

A student requesting off-campus registration is required to complete sections 1 & 2. If you are expecting an award payment from the university, you can request a direct deposit of the award cheque into an authorised bank account by visiting <http://www.rosi.utoronto.ca>.

If your request for off-campus registration is approved by your home graduate unit and is out-of-country, you must register with the University of Toronto, Centre for International Experience, [Safety Abroad Database](#).*

*Note students researching within Canada do not need to register on the Safety Abroad Database. All students researching within the United States or an international location must register on the Safety Abroad Database.

Section 1: Student Information (To be completed by the student).

| | |
|--------------------|-----------------|
| Name: | Student Number: |
| Address: | |
| Degree: | Graduate Unit: |
| Supervisor's Name: | |
| UofT Email: | |

Section 2: Information required in support of request (To be completed by the student).

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|---------------------------------------------------------------------------------------|
| Name and address of educational institution you are associated with while off-campus: |
| Purpose of visit: |
| Name of library and facilities to be used: |

| | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------|-------|-------|
| Host supervisor contact information: | | | | |
| Frequency of contact with supervisor: | | | | |
| Period of absence. From: | | To: | | |
| | Month | Year | Month | Year |
| By signing this form, I understand that if my off-campus registration is approved by my home graduate unit that I must register on the University of Toronto, Centre for International Experience, Safety Abroad Database ,* reference on page one of this form. | | | | |
| Student's Signature: | | | | Date: |

Section 3: Chair/Director/Graduate Coordinator Approval.

Graduate units who approve out-of-country university activities should review the [Safety Abroad Manual](#).

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| Off-Campus Registration: | Approved | Denied |
| Home Chair/Coordinator Signature: (sign and print name) | Date: | |

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government agencies for statistical purposes. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

09/2011