

VGS SUPERVISOR INFORMATION AND DECLARATION FORM

Visiting Graduate Students (VGS) cannot be on campus without being registered by the School of Graduate and Postdoctoral Studies (SGPS). Without being registered, they would not have the required status on campus for liability coverage, health coverage (if international), and would not have access to mandatory training modules and other important student services.

Visiting Graduate Students (VGS) will be registered once they confirm their arrival to the SGPS and, if international, provide their Visitor Record or proof of date of entry information (entry stamp in the passport and/or boarding pass). Please ask your VGS to email Chris Bell directly upon arrival with these details: cbell57@uwo.ca.*

Once registered in the Student Center, their student account will be updated. Please remind your VGS to pay for the administration fee, Western One ID Card fee, and UHIP fee if international, within 10 days of arrival to campus. The VGS will have already received information including their Western Student ID and Access code required to log into the Student Center (registrar.uwo.ca/resources/student_center_access_guide.html).

The VGS may pay their fees in the same way tuition and ancillary fees are paid (registrar.uwo.ca/student_finances/fees_refunds/fee_payment_methods/index.html).

If you already provided a speed code and account to cover the \$200 VGS processing fee, the student is only required to pay for UHIP (if international) and a Western One card.

VGS who are recipients of Global Affairs or department/faculty research awards will receive funding through their Student Center account. Funding is credited to the account and any charges are deducted. Any balance remaining will be issued to the student by cheque shortly after arrival in Canada.

It is your responsibility to ensure that your Visiting Graduate Student receives proper orientation as well as health and safety training through OWL.

If the anticipated arrival and/or departure dates of your international VGS change, it is your responsibility to notify Western International at immig@uwo.ca immediately so that adjustments to the student's registration record and UHIP fees (where applicable) can be adjusted accordingly. If your VGS is domestic and their anticipated arrival and/or departure dates change, please notify Rob Downes (regred@uwo.ca) immediately so that the student's registration record can be updated.

**During the following approximated times, students cannot be registered because of Ministry processes: November 1 – November 14, February 1 – February 14, July 1 – July 10. Students will be registered as soon as the processes are complete and will be notified by email of their updated active registration status.*

I have read and understood the information above and will ensure that my VGS will be informed of the administrative requirements. I confirm that I hold the appropriate level of SGPS membership to supervise a Visiting Graduate Student and I acknowledge my responsibilities as a supervisor:

grad.uwo.ca/resources/membership.html

grad.uwo.ca/resources/regulations/11.html.

VGS Name: _____

VGS Supervisor Signature: _____

Date: _____