



**Ontario Visiting Graduate Student (OVGS) Application
September 2024**

Ontario Visiting Graduate Student Plan General Information

The plan allows a graduate student registered graduate course (audit not allowed) at a university in Ontario (Home University) to take a graduate course at another Ontario University (Host University) without completing further admission formalities. The student pays fees to McMaster University and is classified as a visiting student at the Host University, where they pay no fees.

Responsibilities of the Student

The student must complete the **Ontario Visiting Graduate Student Application**, ensuring that all requested information is clearly indicated. Student must then obtain approval for the course(s) requested in the sequence specified on the form.

It is the student’s responsibility to ensure that the application is submitted to McMaster University School of Graduate Studies as early as possible and the McMaster SGS will send to the Host University Graduate Office as early as possible, and not later than the final date for registration of the term in which course(s) concerned are to be taken.

In the event of the withdrawal from a course, the student must send a Notification of Withdrawal from Course(s) to the Graduate Offices of McMaster University and of 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 student’s record.

Refunds, if any, are governed by the appropriate policies of McMaster University.

The student must arrange to have an official transcript with final grade sent to McMaster University as soon as the final results of the course(s) are available.

Check Academic Calendar for all details:

[McMaster Academic Calendar](#)

Name and Address in full:	McMaster Student I.D. Number
	Previous Surname (if applicable)
	Citizenship or legal status in Canada
Email address	Gender Male Female Other/choose not to disclose
Date of Birth (MM/DD/YYYY)	Telephone Number
McMaster (Home) University	Home Dept. Degree Program
I hereby request permission to take the following course(s) required for my degree at Host University Host Dept. for the period from to of the year.	

Course Code Number	Course Section	Title	Weight	Term(s)
Is there a similar course available at McMaster University? Yes No		If yes, indicate McMaster University Course # and Course name:		

5.11 of the Graduate Calendar indicates “the course selected must be required for the student’s program, must be a graduate level course and must not be available at McMaster University”.

Statement from McMaster Home Department regarding how the proposed course(s) will satisfy degree requirements:	
Department Chair Signature:	Date:

Dates of previous registration at Host University:

Student’s signature _____ Date _____

Minimum grade required for credit at McMaster University:

Approvals (in sequence)		
1. McMaster University (Home University)	_____	Date:
	Department Chair	
2. McMaster University (Home University)	_____	Date:
	Associate Dean	
3. Host University	_____	Date:
	Department Chair	
4. Host University	_____	Date:
	Graduate Dean	

Once approved by the Host University Graduate Dean, Host University Registrar will forward the completed form to McMaster University, School of Graduate Studies (SGS). The McMaster University SGS will then forward the form to its department and notify the student about the decision.

An invoice is required to be sent to the following address from the Host University Accounts office once the student has enrolled and the term enrollment report date has passed.

Gilmour Hall, Room 212
1280 Main Street West
McMaster University
Hamilton, Ontario, Canada L8S 4L8