



# ONTARIO VISITING GRADUATE STUDENT (OVGS) APPLICATION

(For current Queen's University Graduate Students)

The personal information on this form is collected under the authority of the *Royal Charter of 1841*, as amended.

The information will be used to process your application to the OVGS program.

**RETURN SIGNED FORM TO: School of Graduate Studies and Postdoctoral Affairs,  
Queen's University, Kingston, ON K7L 3N6**

STUDENT NAME	QUEEN'S STUDENT NUMBER	EMAIL ADDRESS
FULL ADDRESS	POSTAL CODE	TELEPHONE (Area code first)
QUEEN'S UNIVERSITY DEPARTMENT	DEGREE PROGRAM	DATE OF BIRTH (Month/Day/Year)

I hereby request permission to take the following course(s) required for my degree at:

Host University \_\_\_\_\_ Department of: \_\_\_\_\_

For the period from: \_\_\_\_\_ to: \_\_\_\_\_  
Month/Year Month/Year

Of the academic year: \_\_\_\_\_

Course Number	Title	WEIGHT		TERM(S)		
		Half	Full	Fall	Winter	Spring

Is there a similar course(s) available at your Home University? \_\_\_\_\_ Course #: \_\_\_\_\_

Date of previous registration & I.D. number at Host University: \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INTERNAL RECOMMENDATIONS:** \_\_\_\_\_

**APPROVAL SIGNATURES (in sequence of number):**

- \_\_\_\_\_  
Queen's University Department Chair Date
- \_\_\_\_\_  
Queen's University Dean of Graduate Studies Date
- \_\_\_\_\_  
Host University Department Chair Date
- \_\_\_\_\_  
Host University Dean of Graduate Studies Date

Upon approval, Host University Graduate Dean sends copy to Queen's University Graduate Dean and student. Each Dean sends copies to Departmental chair, and Registrar, Schools of Graduate Studies, and Accounts Offices.

After the student has enrolled and after the term enrolment report date, the Host University Accounts Office is requested to send invoice to: Darlene Homer, School of Graduate Studies and Postdoctoral Affairs, Queen's University, Kingston, Ontario K7L 3N6.

## **Ontario Visiting Graduate Student (OVGS)**

### **General Information**

The OVGS 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 admissions formalities.

### **\*\*\* Courses may not be audited under the Ontario Visiting Graduate Student Plan. \*\*\***

The student pays fees to the home university and is classified as a visiting student at the Host University, where he/she pays no fees. Additional fees associated with the course are the student's responsibility.

### **Responsibilities of the Student:**

1. To ensure that the OVGS Application is completed and submitted to the Department Chair of his/her Home University prior to the beginning date of the course(s).
2. If applicable, ensure that a Notification of Withdrawal form is filed with the Graduate Dean of the Home and Host Universities at the earliest possible date should he/she decide to drop a course at the Host University.
3. \*To arrange to have an official record of his/her mark sent to the Graduate Dean of his/her Home University as soon as the final results of the course(s) are available.

### **Withdrawal from Course(s):**

In the event of withdrawal from the Host University course(s), the student must send a *Notification of withdrawal from courses* form to the Graduate Studies offices of both Queen's University and the Host University. The last date for withdrawal is the date specified by the Host University for this purpose. Failure to respect this deadline may result in the recording of a failed 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 Queen's University:**

Queen's University Department Chair and the Dean of Graduate Studies signatures on the OVGS

Application certify that the student:

1. Is a full time graduate student;
2. Is pursuing a graduate degree program as indicated on the form;
3. Is in good standing and is enrolled for the term(s) noted on the form;
4. Needs the course(s) as part of the requirements for the degree;
5. Will receive course credit provided the necessary standing is obtained.

### **Responsibilities of Host University:**

Host University Department Chair and the Dean of Graduate Studies signatures on the OVGS

Application 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 Graduate Student" and will not be required to pay fees and will not to be reported for formula entitlement (BTCU).

### **Additional information**

Requests for additional information about the *Ontario Visiting Graduate Student Plan* should be directed to the Graduate Studies Office at either participating university.

**official transcript from the Host University and have it sent to the School of Graduate Studies and Postdoctoral Affairs at Queen's University when the grade(s) is available in order to receive the transfer credit for the course(s).**