



COLLEGE of ENGINEERING AND PHYSICAL SCIENCES

SCHOOL OF COMPUTER SCIENCE

Notify SoCS of the Visting Student Arrival: Please ensure you notify the SoCS Administrative Officer [Cathie Hosker] of the impending arrival of your International Visiting Student *at least 6 weeks in advance*

Valid Study Permit: Ensure your International Visiting Student will have a valid/up-to-date study permit at the time they will be arriving at the University of Guelph

New Letter of Invite: Complete the Letter of Invite [template located on the Wiki]; Please include the following details in the letter:

- student name
- contact information
- home university & department
- degree program in progress
- home supervisor
- anticipated date of arrival
- duration of planned visit (must be between one month to one year)
- departmental details:
 - purpose of visit
 - arrangements for supervision during visit
 - arrangements for intellectual property
 - arrangements for ethics approval (if applicable)
 - financial details (if applicable)
- Your signature and signature of home supervisor (if applicable)

Completed Letter of Invite: Send the completed Letter of Invite to the Administrative Officer [Cathie Hosker] and copy the Graduate Program Assistant *at least one month in advance*

Notify Visiting Student of Next Steps: The Graduate Program Assistant will reach out to the visiting student providing the completed letter of invitation and the next steps for the online visiting student application via OpenEd

Official Offer Letter for Visiting Student: After the student has applied for visiting student status at the University of Guelph, if their application is accepted, they will receive an official offer letter from the university in addition to a temporary student ID and U of G central login

Access to Reynolds: Once the student is accepted, the Graduate Program Assistant will notify the visiting student's supervisor and arrange for access to Reynolds Building and printer