academic department. A copy of the completed form (with all necessary signatures) is returned to GSPA at the student's home institution. The host institution retains the original.

**Deadline (for approval in GSPA):**

- fall term – August 1
- winter term – December 1
- spring term – April 1

**Home institution:**

University of Waterloo, Graduate Studies and Postdoctoral Affairs – Needles Hall Room 2201, Waterloo, Ontario, N2L 3G1

For more information about this form, please review the [Canadian University Graduate Transfer Agreement webpage](#).

**Section 1: Student information**


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University of Waterloo student identification number \_\_\_\_\_ Date of birth (mm/dd/yy) \_\_\_\_\_

Last name(s) \_\_\_\_\_ First name(s) \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Current mailing address \_\_\_\_\_

Country of citizenship \_\_\_\_\_ Gender:  female  male  another gender identity

Immigration status:  Canadian citizen  Permanent resident  Student visa  Other \_\_\_\_\_

**Section 2: Application request**


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I hereby request permission to take the course below required for my degree at the following host institution:

Institution name \_\_\_\_\_

Contact name(s) \_\_\_\_\_ Email: \_\_\_\_\_

**Course information:**

Course subject/name	Course subject number	Course title	Fees (host completes)	Number of credits	Term and year (i.e. Fall 2019)

Has the applicant ever taken advantage of this or related transfer agreements?  Yes  No

If yes, provide specifics of the course(s), host, and date taken:

### Section 3: Approvals

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The above named student is in good standing in a graduate program and has permission to enrol in the course requested above for degree credit towards their degree program.

#### University of Waterloo (Department Chair)

Last name(s) \_\_\_\_\_ First name(s) \_\_\_\_\_

Signature: \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

#### University of Waterloo (Graduate Studies and Postdoctoral Affairs approval)

Last name(s) \_\_\_\_\_ First name(s) \_\_\_\_\_

Signature: \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

#### Host University (Department Chair)

Last name(s) \_\_\_\_\_ First name(s) \_\_\_\_\_

Signature: \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

#### Host University (Office of the Dean, Graduate Studies approval)

Last name(s) \_\_\_\_\_ First name(s) \_\_\_\_\_

Signature: \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_