

Section A: To be completed by Ontario Tech University graduate student. Please submit the form to your home faculty.

First and Last Name	Student Number	Email Address	Date of Birth (MM/DD/YY)
Address	City, Province	Postal Code	Phone Number
Ontario Tech University Home University	Home Department	Degree Program	

GRADUATE COURSE(S) INFORMATION

I hereby request permission to take the following course(s) required for my degree at Host University _____, Host Department _____ for the period from _____ (month) to _____ (month) of the year _____.

Is there a similar course available at your home institution, Ontario Tech University?

If yes, indicate course number and course name _____ Yes No

Course No.	Title	Weight		Term(s)		
		Half	Full	Fall	Winter	Spring

Dates of previous registration at Host University, if applicable _____

My supervisor is aware that I am requesting to take this course(s) and approves this request.

My supervisor is aware that I am requesting to take this course(s) and does not approve of this request.

I understand that if I would like to withdraw from any of these courses, it is my responsibility to complete a Notification of Withdrawal form, notify the graduate school of the host university and Ontario Tech University SGPS immediately. I also understand that it is my responsibility to arrange to have an official record of the final mark sent to the Ontario Tech University SGPS as soon as the final results of the course(s) are available.

Student Signature Date

SECTION B: To be completed by the Home Faculty. Please submit this form to SGPS. Approvals (in sequence of number)

1.	Ontario Tech University _____		
	Home University Department Chair Name	Department Chair Signature	Date
2.	Ontario Tech University _____		
	Home University Graduate Dean	Graduate Dean Signature	Date
3.	_____		
	Host University Department Chair Name	Department Chair Signature	Date
4.	_____		
	Host University Graduate Dean	Graduate Dean Signature	Date

On signing approval, Host University Graduate Dean/designate sends a copy to Home Graduate Dean/designate and Student.

Each Dean sends copies to department chair, Registrar and Accounts Office. After the student has enrolled and after the term enrolment report date, the host university Accounts Office is requested to send invoice to SGPS.