



QUEEN'S-R.M.C. VISITING GRADUATE STUDENT APPLICATION

The personal information on this form is collected under the authority of the *Royal Charter of 1841*, as amended. The information will be used to process your application to the Queen's-RMC Visiting Graduate Student program.

RETURN SIGNED FORM TO: School of Graduate Studies, Queen's University, Kingston, ON K7L 3N6

STUDENT NAME	QUEEN'S STUDENT NUMBER	EMAIL ADDRESS
ADDRESS	POSTAL CODE	TELEPHONE (Area code first)
QUEEN'S UNIVERSITY DEPARTMENT	DEGREE PROGRAM	DATE OF BIRTH MM/DD/YY

I hereby request permission to take the following course(s) required for my degree at Royal Military College from the Department of:

ROYAL MILITARY COLLEGE DEPARTMENT

For the period from: _____ to: _____
Month Month

Of the academic year: _____

Course Number	Title	WEIGHT		TERM(S)		
		Half	Full	Fall	Winter	Spring

Date of previous registration at Royal Military College: _____

Student's Signature: _____ Date: _____

INTERNAL RECOMMENDATIONS (see over):
_____ Supervisor signature

SIGNATURES REQUIRED FOR APPROVALS:

- _____
Queen's University Department Chair Date
- _____
Queen's University Dean of Graduate Studies Date
- _____
Royal Military College Department Chair Date
- _____
Royal Military College Dean of Graduate Studies Date

Upon approval, RMC Graduate Dean sends copy to Queen's Graduate Dean and student. Each Dean sends copies to Departmental chairs, and Registrars, Schools of Graduate Studies.

Visiting Graduate Student Plan General Information

The Visiting Graduate Student Plan allows a graduate student registered at a university in Ontario (home university) to take graduate courses at another Ontario university (Host university) without completing further admissions formalities.

***** Courses may not be audited under the Visiting Graduate Student Plan. *****

The student pays fees to the home university and is classified as a visiting student at the Host University, where he/she pays no fees.

Queen's/Royal Military College (R.M.C.) Visiting Graduate Student Agreement

Graduate students from either university are permitted to take courses at the graduate level at the host university for degree credit at their home university. All due fees are to be paid at the home university.

***** Courses may not be audited under this agreement. *****

Responsibilities of the Student

In order for a Queen's University graduate student to receive permission to take an R.M.C. graduate course, the student must complete the *Queen's/R.M.C. Visiting Graduate Student Application* form, ensuring that all requested information is clearly indicated. He/she must then obtain signatures in approval for the courses requested in the sequences specified on the form (#1-4).

It is the student's responsibility to ensure that the application reaches the R.M.C. Graduate Studies Office as early as possible, and not later than the last date for registration in the term in which the course(s) requested are to be taken.

In the event of withdrawal from the R.M.C. course(s), the student must send a *Notification of withdrawal from courses* form to the Graduate Studies offices of both Queen's University and R.M.C.. The last date for withdrawal is the date specified by R.M.C. for this purpose. Failure to respect this deadline may result in the recording of a failed grade on the record of the student.

Responsibilities of Queen's University

Upon approval of a *Queen's-R.M.C. Visiting Graduate Student Application*, the Queen's University Department Chair and the Dean of Graduate Studies certify that the student:

1. Is a full time graduate student;
2. Is pursuing a graduate degree program as indicated on the form;
3. Is in good standing and is enrolled for the term(s) noted on the form;
4. Needs the course(s) as part of the requirements for the degree;
5. Will receive course credit provided the necessary standing is obtained.

To avoid questions regarding standing arising from different grading policies, the Queen's University Department Chair is urged to specify the minimum passing grade that the student must obtain, on this form under "**Internal Recommendations**".

Responsibilities of Royal Military College

Upon approval of a *Queen's-R.M.C. Visiting Graduate Student Application*, the R.M.C. Department Chair and the Dean of Graduate Studies certify that:

1. The course(s) specified on the form will be offered during the term(s) indicated;
2. The student will be assured a place in the course(s);
3. The student will be identified as a visiting student not required to pay fees and not to be reported for formula claims (MCTU).

R.M.C. also agrees to report the grade(s) obtained by the student to Queen's University Graduate Studies office without undue delay.

Additional information

Requests for additional information about the *Queen's/R.M.C. Visiting Graduate Student Plan* should be directed to either Graduate Studies Office at either participating facility.

