



# Request for Off-Campus Registration

A student requesting off-campus registration is required to complete sections 1 and 2. If you are expecting an award payment from the University, you can request a direct deposit of the award cheque into an authorized bank account by visiting [www.acorn.utoronto.ca](http://www.acorn.utoronto.ca).

If your request for off-campus registration is approved by your home graduate unit and is out-of-country, you must register with the University of Toronto, Centre for International Experience, [Safety Abroad Database](#).\*

\*Note: students researching within Canada do not need to register in the Safety Abroad Database. All students researching within the United States or an international location must register in the Safety Abroad Database.

**Section 1: Student Information (to be completed by the student).**

Name:	Student Number:
Address:	
Degree:	Graduate Unit:
Supervisor's Name:	
U of T Email:	

**Section 2: Information Required in Support of Request (to be completed by the course instructor).**

Name and Address of Educational Institution You are Associated With While Off-Campus:			
Purpose of Visit:			
Name of Library and Facilities to be Used:			
Host Supervisor Contact Information:			
Frequency of Contact With Supervisor:			
Period of Absence. From:		To:	
Month	Year	Month	Year
By signing this form, I understand that if my off-campus registration is approved by my home graduate unit that I must register in the University of Toronto, Centre for International Experience, <a href="#">Safety Abroad Database</a> ,* reference on page one of this form.			
Student's Signature:			Date:

**Section 3: Chair/Director/Graduate Coordinator Approval**

Graduate units who approve out-of-country university activities should review the Safety Abroad Manual.

Off-Campus Registration:	Approved	Denied
Home Chair/Coordinator Signature (sign and print name):	Date:	

Freedom of Information and Protection of Privacy Act: [www.acorn.utoronto.ca/fippa.php](http://www.acorn.utoronto.ca/fippa.php)

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