

Visiting Research Only (VRO) VUGS Research Award Instructions

1. At least two (2) weeks prior to the arrival of your VUGS, complete the form below and email to iesc-immig@uwo.ca.
2. Upon arrival to campus, the VUGS is to forward a copy of their work permit to Mia Readings at Western International to verify his/her immigration status. Please email iesc-immig@uwo.ca.
3. The host supervisor will receive an email with instructions when the funds are ready to be picked up. Please note that it can take up to 3-5 business days for the funds to be transferred and released.

A faculty/departmental research award has been offered to the student recipient named below.
The award is granted on the basis of academic merit.

Department

Host supervisor

Dep't finance contact person

Finance contact email address

VRO student's name

Student #

Anticipated date of arrival on
campus

Amount to be transferred to the
student account

Speed Code

Account #

Approval Signature

Date

Disbursement instructions

Transfer all funds to the Student Account and issue a cheque to the student for the full amount upon arrival

(Note: If you have offered to provide accommodations, you are responsible for making these arrangements)

Transfer all funds to the Student Account, residence will bill the Student Account, and the balance of funds will be released to the student in the form of a cheque upon arrival

Other instructions (if any)

Western International

Western University | 2nd Floor, International and Graduate Affairs Building
Tel: 519-661-2111 ext. 89309 | iesc-immig@uwo.ca | www.iesc.uwo.ca