



This form must be completed and signed by the student, then submitted to the Office of Graduate Studies.

Student Information (to be completed by the student)					
Last name:			First name:		
Previous last name, if different:			Date of birth (mm/dd/yyyy):		
OCAD U student number:			OCAD U program:		
OCAD U email address:			Phone number:		
Current mailing address:					
OVGS Request (to be completed by the student)					
I hereby request permission to take the following courses required for my degree at:					
Host university:			Host program:		
Course Code	Course Title	Weight		Term(s)	
		Half	Full	Fall	Winter
<b>NOTE:</b> A copy of the course description(s) and a brief rationale explaining how the course(s) fit your plan of study must be attached to this application.					
Previous registration dates at host university (mm/yyyy), if applicable: From: _____ To: _____			Student number at host university, if applicable:		
<b>Declaration:</b> By signing this application I acknowledge that I have read and agree to abide by the OVGS Terms and Conditions.					
Student Signature:			Date (mm/dd/yyyy):		

Approvals (in required sequence)		
Home university: OCAD University	Program Director:	Date (mm/dd/yyyy):
Home university: OCAD University	Dean or Designate:	Date (mm/dd/yyyy):
Host university:	Program Director:	Date (mm/dd/yyyy):
Host university:	Dean or Designate:	Date (mm/dd/yyyy):



**Graduate Studies**  
 Ontario Visiting Graduate Student Plan  
 Application for Withdrawal

NOTIFICATION OF WITHDRAWAL:

In the event of withdrawal from a course (or courses) at the Host University, the student must complete this form in duplicate and send:

- one copy to Graduate Studies at the Host University.
- one copy to the Office of Graduate Studies at OCAD University.

Failure to submit this form prior to the last date for withdrawal from courses published in the Host University Graduate Calendar may result in a failing grade on the students' academic record for the course(s).

Student Information	
Last name:	First name:
Previous last name, if different:	Date of birth (mm/dd/yyyy):
OCAD U student number:	OCAD U program:
OCAD U email address:	Phone number:
Current mailing address:	

Course Information					
Host university:			Host program:		
Course Code	Course Title	Weight		Term(s)	
		Half	Full	Fall	Winter
Reason(s) for Withdrawal:					

Student Signature:	Date (mm/dd/yyyy):



The Ontario Visiting Graduate Student Plan allows for a registered OCAD U graduate student to take graduate level courses at another Ontario university (Host University) without completing further admission formalities or paying additional fees. The student continues to pay full fees at OCAD U and is classified as a visiting student at the Host University.

### **RESPONSIBILITIES OF THE STUDENT:**

- **Application:** The student must complete the *Ontario Visiting Graduate Student (OVGS) Application*, ensuring that all requested information is clearly indicated. The student then submits the application to the OCAD U Office of Graduate Studies for approvals and processing. OVGS applications must be submitted by the deadline to submit Letter of Permission requests, as outlined in [OCAD U's Dates and Deadlines](#). OVGS admission is subject to approval by both the Home and Host University; the submission of an application does not guarantee approval. OVGS admission is not complete until the application has been approved (signed) by both the Home University and Host University. The student will be notified via email when this step is complete.
- **Courses and Registration:** The course(s) selected must be at the graduate level and deemed to be an acceptable match for the student's program of study. Such course(s) may not be "extra" or "audit" courses for the student. The student is subject to any OCAD U regulations with respect to the maximum number of courses which may be taken at another Ontario university. Once the OVGS application is approved by the Host University, they will communicate registration information directly to the student. No additional registration steps are required at OCAD U.
- **Official Transcripts:** **It is the responsibility of the student to arrange and cover the cost of having an official transcript sent from the Host University to the OCAD U Office of Graduate Studies as soon as final grades are available.**
- **Withdrawal:** In the event of withdrawal from an OVGS course, the student is responsible for sending the completed *OVGS Application for Withdrawal* to the OCAD U Office of Graduate Studies and to 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.**

### **RESPONSIBILITIES OF OCAD UNIVERSITY, THE HOME UNIVERSITY:**

Upon approving an *OVGS Application*, the Office of Graduate Studies verifies 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.

By virtue of approval of the OVGS Application OCAD U agrees to credit work completed at the Host University toward the student's degree program, assuming suitable standing is obtained by the student. OVGS grades are recorded on the student record as per the [OCAD U Letter of Permission Policy #1020](#).

### **RESPONSIBILITIES OF THE HOST UNIVERSITY:**

Upon approving an *OVGS Application*, the Host University will verify with OCAD University 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 (MAESD).