

# **Canadian University Graduate Transfer Agreement (CUGTA)**

## **Terms of Reference**

### **Purpose**

### **Approval of Applicants**

The intent of this Agreement is that such an arrangement would prove to be to the mutual advantage of the host and home institutions.

Whereas there may be imbalances apparent within specific programs in the short term, whether an institution serves as either home or host, at an institutional level a balanced reciprocity should, at least in principle, occur in the long run.

Students applying to take advantage of this Agreement would not be required to go through the normal application process associated with being accepted as a transfer student. The only documentation required to process such cases would be the single page request form. In other words, a student in good standing at any member institution would not require any additional documentation other than the completed application to access

### **Review of Agreement**

This Agreement will be subject to review by CAGS two years after its implementation (namely at the 1998 AGM). At this time a decision will be made whether to continue it, as defined herein, refine it, or repeal it.

### **Non Interference with Related Agreements**

The approval or non approval of the Agreement will not interfere with the prerogative of member institutions.

# CANADIAN UNIVERSITY GRADUATE TRANSFER AGREEMENT

Home Institution

Under provisions of the agreement it is agreed that:

## APPLICANT INFORMATION

STATUS Canadian Citizen \_\_\_\_\_ Landed Immigrant \_\_\_\_\_ Student Visa \_\_\_\_\_ Other Visa \_\_\_\_\_

Has permission to take the following at the

Host Institution

<u>Course Number</u>	<u>Course Title</u>	<u>Fees (host completes)</u>	<u>Credits</u>	<u>Term</u>	<u>Year</u>

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))

Home Institution

1.

2.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature/Name)  
Department Approval

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature/Name)  
Office of the Dean of Graduate  
Studies

Host Institution

1.

2.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature/Name)  
Department Approval

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature/Name)  
Office of the Dean of Graduate  
Studies

FAXED copies of this form with the appropriate signatures are acceptable.

This request form originates at the HOME institution, usually at the department level. The Department completes, signs and forwards it to the Graduate Studies office for approval and signature. The form is then forwarded to Graduate Studies at the HOST institution to arrange final Departmental approval and signature. A copy of the completed form (with all th