



## Admission as a Visiting Student to the University of Calgary

A student registered in a graduate degree program at a university that does not have an exchange agreement with the University of Calgary, who wishes to take a course or do research at the graduate level at the University of Calgary for credit at his/her home university, will be admitted as a **visiting graduate student**.

**A visiting graduate student must also be currently registered in a Masters or PhD program at their home university while attending the University of Calgary.** A visiting student must apply to a specific graduate program, which will recommend the student to the Faculty of Graduate Studies for admission as a visiting student. A visiting student pays all applicable tuition and general fees. A visiting graduate student is normally permitted to spend a maximum of one year at the University of Calgary. A student who applies to be a visiting student must complete the attached application form and pay the application fee.

It should be noted that admission as a visiting graduate student does **not** guarantee admission to a graduate program at the University of Calgary. A visiting student who wishes to apply to a graduate program at the University of Calgary must do so in the usual manner. No fee credit will be given for work done as a visiting student.

The following steps explain the process:

1. Contact the Graduate Program in which you plan to work [http://www.grad.ucalgary.ca/prospective/graduate\\_programs](http://www.grad.ucalgary.ca/prospective/graduate_programs) to ensure that satisfactory arrangements for your studies are made.
2. Send the completed *Application for Admission & Registration as a Visiting Student* to the Graduate Program you are requesting admission to along with **transcripts confirming you are in a graduate program at your home University**. The application fee is \$125.00 for Canadian Citizens and Permanent Residents or \$145.00 for international students (those who will be attending on a Study Permit.)

Application fees can be paid upon receipt of a University of Calgary Student Identification number (UCID). The application fee may be paid using the online banking system <http://www.ucalgary.ca/registrar/fees/paymentoption/onlinebanking> or in the form of a money order, Visa or MasterCard (card number, cardholder name, expiry date) or a micro-encoded cheque in Canadian or the equivalent amount in US currency, made payable to the University of Calgary. This non-refundable application fee covers the processing of the application file whether or not the applicant is admitted to the University of Calgary. You will be given further instructions on paying the application fee after your application has been approved and processed.

**Please submit your completed application to the Faculty of Graduate Studies by the following date relative to your intended date of arrival:**

**December 1 for January session**

**April 1 for May session**

**June 1 for July session**

**August 1 for September session**

3. If the Graduate Program to which you are applying recommends your admission to the Faculty of Graduate Studies, the Faculty will send you a signed copy of the Application for Admission & Registration as a Visiting Student form with the Visiting Graduate Student Admission Letter

## Application for Admission & Registration as a Visiting Student

*Please type or print.*

China Scholarship Council (CSC) Funded

**Please submit your application a minimum 4 weeks prior to intended arrival date to allow for processing of the application and application for a study permit (if applicable).**

University of Calgary Department or Graduate Program you have applied to:		
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name(s)</i>
<i>Previous Name:</i>		
Current Home Mailing Address		
Telephone	Fax	Email
Date of Birth (Year/Month/Day)	<input type="checkbox"/> Male <input type="checkbox"/> Female	Citizenship <input type="checkbox"/> Canadian <input type="checkbox"/> Permanent Resident <input type="checkbox"/> International Student
Name of Home Institution		Home Institution Address
Current program of study and degree that will be awarded upon completion		Have you attended the University of Calgary before? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, what was your University of Calgary student Identification Number?

### Courses or Research to be Undertaken

Course Abbreviation	Course No.	Lecture No.	Lab No.	Tutorial No.	Credits	Term

Brief description of research plans, if appropriate:

This information is collected under the authority of the Universities Act, the Freedom of Information and Protection of Privacy Act (FOIP), the Statistics Act (Canada) and the Taxation Act (Canada). It is required to determine an applicant's eligibility for admission, to register the applicant as a visiting student and to assess fees. If admitted, this information will become part of the student's record and will be disclosed to relevant academic and administrative units on campus. Specific data elements will be disclosed to Federal and Provincial governments to meet reporting requirements and to the Graduate Student's Association in accordance with the affiliation agreement. Applicants should note that the following information is defined as the student's public record: name, dates of registration and convocation, faculty of registration and degree awarded. All other data is considered confidential and will be used and disclosed in accordance with privacy legislation. For information on the uses and disclosures of information, refer to the University of Calgary Calendar. Questions may be directed to the FOIP Advisor, Faculty of Graduate Studies (403) 220-4938

*Signature of Applicant*

*Date*

**Student:**

I have attached transcripts from my home University showing that I am currently enrolled in a graduate program

**UCID (if applicable):**



### Authorization Signatures

This form will not be processed without all four signatures obtained in order 1 to 4.

The student named in this application is in good standing, including current fees paid, currently in a graduate degree program, and has permission to take the courses or complete the research noted above for degree credit as a Visiting Student at the University of Calgary.

### Home Institution

Please check if this is an extension to your current approved term and attach a rationale for the extension.

From (date of arrival):	To (date of departure):
<b>1. Home Institution Department Approval</b>	(Not to exceed 12 months from date of arrival except for CSC/SwB students) <b>2. Home Institution's Faculty of Graduate Studies / Registrar's Approval</b>
Name (printed):	Name (printed):
Date:	Date:
Signature:	Signature:
Email Address:	Email Address:

### University of Calgary

<b>3. Supervisor (if applicable)</b>		
Will you be providing funding to this student? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Supervisor's name (printed)</i>	<i>Date</i>	<i>Signature</i>
<b>4. Graduate Program</b>		
<i>Graduate Program Director/Designate Name (printed)</i>	<i>Date</i>	<i>Signature</i>
<b>5. Faculty of Graduate Studies Admission Ruling</b>		
Degree: <b>Visiting Student</b>		Session:
Department/Faculty /Program:		
<i>Signature of Dean or Designate:</i>		<i>Date:</i>

### Fee Assessment

Term	Application Fee	Tuition Fee	Differential Tuition	GSA	Campus Rec Fee	Athletic Fee	UPASS	Student Services Fee	Bursary	Grad. Group Insurance	Health Insurance	Dental Insurance

Notification:  Graduate Program  Home Institution  Student