Ontario Visiting Graduate Student (OVGS) application

Use this form to:
- Enrol in a graduate course at another Ontario university for credit (not audit or extra) towards your current University of Waterloo degree. A maximum of two graduate courses may be taken through the OVGS program towards your UWaterloo degree.

Instructions:
1. Complete sections 1 and 2, and submit the completed form to your academic department/school for approval.
2. The department/program graduate co-ordinator will forward the form to Graduate Studies and Postdoctoral Affairs (GSPA), where it will be processed and sent to the host University for approval.

Deadlines:
For approved forms in GSPA:
- fall term – September 15
- winter term – January 15
- spring term – May 15

For more information about this form and the OVGS Program, please review the OVGS program web page.

Section 1: Student information

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

Legal last name(s) _____ Legal first name(s) _____

Legal middle name(s) _____

Immigration status (e.g. citizen, student visa, Permanent Resident) _____

Country of citizenship_____

Email _____ Telephone number _____

Current mailing address _____

Home university faculty _____

Home department/school (e.g. Geography, History, Earth Sciences) _____

Degree (e.g. MA, MES, MASc, PhD) _____ Study option: ❑ thesis ❑ research paper ❑ coursework

Section 2: Application request

Request permission to take the following graduate course(s) required for my degree at:

Host university _____ Host department _____

Effective term: ❑ fall, year: _____ ❑ winter, year: _____ ❑ spring, year: _____

Course information

Subject (e.g. History)	Course number (e.g. 5002)	Course weight (half-0.50, full-1.00)	Course title (e.g. Historical Practice) (Courses may not be taken as "extra" or "audit")

Student signature _____ Date (mm/dd/yy) _____

Section 3: Approval signatures

In approving this application, the home university/graduate department/unit certifies that:
- the course(s) above are not offered at the University of Waterloo during the student's degree program,
- the student is in good standing and is currently enrolled in a graduate degree program,
- the course(s) is/are at the graduate level and is/are a requirement for the degree.

Upon approving this application, the host university certifies that:
- the course(s) specified above will be offered during the term(s) indicated.

Forward a copy of the approved application to the University of Waterloo. After the student has enrolled, and after the term enrolment report date, the host university Accounts Office forwards an invoice to: Graduate Studies and Postdoctoral Affairs - OVGS Administrator, Needles Hall, University of Waterloo, Waterloo, ON N2L 3G1, or by email to: gsrecords@uwaterloo.ca.

University of Waterloo

Department Chair _____ Date (mm/dd/yy) _____

Associate Vice-President, GSPA _____ Date (mm/dd/yy) _____

Host University

Department Chair _____ Date (mm/dd/yy) _____

Graduate Dean (or equivalent) _____ Date (mm/dd/yy) _____