



# VISITING UNDERGRADUATE (Research Only) PLAN For INTERNATIONAL STUDENTS

## General Information

Visiting Undergraduate Students (VUGS) are allowed to conduct research at the 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.

## Responsibilities of the Student

The student must complete the Visiting Undergraduate Student (Research Only) Application (below), ensuring that all requested information is clearly indicated. The completed form and a photocopy of the student's passport should be submitted to the proposed host supervisor at Western University.

Visiting international students conducting research only on campus require authorization from Immigration, Refugees and Citizenship Canada (IRCC). The host supervisor at Western will recommend the student to apply for either visitor status or a work permit after consultation with the Western International office.

Upon arrival to Western, international VUGS are required to provide their host department with a copy of their visa/study/work permit information.

Please note that International VUGS will be charged an administration fee of \$200.00 by the Registrar's Office, a fee for a Western Student ID card, and for health insurance coverage under the University Health Insurance Plan (UHIP).

## Responsibilities of the Student's Home University

Upon approving a Visiting Undergraduate Student Application, the Program Chair, or equivalent, completes a confirmation letter. This letter must:

- Be on the home institution letterhead with contact information, dated and signed by an official faculty/department administrator
- Confirm the student's registration status and tuition being paid
- Identify the student's level and field of study (e.g. Undergraduate level, field of Chemistry)
- Provide details about the student's research project and how it relates to the research to be conducted at Western
- Acknowledge the student's host supervisor at Western
- Indicate specific dates and duration of the research period at Western
- Outline funding information which addresses the following:
  - Source of funding for travel, lodging and/or research expenses
  - If the source of funding is from a research award granted on the basis of academic merit, this must be clearly stated
  - The funding amount, who will administer it and how (lump sum or by periodic installments over the research term).

## Responsibilities of Western University Host Undergraduate Program

Upon approving a Visiting Undergraduate Student Application, the host undergraduate program certifies in writing:

- Approval of the research arrangement and indicate the duration allowed;
- That the student will not enroll in any courses at Western University;
- That the student will be identified as a visiting student not required to pay tuition fees.

The host supervisor at Western will collect the completed application form, a copy of the student's passport, the home university confirmation letter and forward these, along with the Western undergraduate program letter to Western International: [immig@uwo.ca](mailto:immig@uwo.ca)



## VISITING UNDERGRADUATE STUDENT (Research Only) PLAN For INTERNATIONAL STUDENTS

### APPLICATION

Last Name (as it appears in your passport): \_\_\_\_\_

First Name (as they appear in your passport): \_\_\_\_\_

Date of birth (YYYY/MM/DD): \_\_\_\_\_

Gender: \_\_\_\_\_

Email Address: \_\_\_\_\_

Full home mailing address:

Country of Citizenship: \_\_\_\_\_

Home University: \_\_\_\_\_

Undergraduate Program Research Area: \_\_\_\_\_

VUGS Status requested for the following dates (YYYY/MM/DD): \_\_\_\_\_ to \_\_\_\_\_

### Procedure

Once completed, this form should be submitted to the host supervisor at Western, along with a copy of the student's passport and the confirmation letter from the home university (as described above).

The host supervisor will provide these documents and the approval letter from the Western host undergraduate program to the Western International office. After consultation with the Western International office, the host supervisor will advise the student to apply for either visitor status or a work permit.

### Approval Signatures

Student Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

Western Undergraduate Program Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

### *For OOR use only:*

Western Student ID No. \_\_\_\_\_ Visiting dates approved: \_\_\_\_\_