

VUGS SUPERVISOR INFORMATION AND DECLARATION FORM

International Visiting Undergraduate Students (VUGS) (Research Only) (referred to VUGS below) cannot be on campus without being registered by the Office of the Registrar (OOR). Without being registered, they would not have the required status on campus for liability coverage, health coverage (if international), and would not have access to mandatory training modules and other important student services.

VUGS will be registered once they confirm their arrival with their Supervisor. The Supervisor must send a copy of the student's Work Permit/Visitor status along with date of entry into Canada to dshanks2@uwo.ca or via the Vault.

Once registered in the Student Center, their student account will be updated. Please remind your VUGS to pay for the administration fee, Western One Card fee, and UHIP fee if international, within 10 days of arrival to campus. The VUGS will have already received information including their Western Student ID and Access code required to log into the Student Center (registrar.uwo.ca/resources/student_center_access_guide.html).

The VUGS may pay their fees in the same way tuition and ancillary fees are paid (https://www.registrar.uwo.ca/student_finances/fees_refunds/fee_payment_methods/index.html).

If you already provided a speed code and six-digit expense account number to cover the VUGS processing fee and \$230 Employer Compliance fee (if applicable), the student is only required to pay for UHIP (if international) and a Western One card.

VUGS who are recipients of Global Affairs or department/faculty research awards will receive funding through their Student Center account. Funding is credited to the account and any charges are deducted. Any balance remaining will be issued to the student by cheque shortly after arrival in Canada.

It is your responsibility to ensure that your VUGS receives proper orientation as well as health and safety training through OWL.

NEW: To access safety training on OWL Sakai, VUGS must be term-activated on Student Centre after arrival. Please send a copy of the student's work permit/visitor status along with date of entry into Canada to dshanks2@uwo.ca or via the Vault. Approximately two business days later, the VUGS student can **join** the required training courses on OWL Sakai. Registration as an Associated Person is **no** longer required for (VUGS students).

If the anticipated arrival and/or departure dates of your VUGS change, it is your responsibility to notify Western International at immig@uwo.ca and Debbie Shanks at dshanks2@uwo.ca immediately so that adjustments to the student's registration record and UHIP fees (where applicable) can be adjusted accordingly.

**During the following approximated times, students cannot be registered because of Ministry processes: November 1 – November 14, February 1 – February 14, July 1 – July 10. Students will be registered as soon as the processes are complete and will be notified by email of their updated active registration status.*

☐ I have read and understood the information above and will ensure that my VUGS will be informed of the administrative requirements.

☐ I acknowledge my responsibilities as a supervisor:

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/know-your-rights-worker-international-mobility-program.html>

In January 2024, the Government of Canada published the [Policy on Sensitive Technology Research and Affiliations of Concern](#), which contains a list of [Sensitive Technology Research Areas](#) that support the development and advancement of new technologies; and a list of [Named Research Organizations](#) connected to military, national defence, or state security entities that could pose a risk to Canada's national security. Please check one or both declarations below, as appropriate:

- ☐ *I declare that the home institution of the Visiting Research Students is **not** on the Canadian [NRO](#) list.*
- ☐ *I declare that the area of research that I am supporting for this student is **not** deemed a [Sensitive Technology Research Area](#).*

If you have any questions, please contact immig@uwo.ca

VUGS Supervisor Signature: _____

Date: _____