graduate studies | YORK UNIVERSITÉ UNIVERSITY

Office of the Dean
York University

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Canadian University Graduate Transfer Agreement (CUGTA) Request Form

This request form originates at the Home institution, usually at the Program level. The Program completes, signs and forwards it to the Faculty of Graduate Studies for approval and signature. The form is then forwarded to the Faculty of Graduate Studies at the Host institution to arrange final Program approval and signature. A copy of the completed form (with all of the necessary signatures) is returned to Faculty of Graduate Studies at the Home institution. The Host institution retains the original.

Under provisions of the Agreement, it is agreed that:

Applicant information			
Surname	Given Name(s)		
Home Student Number	Email		
Program - please select -	Degree & level of study - please select -	Current status - please select -	
Mailing address	City	Postal code	Province
Date of birth (mm/dd/yyyy)	Phone number		
Gender Female Male	Immigration Status Canadian Landed Immigrant Student Visa Entry Date (mm/dd/yyyy)		
Country of Citizenship Country of Birth			

Has permission to take the following at:

Course Number	Course Title	Fees *(paid by host)*	Credits	Term	Year

Has the applicant ever taken advantage of this or related transfer agreements? Yes No
If yes, provide specifics of the course(s), host, date taken (attach details on a separate sheet).

Privacy: Personal information in connection with this form is collected under the authority of *The York University Act*, 1965 and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, (416)736-2100 x 55521.

I hereby request permission to take the following courses required for my degree at:

Host University	Host/program
From the period beginning (month/year)	For the period ending (month/year)

Course number & credit *e.g., POLS 5742.6*	**Course title**	**Terms** *e.g., Y22*	**Catalogue number** *e.g., Z97F05*

Student: Attach a copy of the course description and a concise rationale for how the course(s) fit(s) your plan of study.

Previous registration dates at Host university (mm/yyyy) From To	Student number at Host university

☐ N/A	
Student signature	Date (mm/dd/yyyy)

Approvals (in sequence of number)—See processing instructions		
1. York University graduate program director name	Signature	Date (mm/dd/yyyy)
By approving a Visiting Graduate Student Application, the Graduate Program Director is certifying that: • The student is pursuing a graduate degree program as indicated on the form; • The student is in good standing and is enrolled for the terms concerned; • The student needs the course(s) as part of the requirements for the degree; • The student will receive course credit provided the necessary standing is obtained; • The course in question is a mandatory degree requirement; • The course cannot be offered in a timely fashion at York University; • All efforts are exhausted to explore the possibility of taking directed reading courses at York; • There is no other way for the degree requirement to be satisfied at York University.		
2. York University FGS graduate dean name	Signature	Date (mm/dd/yyyy)
By approving an outgoing Visiting Graduate Student Application, the Office of the Dean, Graduate Studies is certifying that: • The application information corresponds to all relevant institutional rules and regulations; • The cost of the application fits within the York University annual budget for OVGS applications; • The application will be processed in a timely way.		
3. Host University department chair/program director name	Signature	Date (mm/dd/yyyy)
4. Host University graduate dean name	Signature	Date (mm/dd/yyyy)

Canadian University Graduate Transfer Agreement (CUGTA) Request Information

General Information

The CUGTA allows a graduate student in good standing and registered at a university in Canada (HOME university) to take graduate courses at another CAGS member university in Canada (HOST university) without completing further admission formalities. This program is designed to assist students in meeting mandatory degree requirements. Applications will be approved only when the following conditions are met:

- The course in question is a mandatory degree requirement.
- The course cannot be offered in a timely fashion at York University.
- All efforts are exhausted to explore the possibility of taking directed reading courses at York.
- There is no other way for the degree requirement to be satisfied at York University.

Eligibility

Applicants must be registered as full-time students in a York University graduate program and have completed at least 1 term of study at York University. The request only applies to graduate level courses.

Responsibilities of the Student

- The student must complete the CUGTA Request Form, ensuring that all requested information is clearly included. The student must then obtain approval for the courses requested in the sequence specified on the form and meet all institutional (program and Faculty of Graduate Studies) deadlines.
- It is the student's responsibility to ensure that the application reaches the Host University Graduate Office as early as possible and in any event not later than the last date for registration of the term in which the course(s) concerned are to be taken.
- In the event of withdrawal from a course, the student must send a Notification of Withdrawal from Courses to the Graduate Offices of their Home University and of the Host University. The last date for withdrawal is the date specified for this purpose by the Host University. Failure to respect this deadline may result in the recording of a failing grade on the record of the student and/or late withdrawal fees.
- All late withdrawal fees must be paid by the student. All fees will be charged in full and posted to the student accounts.
- Refunds, if any, are governed by the appropriate policies of the HOST University of the student.
- It is the student's responsibility to ensure that grades are received by the Home University for recording.

Responsibilities of the Home University Program/ Department Chair and Graduate Dean

By approving a Visiting Graduate Student Application, the Graduate Program Director is certifying that:

- The student is pursuing a graduate degree program as indicated on the form;
- The student is in good standing and is enrolled for the terms concerned;
- The student needs the course(s) as part of the requirements for the degree;
- The will receive course credit provided the necessary standing is obtained;
- The course in question is a mandatory degree requirement;
- The course cannot be offered in a timely fashion at York University;
- All efforts are exhausted to explore the possibility of taking directed reading courses at York;
- There is no other way for the degree requirement to be satisfied at York University.

Responsibilities of the Host University and Graduate Dean

By approving an OUTGOING Visiting Graduate Student Application, the Office of the Dean, Graduate Studies is certifying that:

- The application information corresponds to all relevant institutional rules and regulations;
- The cost of the application fits within the York University annual budget for OVGS applications;
- The application will be processed in a timely way.

Responsibilities of the Host University and Graduate Dean
By approving an OUTGOING Visiting Graduate Student Application, the Office of the Dean, Graduate Studies is certifying that:

- The application information corresponds to all relevant institutional rules and regulations;
- The cost of the application fits within the York University annual budget for OVGS applications;
- The application will be processed in a timely way.

Processing instructions
On signing approval, Host University Graduate Dean sends copy to York University's Graduate Dean and Student. Each Dean sends copies to program/department chair, Registrar & Accounts Office. After the student had enrolled and after the term enrolment report date the host university Accounts Office is requested to send invoice to York University.

Deadlines
York university graduate students must ensure that they submit CUGTA Request forms to their HOME institution Graduate Program Director no later than 8 weeks prior to the term during which they wish to attend the HOST university. The student must ensure the HOST institution receives the Request Form at least one month prior to the student of the term. This timeline guarantees timely and accurate processing of the application. There are no exceptions to this timeline. Students must send confirmation of registration and notice of any changes to the HOME institution at the time of registration/changes.

Additional Information
Requests for additional information about the Visiting Graduate Student Plan should be directed to the Faculty of Graduate Studies, York University. Please contact the applicable Graduate Program Assistant to determine the appropriate Graduate Record & Enrolment Coordinator for your Faculty in the Office of the Dean, Faculty of Graduate Studies.

The full Terms of Reference for the CUGTA are available on the Faculty of Graduate Studies website.