
UR INTERNATIONAL STUDY ABROAD & GLOBAL MOBILITY

VISITING GRADUATE RESEARCH STUDENT

OFFICIAL APPLICATION PACKAGE

UR International Study Abroad & Global Mobility supports students who are wanting to enhance their programs by gaining valuable knowledge and experience by performing research abroad. As research has become increasingly interdisciplinary and networked, in addition to research equipment becoming more specialized and costly, UR International Study Abroad & Global Mobility encourages graduate students mobility, nationally and internationally, in order to foster the exchange of ideas, specialized training, research collaboration, and interdisciplinary perspectives.

For more information and to discuss the application and requirements, contact:
UR International Study Abroad & Global Mobility

PLEASE SUBMIT ONE (1) COMPLETED AND SIGNED APPLICATION TO:

UR International Study Abroad & Global Mobility
Graduate.Mobility@uregina.ca | 1.306.337.2446

Applications must be completed and submitted (via email) in full to be eligible for consideration.
Applicants will receive notification of the decision on their application via email.

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ABOUT THE VISITING GRADUATE RESEARCH STUDENT PROGRAM

The Visiting Graduate Research Student Program is designed to provide an avenue for graduate students enrolled in a degree program at an accredited institution to gain valuable experience, specialized training, and research collaboration. This category of Visiting Graduate Research Student is not intended to replace any existing arrangement(s) between institutions.

Students who are successfully admitted to the program must register in GRST 995 AG each semester they are on campus.

Visiting Graduate Research Students are not permitted to undertake any courses for credit towards a degree program at their home institution. Students who wish to partake in credit courses must submit a Letter of Permission from their home institution with this application. Proof of [English Language Proficiency](#) will be required for students who choose to enroll in credit courses.

ELIGIBILITY CRITERIA

Students must meet the following criteria to be eligible to submit an application:

- Enrolled in a degree program at an accredited post-secondary institution
- In good academic standing at the home institution
- Identify an accredited faculty member at the University of Regina who agrees to host the student during his/her stay
- Length of initial proposed visit must not be longer than one (1) year. Visits may be eligible for extension.

DOMESTIC APPLICANTS

No fees apply, with the exception of incidental costs. Fees must be paid by the student directly through Financial Services once they are on campus.

INTERNATIONAL APPLICANTS

A program fee of \$400 CAD (\$100 Application Fee; \$300 Program Service Fee) will be charged for the first semester. If a student remains at the University of Regina for more than one semester, a continuing program fee of \$200 CAD per semester will apply. Visiting Graduate Research Students are responsible for the full payment of University of Regina Students' Union fees and Recreation and Athletics fees. These fees must be paid each semester and are subject to change.

The program fee is to be paid online using [Flywire](#) – University of Regina. Alternative payment methods may be coordinated with the supervisor at the host institution.

Successful applicants will receive a notification via email of how to proceed with paying the program fee. Once the program fee is received from the successful applicant, UR International Study Abroad & Mobility will provide an official invitation letter and a receipt for the Immigration, Refugees, and Citizenship Canada (IRCC) Compliance Fee. Unsuccessful applicants will not be instructed to pay the program fee.

HEALTH, BENEFITS AND ACCESSES

Successful Visiting Graduate Research Student applicants will be afforded access to basic research services and to basic student services. Access to health and other benefit plans, transit passes, etc. may need to be arranged separately. It is recommended for applicants to discuss this with their host supervisor.

It is the responsibility of the Visiting Undergraduate Research Student to ensure that individual travel and health insurance/coverage is obtained either through a private company or through the Saskatchewan Health Care system.

APPLICATION ASSESSMENT

Applications received will be processed and assessed by UR International Study Abroad & global Mobility and the host faculty at the University of Regina. Application reviews will take place upon submission and applicants will be notified of the decision on their application via email.

The University of Regina reserves the right to revoke or request repayment of any funds received by an individual if it is deemed that they, in fact, did not meet or failed to comply with the rules and regulations governing the Visiting Graduate Research Student Program.

CONFIDENTIALITY OF INFORMATION

All information collected in this application is necessary for the assessment of the application. Information may be shared with necessary parties associated with the Visiting Graduate Research Student Program in order to reach a decision on the application.

Personal information in connection with this application is collected under the authority of The University of Regina Act and is needed for educational, administrative and statistical purposes, to process and make a decision on your application.

APPLICATION REQUIREMENTS CHECKLIST

Include all of the following application materials, including any necessary appendices and supporting documentation.

Applications which are not complete will not be eligible for assessment.

Additional documentation or information may be requested upon assessment of the application.

Completed and signed applications must be **SUBMITTED BY EMAIL** to:
Graduate.Mobility@uregina.ca

Questions regarding your application can be forwarded to Graduate.Mobility@uregina.ca or 1.306.337.2446

<input type="checkbox"/>	Application Form Pt. 1: Applicant Information
<input type="checkbox"/>	Application Form Pt. 2: Declaration and Consent
<input type="checkbox"/>	Application Form Pt. 3: Home Institution Information
<input type="checkbox"/>	Application Form Pt. 4: Host Institution Information
<input type="checkbox"/>	Application Form Pt. 5: Visiting Graduate Research Student Proposal
<input type="checkbox"/>	Application Form Pt. 6: Payment Information
<input type="checkbox"/>	Appendix 1: Additional Supporting Documents <input type="checkbox"/> Letter from Home Institution <input type="checkbox"/> Research Plan <input type="checkbox"/> Curriculum Vitae (CV)/Resume <input type="checkbox"/> Passport
<input type="checkbox"/>	Appendix 2: Host Supervisor Supporting Documents <input type="checkbox"/> Supervisor Declaration <input type="checkbox"/> Letter of Program Confirmation

SUBMITTING YOUR APPLICATION

How to submit your application (read carefully):

1. Ensure all necessary application form pages and supporting documents are completed.
2. All pages of the application form and additional supporting documents must be submitted as a single package and emailed directly to Graduate.Mobility@uregina.ca.
 - a. Ensure Host Supervisor Supporting Documents are sent directly from the Host Supervisor to UR International Study Abroad & Global Mobility
3. Please title the subject of your email in the following format:
"Your Full Name – U of R – Visiting Graduate Research Student Application"
4. Supporting documents may be sent as separate attachments as long as they are contained in the same email along with the application form and are clearly labelled.
5. Do not send additional supporting documents in separate emails, with the exception of the Host Supervisor Supporting Documents.

APPLICATION FORM PART 1: APPLICANT INFORMATION

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other		Last/Family Name:	First/Given Name:	Middle Name(s):
Country of Citizenship:	Date of Birth (DD/MMM/YYYY):	<input type="checkbox"/> Male <input type="checkbox"/> Other <input type="checkbox"/> Female		
Citizenship (Additional):				Passport No.:
<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident (Landed Immigrant) <input type="checkbox"/> Work Permit (International)				
Current Mailing Address:				
City/Town/Village:	Province (if applicable):	Country:	Postal Code:	
Home Telephone:	Cell/Mobile Telephone:	Alternate Telephone:		
Email Address:				

APPLICATION FORM PART 2: DECLARATION AND CONSENT

I, _____,

- accept the conditions of the Visiting Graduate Research Program and agree to direct any and all questions to UR International Study Abroad & Global Mobility.
- declare that the statements and information contained in this application package are truthful, accurate, and complete.
- authorize UR International Study Abroad & Global Mobility to contact me at any time regarding any matter related to this application and/or any conditions affiliated as a result of a successful application.
- understand that all information provided in connection with this application is subject to verification and audit by the University of Regina.
- understand that acceptance may be revoked and, if so, agree to repay and/or return any funds or benefits received (if necessary) by the date requested by UR International Study Abroad & Global Mobility.
- understand that I will be representing my home institution, as well as the University of Regina, and will comply with all regulations for both institutions during my time as a Visiting Graduate Research Student.

I, _____, understand that

- personal information in connection with this application is collected under the authority of The University of Regina Act and is needed for educational, administrative and statistical purposes, to process this application and decide the eligibility for the emergency funding for which I have applied.

Student Signature: _____ **Date:** _____

If you have any questions about the collection, use and disclosure of your personal information by the University of Regina, please consult the following website: <https://www.uregina.ca/policy/browse-policy/policy-GOV-060-005.html>

APPLICATION FORM PART 3: HOME INSTITUTION INFORMATION

Name of Home Institution:	Student Number at Home Institution:	Name of Department at Home Institution:
Expected Degree (Full Degree Title):		
Please specify if you are sponsored by your home institution or if you are on any scholarship:	Sponsor's Name:	
	Funding Amount:	

APPLICATION FORM PART 4: HOST INSTITUTION INFORMATION

Name of Host Institution:	Previously Attended the University of Regina?:	<input type="checkbox"/> Yes	University of Regina Student ID Number:
		<input type="checkbox"/> No	_____
Name of Proposed University of Regina Supervisor:			

APPLICATION FORM PART 5: VISITING GRADUATE RESEARCH STUDENT PROPOSAL

Will your visit be: <input type="checkbox"/> Less than 120 days <input type="checkbox"/> More than 120 days	Total Length of your Proposed Visit:	Start Date (DD/MMM/YYYY):	Completion Date (DD/MMM/YYYY):
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Please provide a brief explanation of the following:

- Purpose of the visit
- Circumstances which led to applying to the Visiting Graduate Research Student Program
- What you hope to gain from the program

APPLICATION FORM PART 6: PAYMENT INFORMATION

All applicable fees are required and are the responsibility of the Visiting Graduate Research Student.

Payment can be made using [Flywire](#) - University of Regina (preferred method) or by credit card. If a sponsor has agreed to cover the cost of all fees, please indicate their name and information.

If you are paying by credit card, please include your information below, as well as any sponsor information:

CREDIT CARD INFORMATION			
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express	Name on Card:		
Card Number:	Expiry Date (MM/YY):	CVV:	
SPONSOR INFORMATION			
Sponsor Name:	Signature:	Date:	

APPENDIX 1: ADDITIONAL SUPPORTING DOCUMENTS

In addition to this application form, students who are applying to the Visiting Graduate Research Program must also include the following:

<input type="checkbox"/>	Letter from Home Institution (letter confirming enrollment at the home institution and approving the visit; must be sent directly from Home Institution and printed on official institutional letterhead with authorized signature)
<input type="checkbox"/>	Research Plan (letter outlining the proposed research plan)
<input type="checkbox"/>	Curriculum Vitae (CV)/Resume (of the student applying to the Visiting Graduate Research Student Program)
<input type="checkbox"/>	Passport (copy of the photo and signature page(s) of applicant's passport)

**END OF STUDENT PART OF APPLICATION.
HOST SUPERVISOR TO FILL OUT APPLICATION BEYOND THIS POINT.**

APPENDIX 2: HOST SUPERVISOR SUPPORTING DOCUMENTS

As part of the application, students must ensure that the following documents are completed fully and sent directly from the Host Supervisor to UR International Study Abroad & Global Mobility (Graduate.Mobility@uregina.ca):

<input type="checkbox"/>	Appendix 2.1: Supervisor Declaration
<input type="checkbox"/>	Appendix 2.2: Letter of Program Confirmation (letter from the host supervisor confirming all program details)

All information will be submitted to Immigration, Refugees, and Citizenship Canada (IRCC) to process the applicant's work permit.
Please ensure that all information is accurate for the work permit.

APPENDIX 2.1: SUPERVISOR DECLARATION

Supervisors are to fill out the following information, in full, and submit to the Dean or Dean Designate of their faculty for approval. Once this page has been signed by the Dean or Dean Designate and the Host Supervisor, it is to be sent to UR International Study Abroad & Global Mobility (Graduate.Mobility@uregina.ca).

WORK HOURS AND INFORMATION	
Number of work hours per day:	
Number of work hours per week:	
Total number of work hours per month:	
Overtime rate in Canadian dollars:	
Overtime starts at how many hours per week:	

BENEFITS INFORMATION	
Will the applicant receive any kind of income (GTA, living allowance, etc.) from the University of Regina?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:	
Will the applicant receive any kind of benefits from the University of Regina?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please select all that apply:	
<input type="checkbox"/> Disability Insurance <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Pension <input type="checkbox"/> Extended Medical Insurance (e.g. prescription drugs, paramedical services, medical services and equipment) <input type="checkbox"/> Other: _____	

REQUIRED AUTHORIZATION	
University of Regina Supervisor Approval Name: _____ Faculty/Department/Unit: _____ Signature: _____ Date: _____	Department Head Approval (If Applicable) Name: _____ Faculty/Department/Unit: _____ Signature: _____ Date: _____
Faculty Dean (or Dean Designate) Approval Name: _____ Faculty/Department/Unit: _____ Signature: _____ Date: _____	UR International Approval Name: _____ Faculty/Department/Unit: _____ Signature: _____ Date: _____

APPENDIX 2.2: LETTER OF PROGRAM CONFIRMATION

Supervisors are to provide a letter of support and submit it directly to UR International Study Abroad & Global Mobility (Graduate.Mobility@uregina.ca).

The following letter is provided as a template. Please note that if the following letter is utilized, it **must** be printed on the faculty letterhead and signed by the supervisor at the host institution.

SAMPLE LETTER OF SUPPORT FOR VISITING GRADUATE RESEARCH STUDENTS (Delete this, sign, and print on Faculty letterhead)

(Date)

(Full Name of Student)

(Address)

(City, Province)

(Country)

(Postal Code)

Dear (Full Name of Student),

I am pleased you have been accepted to come to the University of Regina as a Visiting Graduate Research Student under my direct supervision in the Faculty of (NAME OF FACULTY).

Your position as Visiting Graduate Research Student will be from (DD/MM/YYYY – DD/MM/YYY) **[enter exact start and end date according to application]**. There may be a possibility of extending this position, contingent upon satisfactory research progress, compliance with the guidelines for academic conduct, and work permit limitations.

It is expected that you will be engaged in research activities under my direct supervision. During the term of your engagement as a Visiting Graduate Research Student, you will be expected to:

- Detailed list of research duties undertaken by Visiting Graduate Research Student
- Detailed list of research duties undertaken by Visiting Graduate Research Student
- List as many as you feel necessary...

Delete Option A or B based on the funding situation. [Option A: Fill in details for GVRS who are funded and administered by the University of Regina] You will receive a stipend of (\$XX) per year with payments being made to you on a monthly basis. Your stipend is provided through a fellowship from (XX), which will be administered by the University of Regina Human Resources Department.

Delete Option A or B based on the funding situation. [Option B: Fill in details for GVRS who are funded and not administered by the University of Regina] You will receive a stipend of (\$XX) per year with payments being made to you on a monthly basis. Your stipend is provided through a fellowship from (XX), which will be administered directly by (XX). Because you are a trainee and not an employee of the University of Regina, you are not entitled to employment benefits from the University of Regina. Any questions regarding your fellowship payment should be directed to (XX).
Sincerely,

(Name)

Department of (specify)

University of Regina

cc Faculty of (specify)

UR International Study Abroad and Global Mobility