



## International Visiting Graduate Student (IVGS) Study Abroad Agreement

### Preamble

The University of Toronto encourages qualified international graduate students to study at the University in order to foster the exchange of ideas, and to allow students to receive specialized training and participate in research collaboration. Qualified graduate students from abroad can continue their studies towards a degree at their home university by pursuing advanced Master's or Doctoral research at the University of Toronto for a study period of up to 3 sessions, where a session is defined as the three four-month academic sessions in the University's academic year: Fall (September to December), Winter (January to April) and Summer (May to August).. Students have the opportunity to study with top research faculty engaged in cutting-edge research and can take advantage of the University's world-class libraries and other research opportunities.

This Study Abroad Agreement sets out a protocol for the recognition of International Visiting Graduate Students (IVGS). The Study Abroad Program exists to facilitate study abroad visits by international graduate students who do not fall under an approved exchange program with the University of Toronto. These students are recognized as legitimate visiting students to the University of Toronto and are registered as full-time graduate students with the School of Graduate Studies. The students also maintain registration at their home university and are expected to return to their home university to complete their Master's or Doctoral program.

All international graduate students who will be visiting the University for less than one month to conduct research towards completion of their thesis only need a letter of invitation from the faculty member who will serve as their host supervisor. In such cases, the visiting student should not apply to the IVGS program and the IVGS agreement form and fees do not apply; such students should arrange for their own health insurance, as they are not eligible for the University Health Insurance Plan (UHIP). Such students should contact the nearest Canadian Embassy, Consulate, or High Commission for advice on what permits might be necessary.

International visiting graduate students who will be studying at the University for more than one month must apply by submitting an IVGS Study Abroad Agreement, accompanied by a letter of invitation from their host supervisor. If approved, upon receipt of a formal offer of admission, visiting students should apply for a study permit, even if they are from a visa-exempt country, and planning a study abroad period of less than six months. When applying, students should present both their formal offer of admission and the invitation letter from their supervisor as supporting documentation.

## TERMS OF THE STUDY ABROAD AGREEMENT

1. IVGS students must be registered in good standing in a full-time research Master's or Doctoral program at their home institution.
2. IVGS students will be registered as full-time non-degree visiting graduate students at the School of Graduate Studies, University of Toronto.
3. IVGS students will be studying with their supervisor at the University of Toronto on subjects related to their Master's or Doctoral thesis. IVGS students will be enrolled in the course code RST 9999Y Research/Thesis for the duration of their study period at the University. This is a required course for all University of Toronto graduate students while they are preparing their Master's or Doctoral thesis. This course has no class meetings, and reflects research activity only. IVGS students are not permitted to register in any other courses at the university. Upon completion of their study period at the University of Toronto, IVGS students may request a letter confirming their study from the School of Graduate Studies, and/or a letter outlining their research accomplishments from their supervisor.
4. It is recognized that it is the responsibility of the student to identify a supervisor, who holds [graduate faculty membership at the University of Toronto](#).
5. The University of Toronto supervisor must write a supervisory letter of invitation signed by the following five parties:
  - a. the IVGS student
  - b. the student's supervisor at his/her home university
  - c. the home university supervisor's chair or centre head
  - d. the member of the University of Toronto Graduate Faculty who agrees to supervise the visiting student (the host supervisor)
  - e. the chair or centre head of the graduate unit in which the host supervisor holds his or her graduate appointment

This agreement will deal with issues such as intellectual property, access to equipment and supplies, research ethics, and space (see sample supervisory letter of invitation included below).

6. IVGS students assume responsibilities to the University of Toronto and must abide by all University of Toronto's policies, regulations, rules and procedures including but not limited to the U of T Code of Behaviour on Academic Matters, Code of Student Conduct, Policy on Ethical Conduct in Research, Intellectual Property Guidelines and the Inventions Policy.
7. The IVGS fees provide students with access to university services (e.g. library, e-mail access, computing) and to student services such as recreation facilities, and the Centre for International Experience. IVGS students may apply for residence (if space is available).
8. Admission to the IVGS Study Abroad Program is at the complete discretion of the University of Toronto, School of Graduate Studies and does not guarantee admission into a graduate degree program at the University of Toronto. Any student who wishes to apply to a graduate degree program at the University of Toronto must do so following the regular application process in competition with all other applicants. No transfer credit will normally be given for any courses audited as an IVGS student.
9. The IVGS student's registration may be terminated at any time with written notice by the University of Toronto, School of Graduate Studies.

## PROCESS AND ADMINISTRATION

1. A visiting student's study abroad visit must be mutually agreed upon by the student's supervisor (or equivalent) at the home university, the home university supervisor's chair or centre head, the proposed supervisor at the University of Toronto, and the chair or centre head of the University of Toronto supervisor's graduate unit.
2. The student's supervisor at the University of Toronto will submit the following documents to his/her Graduate Administrator:
  - a. **IVGS Agreement Form:** A completed IVGS Form signed by all appropriate signatories as requested on the form. The signature of the Director, Student Academic Services can be provided on request from the home institution.
  - b. **Letter of Invitation:** The Letter of Invitation must be co-signed by the five parties confirming supervisory arrangements and all aspects of the visit (including intellectual property, travel costs, study stipend (if any), access to equipment and supplies, research ethics, and space). (See sample on [IVGS information page](#).)
  - c. **Student's academic curriculum vitae.**
3. The completed IVGS Form with the required five signatures, the letter of invitation, and other relevant documentation must be forwarded for approval to the School of Graduate Studies, University of Toronto by the host supervisor's graduate unit. If approved, the School of Graduate Studies will issue the visiting student a Letter of Acceptance under the IVGS Study Abroad Program with copies to supervisor at the University of Toronto and the graduate unit.

Normally the start and end date of the study abroad program will coincide with the start and end of a session. If a mid-session study period is requested, the student must pay non-academic incidental fees and UHIP fees for each session of registration. **In signing this agreement, all parties acknowledge that the student is liable for the full fees of any session in which they are registered, even if they attend for only part of that session.**

**Note: Applications should be received by the School of Graduate Studies well in advance of the start of the study period. Lead time will vary depending on what Canadian legal status documents the student will need.**

4. IVGS students are not charged tuition fees at the University of Toronto (but may be charged fees at their home institution). Other fees are required. IVGS students' fees will be posted at <https://www.acorn.utoronto.ca>. Students should pay fees on arrival, either through a Canadian bank, or by credit card on ACORN. Fees include:
  - a. The full-time compulsory non-academic student incidental fees (\$1,109.40 for the 2024 Fall session). The non-academic incidental fees include Athletics, Hart House, Health Services, Student Services fees and various campus-wide and divisional student societies. Students are charged the full sessional fees of every session in which they are registered, even if they are only present for part of the session.
  - b. The University Health Insurance Plan (UHIP) fees (\$63 CDN per month in 2024-2025). This mandatory health plan ensures that all international students have basic health care coverage while studying in Ontario. International students are required to pay for UHIP coverage regardless of any other coverage they may have. The student should submit the form as soon as possible on arrival. Completed forms must be submitted to the [UHIP Office](#). It is important to note that UHIP does not include travel coverage. Students are encouraged to seek private travel insurance if they plan to travel out of province. For contact details and additional UHIP information visit the [Centre for International Experience](#) website.

## **SUPERVISORY LETTER OF INVITATION**

A supervisory letter of invitation must be agreed to and signed by the five parties specified above. Although the details of a Letter of Invitation will vary, but the following topics and information must be included:

- Letterhead of the graduate unit, University of Toronto
- Addressed to the home supervisor of the IVGS student
- Full Name of student
- Student's home program and degree level (Master's or PhD)
- Student's home academic institution and department (where currently enrolled)
- Name of home supervisor and supervisor's department with, name of supervisor's chair or centre head
- Name of U of T supervisor and department, with name of supervisor's chair or centre head
- Study period dates (start and end dates of visit)
- Student's main area of research interest (very brief statement)
- Arrangements for intellectual property (if applicable)
- Arrangements for research ethics approvals (if applicable)
- Arrangements for financial considerations (if any): e.g. stipend, travel reimbursement, research expenses
- Use of resources: e.g. equipment; space; supplies; required health and safety training
- Arrangements for supervision during study period (e.g. frequency of contact, how progress will be assessed)
- Arrangements for U of T residence accommodation (if any)
- Other documents may be attached if required



# International Visiting Graduate Student Study Abroad Agreement

An International Visiting Graduate Student (IVGS) must complete Section 1 of this form and submit it well in advance of the time they plan to attend the University of Toronto. Normally, the start and finish of the visit would coincide with the start and end date of a session; refer to the [2024-25 sessional dates](#). If this form is not received and approved in time, the student may not receive approval to visit. Submit signed form, supervisory invitation letter, and student's CV to [sgs.international@utoronto.ca](mailto:sgs.international@utoronto.ca) for final approval.

Session	Start Date	Application Deadline
Winter 2025	January 1, 2025	September 6, 2024
Summer 2025	May 1, 2025	January, 2025
Fall 2025	September 1, 2025	May 2, 2025

Students should check [immigration processing times](#), as they may need longer to apply for travel documents.

### Terms and Important Notes:

- International Visiting Graduate Students under a Study Abroad Agreement are not charged tuition fees (but may be liable for fees at their home institution). All visiting students are required to pay the full-time compulsory non-academic incidental fees for each session, or partial session, in which they are registered. Sessional fees cannot be pro-rated. Fees for students at the St. George (downtown) campus total \$1,100.40 in 2024-25 for each of the Fall and Winter sessions; Summer fees are estimated at \$750. Students must also pay University Health Insurance Plan (UHIP) fees (\$63 per month in 2024-2025). Payment through the visiting student's financial institution, or by credit card on ACORN, is due within two weeks of arrival. **All fees are subject to change; rates quoted are for planning only.**
- Normally, no transfer credit will be given for work completed as an international visiting graduate student.

### SECTION 1: To be completed by the student.

Surname:	Given Name(s):	Date of Birth (YY-MM-DD):
Gender:	Nationality:	U of T Graduate Unit:
Complete Current Mailing Address (including postal code):		
Email:		Telephone Number:
Name of Home University/Graduate Unit:	Will you be receiving funds from a Canadian source? Yes <input type="checkbox"/> No <input type="checkbox"/>	
I am currently registered full-time in a degree program: <input type="checkbox"/> Master's program <input type="checkbox"/> Doctoral program		
Have you attended the University of Toronto before? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, what was your student number?
Study period start date: Study period end date:		
Campus Requested: St. George (downtown Toronto) <input type="checkbox"/> Scarborough <input type="checkbox"/> Mississauga <input type="checkbox"/>		

# International Visiting Graduate Student Study Abroad Agreement

*I hereby accept and agree to abide by the statutes, rules and regulations of the University of Toronto while attending as a registered visiting student under the terms of the <a href="#">International Visiting Graduate Student Study Abroad Agreement</a> .	
Student Signature*:	Date:

**SECTION 2: Home University and University of Toronto Approval.**

The above-named student is in good standing (including current fees paid) and registered full-time in a graduate degree program and has permission to enrol as an international visiting student under the terms of the International Visiting Graduate Student Study Abroad Agreement at the University of Toronto during the study period indicated above.

A supervisory letter of Invitation signed by the first four parties indicated below confirming all supervisory arrangements, must accompany this form. All signatories of the form confirm that they have read the terms and conditions of the [International Visiting Graduate Student Study Abroad Agreement](#). Please also feel free to review the FAQs and checklists for students and supervisors.

Is the student’s visit part of the collaboration of an International Doctoral Cluster? Yes \_\_\_\_\_ No \_\_\_\_\_

**Approvals (signatures and printed names required). Submit signed form, letter, and CV to [sgs.international@utoronto.ca](mailto:sgs.international@utoronto.ca).**

1. Home University Supervisor	Date:
2. Home University Supervisor’s Chair or Department Head	Date:
3. U of T Visiting Student Supervisor:	Date:
4. U of T Supervisor’s Graduate Unit Chair:	Date:
5. U of T SGS Director, Student Academic Services ( <a href="mailto:sgs.international@utoronto.ca">sgs.international@utoronto.ca</a> ):	Date:

*Freedom of Information and Protection of Privacy Act:*  
<https://governingcouncil.utoronto.ca/fipp>

Your application will be reviewed by the University of Toronto for eligibility and the ability to enter Canada for participation in the International Visiting Graduate Student (IVGS) program.