



# Western VISITING UNDERGRADUATE STUDENT (Research Only) PLAN

The University of Western Ontario, Office of the Registrar (Student Central), Room 1120 WSS, London, Ontario, N6A 5B8

The personal information on this form is collected under the authority of the University of Western Ontario Act, 1982, as amended. To view the complete Personal Information Collection Notice, visit the online Academic Calendar at: [www.westerncalendar.uwo.ca](http://www.westerncalendar.uwo.ca).

**There is a non-refundable fee (including taxes) for processing this application. See back of form for more information.**

Last Name:		First Name:	
Address:			
City:		Country:	Postal Code:
E-mail Address:		Phone #:	
Home University:		Student # at Home University:	
Home Program:	Date of Birth: <small>Year / Month/Day</small>		Gender:
Anticipated Immigration Status: <input type="checkbox"/> Canadian <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Study Permit <input type="checkbox"/> Work Permit			
Visiting Status requested for the following term(s):      Fall 20__      Winter 20__      Summer 20__			
Duration of study at Western: (DD/MM/YR) ____/____/____ to (DD/MM/YR) ____/____/____			
Department of study at Western: _____			
Departmental Approval: (Print) _____ Signature: _____			

### **Procedure:**

1. Once completed, this form must be accompanied by the following:
  - A letter from the student's home university approving the arrangement and indicating the duration;
  - A cheque or money order for the \$150.00 processing fee.
  
2. Completed forms must be submitted to Student Central, Room 1120, Western Student Services Building, London, ON, CANADA, N6A 3K7.

I have read and understand the conditions (listed on both the front and back of this form) under which Visiting Undergraduate (Research only) student status is granted.

Student Signature		Date	
Department Chair Signature		Date	

**For WSS2140 use only:**

Student #		Signature & Date	
Visiting terms approved		Payment to WSS1120	

## ***General Information***

Visiting Undergraduate Students (Research only) are allowed to conduct research at Western University but do not fall under an approved exchange program. Students are registered as Full-Time Visiting Undergraduate Students on the condition that they cannot take courses at Western. If a Western transcript is requested, an Undergraduate Research indicator will be evident. If they are international students they pay UHIP (University Health Insurance Plan) fees and a student card fee but no tuition.

Based on the request to be a Visiting Undergraduate (Research Only) student at The University of Western Ontario, individuals assume the responsibility to adhere to The University of Western Ontario's Code of Student Conduct.

<http://www.uwo.ca/univsec/board/code.pdf>.

## ***Responsibilities of the Student***

The student must complete the Visiting Undergraduate Student (Research Only) Application, ensuring that all requested information is clearly indicated. A processing fee of \$150.00, made payable to The University of Western Ontario, must accompany the application. The completed form and payment should be submitted to Student Central, Western Student Services building, room 1120, with all required signatures. International students will be required to pay UHIP fees by the appropriate billing deadline. The Visiting Undergraduate (Research only) status is valid only for the session(s) indicated and approved.

## ***Responsibilities of the Home University Department Chair***

Upon approving a Visiting Undergraduate Student Application, the Program Chair, or equivalent, submits, in writing:

- Approval of the research arrangement and indicates duration allowed.

The Program Chair, or equivalent, also certifies that:

- The student is in good standing and is enrolled for the terms concerned:

## ***Responsibilities of the Host University Department Chair and/or Dean***

Upon approving a Visiting Undergraduate Student Application, the Department Chair and/or Dean of the Host University submits, in writing on the candidate's application form:

- 1) The approval of the research arrangement and indicate duration allowed

The Department Chair and/or Dean of the Host University also certifies that:

- 1) The student will not enroll in course(s) at the University of Western Ontario;
- 2) The student will be identified as a visiting student not required to pay tuition fees.