



Graduate Studies
 Canadian University Graduate Transfer Agreement
 Application Form

Surname: _____ First Name and Initial: _____
 Previous Surname, if different: _____ OCAD U Student Number: _____
 Full Address: _____
 Area Code and Phone Number: _____ Date of Birth: _____
 Home University: _____ Home Program: _____
 Country of Citizenship: _____ Country of Birth: _____
 Immigration Status: Canadian Citizen Landed Immigrant Student Visa Other Visa
 Date of Entry (if not Canadian): _____

APPLICATION PROCESS: This application form must be completed and signed by the student. Then it is forwarded to the Office of Graduate Studies at 205 Richmond St. West, room 7520 for processing.

NOTE: A copy of the course description(s) must be attached to this application.

Course Code No.	Course Title	Weight		Term(s)			Fees (office use only)
		Half	Full	Fall	Winter	Spring	

Dates of previous CUGTA registration at the Host University: _____

Previous Host University Student Number: _____

By signing this application I acknowledge that I have read agree to abide by the enclosed CUGTA Terms and Conditions outlined on the second page of this document.

Student's Signature: _____ Date: _____

APPROVALS (in required sequences)

1. Home University: _____ Program Director: _____ Date: _____
 OCAD UNIVERSITY
2. Home University: _____ Dean or Designate: _____ Date: _____
 OCAD UNIVERSITY
3. Host University: _____ Program Director: _____ Date: _____
4. Host University: _____ Dean or Designate: _____ Date: _____



Graduate Studies

Canadian University Graduate Transfer Agreement Terms of Reference

Purpose: The Agreement is to provide students in good standing enrolled in a graduate degree or graduate diploma program at a CAGS member university the opportunity to avail themselves of courses offered at another member institution (host) for transfer credit to the program at their institution (home).

The definition of “home” is the institution in which the student applicant is enrolled and is expected to provide the graduate degree or diploma. The “host” is defined as the institution at which course credits can be obtained that can be counted toward a degree or diploma at the home institution.

Approval of Applicants: The intent of this Agreement is that such an arrangement would prove to be to the mutual advantage of the host and home institutions. Whereas there may be imbalances apparent within specific programs in the short term, whether an institution serves as either home or host, at an institutional level a balanced reciprocity should, at least in principle, occur in the long run. Students applying to take advantage of this Agreement would not be required to go through the normal application process associated with being accepted as a transfer student. The only documentation required to process such cases would be the single page request form. In other words, a student in good standing at any member institution would not require any additional documentation other than the completed application to access transfer credit courses at any member host institution.

Eligibility

1. A student applying for consideration under this Agreement must be in good standing at the home institution.
2. Both host and home institutions must hold membership in CAGS.
3. Courses applied for must be deemed integral to the student's program by the home institution.
4. The Agreement applies only to graduate level courses.
5. The number of courses taken under this Agreement can be limited by the number of courses allowed for transfer credit at the home institution or the number allowed at the host institution, whichever number is less.
6. Special topic or independent studies courses involving a single individual will normally not be available to applicants under this Agreement.
7. Where course limits are in effect, a host can give priority to its own students with students applying under the Agreement being offered spaces in classes only where excess capacity allows.
8. Previous acceptance of an application under this Agreement does not imply subsequent approval of such a request by either the home or host institution.
9. A proposed host may refuse to accept any application under this Agreement without providing cause.
10. Incomplete applications will not be accepted. All of the identifying information about the applicant requested must be provided, the proposed course and timing for enrolling in it need to be defined, and the appropriate authorizing signatures must be included.
11. This Agreement does not have any bearing on procedures in place for transfer of a student from a program at one university to another, nor on application for admission at a host institution. In these cases, the usual application procedures in place would prevail.
12. Students taking advantage of this Agreement would not be eligible for any form of financial support from the host institution, simply by virtue of being enrolled at a host via this Agreement.
13. Either a host or home institution reserves the right to specify additional conditions not otherwise outlined above, provided there is mutual agreement between the home and host concerning these conditions. Where such conditions are at issue they should be defined in an accompanying memo with agreement indicated by having the condition initialed by the respective Deans of Graduate Studies (or designate).
14. In the case of modification or deletion of any of the above conditions of eligibility, this would be indicated by the addition or crossing out of relevant text in the terms outlined. Any change (deletion or addition) indicated by the home institution must, if agreed to by the host, be initialed by the appropriate signing authority from the respective Offices of Graduate Studies beside those changes which would constitute agreement to them. Any change indicated by a host does not require the corresponding agreement of the home.

Fees and Related Study Costs: Students covered by the Agreement will pay tuition for the course concerned and applicable incidental fees at the host institution. If the host declines to accept tuition fees, this section should be crossed out and initialed by the signing authority from Graduate Studies, in which case the home will charge these fees. Following completion of the course (whether successful, withdrawal, or unsuccessful), it is the student's responsibility to arrange for the provision of a transcript to the home university, paying fees currently in effect for that service at the host institution. Any costs associated with this Agreement are the responsibility of the student (tuition and related fees, living expenses, travel, etc.)

Review of Agreement: This Agreement will be subject to review by CAGS two years after its implementation (namely at the 1998 AGM). At this time a decision will be made whether to continue it, as defined herein, refine it, or repeal it.