



International Visiting Graduate Student Study Abroad Agreement

Preamble

The University of Toronto encourages qualified international graduate students to study at the University in order to foster the exchange of ideas, receive specialized training and participate in research collaboration. Qualified graduate students from abroad can continue their studies towards a degree at their home university by pursuing advanced Master's or Doctoral research at the University of Toronto for a study period of up to 3 sessions, where a session is defined as 4 months (normally a maximum of 12 months). Students have the opportunity to study with top research faculty engaged in cutting-edge research and can take advantage of the University's world-class libraries and other research opportunities.

This Study Abroad Agreement sets out a protocol for the recognition of International Visiting Graduate Students (IVGS). The Study Abroad Program exists to facilitate study abroad visits by international graduate students who do not fall under an approved exchange program with the University of Toronto. These students are recognized as legitimate visiting students to the University of Toronto and are registered as full-time graduate students with the School of Graduate Studies. The students also maintain registration at their home university and are expected to return to their home university to complete their Master's or Doctoral program.

All international graduate students who will be visiting the University for less than one month to conduct research towards completion of their thesis only need a letter of invitation from the faculty member who will serve as their host supervisor. In such cases, the visiting student should not apply to the IVGS program and the IVGS agreement form and fees do not apply; such students should arrange for their own health insurance, as they are not eligible for the University Health Insurance Plan (UHIP). Students should contact the nearest Canadian Embassy, Consulate, or High Commission for advice on what permits might be necessary.

International visiting graduate students who will be studying at the University for more than one month must apply by submitting an IVGS Study Abroad Agreement, accompanied by a letter of invitation from their host supervisor. If approved, upon receipt of a formal offer of admission, visiting students should contact the nearest Canadian Embassy, Consulate, or High Commission for advice on what travel documents might be necessary to enter Canada. When seeking this advice, students should present both their formal offer of admission and the invitation letter from their supervisor, as information on fees and funding may determine what travel documents are required; any students receiving funding from the University of Toronto will need to obtain either a study permit or work permit, according to the advice they receive from Immigration, Refugees, and Citizenship Canada (IRCC).

TERMS OF THE STUDY ABROAD AGREEMENT

1. IVGS students must be in good standing at their home institution and must be registered full-time in a research Master's or Doctoral program.
2. IVGS students will be registered as full-time visiting graduate students at the School of Graduate Studies, University of Toronto.
3. IVGS students will be studying with their supervisor at the University of Toronto on subjects related to their Master's or Doctoral thesis. IVGS students will be enrolled in the course code RST 9999Y Research/Thesis for the duration of their study period at the University. This is a required course for all University of Toronto graduate students while they are preparing their Master's or Doctoral thesis. IVGS students are not permitted to register in any other courses at the university. Upon completion of their study period at the University of Toronto, IVGS students may request an official University of Toronto transcript to send back to their home university.
4. A member of the University of Toronto Graduate Faculty must agree to supervise the student and take responsibility for the student for the duration of the study period. It is recognized that it is the responsibility of the student to identify a supervisor at the University of Toronto.
5. The University of Toronto supervisor must write a Letter of Invitation signed by the following five parties:
 - a. the IVGS student
 - b. the student's supervisor at his/her home university
 - c. the home university supervisor's chair or centre head
 - d. the member of the University of Toronto Graduate Faculty who agrees to supervise the visiting student (the host supervisor)
 - e. the chair or centre head of the graduate unit in which the host supervisor holds his or her graduate appointment

This agreement will deal with issues such as intellectual property, access to equipment and supplies, research ethics, and space (see sample Letter of Invitation included below).

6. IVGS students assume responsibilities to the University of Toronto and must abide by all University of Toronto's policies, regulations, rules and procedures including but not limited to the U of T Code of Behaviour on Academic Matters, Code of Student Conduct, Policy on Ethical Conduct in Research, Intellectual Property Guidelines and the Inventions Policy.
7. The IVGS fees provide students with access to university services (e.g. library, e-mail access, computing) and to student services such as recreation facilities, and the Centre for International Experience. IVGS students may apply for residence (if space is available).
8. Admission to the IVGS Study Abroad Program is at the complete discretion of the University of Toronto, School of Graduate Studies and does not guarantee admission into a graduate degree program at the University of Toronto. Any student who wishes to apply to a graduate degree program at the University of Toronto must do so following the regular application process in competition with all other applicants. No transfer credit will normally be given for coursework completed as an IVGS student.
9. The IVGS student's registration may be terminated at any time with written notice by the University of Toronto, School of Graduate Studies.

PROCESS AND ADMINISTRATION

1. A visiting student's study abroad visit must be mutually agreed upon by the student's supervisor (or equivalent) at the home university, the home university supervisor's chair or centre head, the proposed supervisor at the University of Toronto, and the chair or centre head of the University of Toronto supervisor's graduate unit.
2. The student's supervisor at the University of Toronto will submit the following documents to his/her Graduate Administrator:
 - a. **IVGS Agreement Form:** A completed IVGS Agreement Form signed by all appropriate signatories as requested on the form.
 - b. **Letter of Invitation:** The Letter of Invitation must be co-signed by the five parties confirming supervisory arrangements and all aspects of the visit (including intellectual property, travel costs, study stipend (if any), access to equipment and supplies, research ethics, and space). (See sample Letter of Invitation below.)
3. The completed IVGS Form with the required five signatures, the Letter of Invitation and other relevant documentation must be forwarded for approval to the School of Graduate Studies, University of Toronto by the graduate administrator at the University of Toronto. If approved, the School of Graduate Studies will issue the visiting student an Offer of Admission under the IVGS Study Abroad Program with copies to the Graduate Administrator and supervisor at the University of Toronto.

Normally the start and finish date of the study abroad program will coincide with the start and end of a session. If a mid-session study period is requested, the student must pay non-academic incidental fees and UHIP fees for each session of registration. **Note: Applications should be received by the School of Graduate Studies no later than one month in advance of the start of a study period.**

4. IVGS students are not charged tuition fees at the University of Toronto (but may be charged fees at their home institution). Other fees are required. IVGS students will receive a mailed invoice and are required to pay the following through their financial institution:
 - a. The full-time compulsory non-academic student incidental fees (\$1,411.69 CDN for 2016-2017 Fall/Winter session; these fees will be prorated on a term basis). The non-academic incidental fees include Athletics, Hart House, Health Services, Student Services fees and various campus-wide and divisional student societies.
 - b. Approximately \$451.00 non-academic student incidental fees for the summer session, if applicable.
 - c. A one-time Student Systems access fee of \$50.00.
 - d. The University Health Insurance Plan (UHIP) fees (\$51 CDN per month in 2016-2017). This mandatory health plan ensures that all international students have basic health care coverage while studying in Ontario. International students are required to pay for UHIP coverage regardless of any other coverage they may have. UHIP forms will be mailed to any incoming visiting students. The student should submit the form as early as possible. Completed forms must be submitted to the [UHIP Office](#) at the Centre for International Experience (Koffler Student Services Centre, Room 202, 214 College Street). The student should also notify the UHIP office of his/her arrival date. It is important to note that UHIP does not include travel coverage. Students are encouraged to seek private travel insurance if they plan to travel out of province. For contact details and additional UHIP information visit the [Centre for International Experience](#) website.

LETTER OF INVITATION

A Letter of Invitation must be agreed to and signed by the five parties (the student, the student's home supervisor, the home university supervisor's chair or centre head, the University of Toronto supervisor and the chair or centre head of the University of Toronto's supervisor's department. Although the details of a Letter of Invitation would reasonably vary from student to student (see sample in Appendix) the following topics and information must be included:

- Letterhead of the graduate unit, University of Toronto
- Addressed to the home supervisor of the IVGS student
- Full Name of student
- Student's home program and degree level (Master's or PhD)
- Student's home academic institution and department (where currently enrolled)
- Name of home supervisor and supervisor's department
- Name of home university supervisor's chair or centre head
- Name of U of T supervisor and department
- Name of U of T supervisor's chair or centre head
- Study period dates (start and end dates of visit)
- Student's main area of research interest (very brief statement)
- Arrangements for intellectual property
- Arrangements for research ethics approvals (if applicable)
- Arrangements for financial considerations (if any):e.g. travel reimbursement; research expenses
- Use of resources: e.g. equipment; space; supplies; required health and safety training
- Arrangements for supervision during study period (e.g. frequency of contact, how progress will be assessed)
- Arrangements for U of T residence accommodation (if any)
- Other documents may be attached if required
- Five signatures: the student, the student's home supervisor, the home supervisor's department head/chair, the U of T supervisor, and the U of T chair or centre head of the supervisor's graduate unit

Appendix: Sample Letter of Invitation

(Note: Please use letterhead of the U of T Graduate Unit)

[Insert date]

Supervisor name, University of Toronto Department Address

Home Supervisor name, Home University Department Address

RE: International Visiting Graduate Student Study Abroad Agreement - [STUDENT NAME]

Dear Professor Name,

This letter confirms the arrangements for the visit of your graduate [STUDENT NAME] for the Study Abroad period of [DATE to DATE] (*normally not to exceed 12 months*). I will serve as his/her supervisor at the University of Toronto, [insert graduate unit] while he/she is a visiting student. An Offer of Admission into the IVGS Study Abroad program will be sent to the student from the University of Toronto, School of Graduate Studies.

Your student will be studying with me in the area of **(insert brief research interest)**.

[PLEASE INSERT AND REVISE ANY or ALL OF THE FOLLOWING TERMS OF THE AGREEMENT AS APPROPRIATE:]

- The student will receive training from our technician in the use of the equipment required in order to conduct their research study.
- As the student will be handling live animals as part of their research study, please ensure the enclosed animal ethics form is completed and returned to me.
- I understand that the student's research study at U of T will involve interviews and focus groups. Please ensure that the student submits a human ethics protocol application to the U of T Office of Research. Additional U of T approvals may be required. This should be submitted in advance of arrival at U of T.
- We [will/will not] cover a study stipend, travel or other costs; however, the costs of equipment will be provided, in kind. In addition and as requested, the student will have access to a high speed internet connection.
- Our department [can /cannot] provide office space, but it may be possible to find some temporary space in the Library. [Provide details of space as necessary.]
- I will meet with the student on a weekly/bi-weekly basis to provide feedback and to access progress to ensure that the thesis research is progressing adequately.
- [Please insert all other arrangements as appropriate e.g.: residence, intellectual property]

I look forward to a mutually rewarding experience and to welcoming [insert student name] to the University of Toronto, School of Graduate Studies as an IVGS student. Please feel free to contact me with any questions.

Regards,

Signature of the supervisor, University of Toronto

Printed name

Signature of the chair or centre head, University of Toronto

Printed name

We, the undersigned, agree to the terms and provisions set forth in this letter:

Signature of the home supervisor Printed name

Signature of the home supervisor’s chair or centre head Printed name

Signature of the student Printed name

Cc: Director, Student Services, University of Toronto, School of Graduate Studies



International Visiting Graduate Student Study Abroad Agreement

An International Visiting Graduate Student (IVGS) must complete Section 1 of this form and submit it well in advance of the time they plan to attend the University of Toronto (normally one month in advance prior to a visit/start of a session). Normally, the start and finish of the visit would coincide with the start and end date of a session; refer to the [SGS Sessional Dates 2016-17](#). If this form is not received and approved in time, the student may not receive approval to visit.

Terms and Important Notes:

1. International Visiting Graduate Students under a Study Abroad Agreement are not liable for tuition fees (but may be liable for fees at their home institution). All visiting students are required to pay full-time compulsory non-academic incidental fees (\$1,411.69 in 2016-2017 for Fall/Winter, plus \$450.18 for the Summer session, if applicable; these fees will be prorated on a term basis), a one-time Student Systems access fee of \$50.00, and University Health Insurance Plan (UHIP) fees (\$51 per month in 2016-2017). Payment through the visiting student's financial institution is due as soon as the invoice is available. All fees are subject to change.
2. International Visiting Graduate Students will be registered in RST9999Y Research/Thesis course that is required of all graduate students researching and writing their thesis. IVGS students are not permitted to register in other U of T courses. Registration in RST9999Y constitutes a full-time program of study.
3. Normally, no transfer credit will be given for work completed as an international visiting graduate student.

SECTION 1: To be completed by the student.

Surname:	Given Name(s):	Date of Birth (YY-MM-DD):
Gender:	U of T Graduate Unit:	
Current Mailing Address:		
Email:	Telephone Number:	
Name of Home University/Graduate Unit:		
I am currently registered full-time in a degree program:		
Master's program		Doctoral program
Have you attended the University of Toronto before? Yes No	If yes, what was your Student Number?	
Session(s) Applied for: Fall (September-December) Winter (January-April) Summer (May-August)	Year:	



International Visiting Graduate Student Study Abroad Agreement

Campus Requested:		
St. George (downtown Toronto)	Scarborough	Mississauga
*I hereby accept and agree to abide by the statutes, rules and regulations of the University of Toronto while attending as a registered visiting student under the terms of the International Visiting Graduate Student Study Abroad Agreement.		
Student Signature*:		Date:

SECTION 2: Home University and University of Toronto Approval.

The above named student is in good standing (including current fees paid) and registered full-time in a graduate degree program and has permission to enrol as an international visiting student under the terms of the International Visiting Graduate Student Study Abroad Program at the University of Toronto during the study period (indicate below):

Study period start date:
Study period end date:

A Letter of Invitation signed by the first four parties indicated below confirming all supervisory arrangements, must accompany this form.

Approvals (signatures and printed names required).

1. Home University Supervisor:	Date:
2. Home University Supervisor's Chair or Centre Head:	Date:
3. U of T Visiting Student Supervisor:	Date:
4. U of T Supervisor's Graduate Unit Chair or Centre Head:	Date:
5. U of T SGS Director, Student Services:	Date:

03/2017

Freedom of Information and Protection of Privacy Act: www.fippa.utoronto.ca/