

General Information

Visiting Undergraduate Students (VUGS) are allowed to conduct research only at Western. Students are registered as full-time Visiting Undergraduate Students on the condition that they cannot take courses at Western. VUGS will be charged a processing fee and a fee for a Western Student ID card.

Responsibilities of the Student

The student must complete the Visiting Undergraduate Student (Research Only) Application, ensuring that all requested information is clearly indicated. The completed form and proof of citizenship (i.e. copy of passport) should be submitted to the proposed host supervisor at Western University.

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 includes:

- Confirmation that the student is in good standing and is enrolled in full-time registration status for the duration of the proposed visit to Western
- Acknowledgement of the student's host supervisor at Western
- Approval of the research arrangement
- The approved dates and duration of the research period at Western

Responsibilities of Western University Host Program

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

- Approval of the research arrangement and indication of 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 and send the following to the Office of the Registrar, Western Student Services Building, Room 2140, for processing:

- the completed application form
- the student's home university confirmation letter
- the approval letter from the Western Department
- Proof of citizenship



VISITING UNDERGRADUATE STUDENT (Research Only) PLAN For CANADIAN or PERMANENT RESIDENT STUDENTS

Application:

Last Name*: _____

First Name*: _____

* As it appears in your passport or birth certificate

Birthdate: (YYYY/MM/DD) _____

Gender: _____

Email Address: _____

Full Home Mailing Address:

(*Permanent Residents only)

Country of Citizenship*: _____ and Landing Date*: (YYYY/MM/DD) _____

Home University: _____

Undergraduate Program: _____

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

Procedure:

Once completed, this form should be submitted to the host supervisor at Western, along with the confirmation letter from your home university (as described on the cover page). The host supervisor will provide these documents and the approval letter from the Western department to the Office of the Registrar for processing (please forward to Student Records and Enrollment, Western Student Services Building, room 2140).

Approval Signatures:

Student Signature: _____ Date: (YYYY/MM/DD) _____

Western Undergraduate Program Signature: _____ Date: (YYYY/MM/DD) _____

For OOR use only:

Western Student Number: _____ Visiting Dates Approved: (YYYY/MM/DD) _____