

## Graduate Students Information 2005-2006



**Student Services Office:**  
63 St. George Street  
(416) 978-6614  
[graduate.information@utoronto.ca](mailto:graduate.information@utoronto.ca)

SGS hours for Sept. 6-9 are:

|       |         |                   |
|-------|---------|-------------------|
| Tues. | Sept. 6 | 9:15 am - 4:00 pm |
| Wed.  | Sept. 7 | 9:15 am - 6:00 pm |
| Thur. | Sept. 8 | 9:15 am - 4:00 pm |
| Fri.  | Sept. 9 | 9:15 am - 4:00 pm |

**Regular SGS hours are**  
**Monday - Friday**  
10:00 am - 4:00 pm.

**This booklet contains important  
information. Please keep this handy.**

*This document is available online at:*

[www.sgs.utoronto.ca](http://www.sgs.utoronto.ca)

*Welcome* to the School of Graduate Studies' 2005-2006 academic year. I hope this information will provide you with all that you need to know about registration, paying fees, enrolling in courses, convocation, important deadlines and much more.

Administrative staff in your departments and at the School of Graduate Studies (SGS) are here to help you every step of the way as well.

In addition, the University of Toronto has a student record system (ROSI) which allows you to order transcripts, view your academic record and student account, enrol in courses, change your address, telephone or email, and request graduation (available to Master's students only).

Please refer to the Student Web Service at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca) to keep your personal information up-to-date.

Please accept my best wishes for a successful and enjoyable academic year.

*Heather Kelly*

Director of Student Services

**GRADUATE  
ORIENTATION 2005**

for new students

**FRIDAY SEPTEMBER 9, 2005**

**8:45 AM - 2:00 PM**

**HART HOUSE**

**Refreshments and Door Prizes!**

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## Important! Please Read Carefully.

### + **FEE INVOICES**

- Fee invoices are normally mailed out at the end of July by Student Accounts with a Student Account information sheet. The information sheet contains important information on deadlines and refunds. It is your responsibility to adhere to all deadlines.
- If you do not receive an invoice by the end of August and you have cleared all conditions on your Offer of Admission, contact your department as soon as possible. General information on tuition fees is available at [www.fees.utoronto.ca](http://www.fees.utoronto.ca).

### + **FEE REFUND SCHEDULE**

- The university refund schedule will be mailed to you with your invoice. **Withdrawal from courses and programs without academic penalty does not necessarily result in a refund.** Please review the deadlines for withdrawals on the refund schedule at [www.fees.utoronto.ca](http://www.fees.utoronto.ca)

### + **FEE PAYMENT**

- Fees must be paid by **August 31** so that your payment is processed by **Sept. 16, the deadline to register.**
- If you plan to defer your fees on the basis of an award or OSAP, consult your department or SGS respectively before August 31 to make deferral arrangements (**refer to pages 6-8 for detailed instructions on payment/deferral of fees**).

### + **IMMIGRATION STATUS**

- Immigration status changes may have fee implications. If you are claiming exemption, bring original documents to substantiate the claim as soon as possible to SGS.
- Retroactive changes to fee status are not permitted.
- **Deadlines to change immigration status or claim exemption from international student fees are November 1 for the September session and February 1 for the January session.**

## Important! Please Read Carefully.

### + **STUDENT WEB SERVICE (SWS)**

- You can view your academic history, account information, change mailing and email addresses, phone numbers, order transcripts and request graduation via the Student Web Service on **ROSI (Repository of Student Information)** at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca).
- In most departments, students can also **enrol in/drop courses** using the SWS (refer to page 10).
- Each time you access ROSI via the web, your student number and a **PIN** code are required. The first time you access the system, use your date of birth (YYMMDD), then change your PIN to a unique number for subsequent use. The PIN and student number together constitute your "electronic signature".
- **Never give your PIN or student number to someone else. If you have forgotten your PIN, contact your graduate unit or SGS to have it re-set.**

### + **CHANGES TO ADDRESS(MAILING AND E-MAIL)**

It is your responsibility to keep personal information (address, email etc.) up-to-date on ROSI.

Please use the Student Web Service (SWS) to record address/email changes [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca).

**NOTE: The School of Graduate Studies and Student Accounts may have to contact you by email. Please update changes to your email address.**

### + **CHANGES TO PROGRAM OF STUDY**

- Changes to your program of study should be made in consultation with your department. Prior to deadlines, some departments allow students to make course changes using the Student Web Service (SWS).
- **It is the student's responsibility to adhere to deadlines for dropping and adding courses and to ensure that their program of study is complete and up-to-date.**

# REGISTRATION ELIGIBILITY

Every effort is made to ensure that only students who are eligible to register receive registration material. However, receiving it does not override any other notification you received about your academic status and eligibility.

You CANNOT REGISTER if:

- **NEW STUDENTS:** you have not contacted your department to clear outstanding conditions as indicated on your Offer of Admission letter.
- **CONTINUING STUDENTS:** you have reached the time limit for your degree program.
- **ALL STUDENTS:** you have outstanding UofT tuition fees.

## **SIMULTANEOUS REGISTRATION**

- Simultaneous Registration in two full-time programs is **NOT PERMITTED**.
- Simultaneous Registration in one full-time program and one part-time program, OR two part-time registrations in different programs may be permitted. Please contact the departments concerned for more information.

## **OBLIGATIONS OF REGISTERED STUDENTS**

A student is considered to be registered as soon as he or she has paid tuition and incidental fees, or has made appropriate arrangements for deferral of payment. By virtue of being registered, a student thereby agrees to abide by all of the academic and non-academic policies, rules and regulations of the University and his or her academic division as set out in the divisional calendar, and to ensure that the accuracy of personal information such as the current mailing address and telephone number is maintained. A student is responsible for any financial obligations which may be incurred in the process of making changes to courses or programs. For details see the Student Accounts Website: [www.fees.utoronto.ca](http://www.fees.utoronto.ca)

# HOW TO REGISTER

## STEP ONE: FEE PAYMENT

### Fee Invoices

- You will receive a fee invoice from Student Accounts in July or August.
- The information accompanying your fee invoice is important. Please read it carefully as you are **responsible for adhering to deadlines.**
- Ensure that you notify all departments of your decision to accept/decline their offers of admission. Otherwise you will be invoiced for all programs to which you have been admitted.

### Fee Payment

- You are considered officially registered as soon as you have paid tuition and incidental fees, or have arranged deferral of payment.
- You must pay fees by **August 31** to allow time for your payment to be processed by the deadline for registration.
- Fee payment is accepted at most Canadian financial institutions. As proof of payment, keep the receipt section stamped by the teller, or the bank machine transaction slip.
- You may be required to show proof of payment before you can enrol in your program/courses.
- Students outside Canada can forward payment by certified cheque or money order to the Student Accounts Office, 215 Huron Street, Toronto, ON, M5S 1A2.
- All fees and charges posted to your account are payable. If not paid in full, any outstanding account balance is subject to a monthly service charge of 1.5% per month compounded (19.56% per annum).
- The service charge is first assessed as of November 15 and as of the 15<sup>th</sup> of every month thereafter until paid in full. Outstanding charges on your account from prior sessions are subject to a service charge as of the 15<sup>th</sup> of every month until paid in full.
- If you withdraw during the September session, any refund will be based on a full year registration according to the **refund schedule** accompanying your fees invoice.

## Deferring Payment

Fees may be deferred if you receive one of the following:

- **OSAP and other provincial loans**– fees can be deferred at SGS (with the exception of Management, OISE/UT, Dentistry, Social Work, and Information Studies who defer fees at their own department) when you present a **Notice of Assessment** covering at least the minimum first payment.
- **Full funding package, Major Award, Research stipend, or Teaching assistantship which covers minimum first payment** – fees can be deferred at departments. (A completed fee deferral form must be submitted to the department before Sept 16, otherwise the fee deferral will not be processed.) The fee deferral form is available at: [www.sgs.utoronto.ca/current/studentforms](http://www.sgs.utoronto.ca/current/studentforms)
- **US Loans** – fees can be deferred at Admissions and Awards, 315 Bloor Street W.

### LATE REGISTRATION FEE

After **September 16** or **January 6** (for students registering in the second session) you will be required to show proof of payment and register at SGS. A late registration fee of **\$44 plus \$5 per additional day to a maximum of \$94** will be charged.

### REGISTRATION DEADLINE (T2202A)

Registration must be completed by **September 16** in order that you do not lose credit for full-time attendance for income-tax purposes by Revenue Canada (T2202A). Changes to full-time/part-time status cannot be made retroactively.



## FEES FOR DOCTORAL STUDENTS IN THE FINAL YEAR OF PROGRAM

- Academic fees for doctoral students in the final year of their program are pro-rated and based on the 12 month academic year. **Fees are based on the date doctoral students submit final theses to SGS, NOT the date of oral defence.** For a table of monthly charges, please refer to [www.sgs.utoronto.ca/current/fees](http://www.sgs.utoronto.ca/current/fees). Incidental fees are charged on a sessional basis.
- Doctoral candidates who complete all degree requirements (i.e., defend and submit a final thesis with all corrections and modifications approved) by September 15, 2005 do not pay fees for the September session.
- After September 15, a monthly fee will be charged on the 16<sup>th</sup> of each month until all degree requirements are completed.
- Doctoral students finishing between September 16 and January 16 will pay the one-session incidental fee and those finishing between January 17 and August 31 will pay the two-session incidental fee.
- Doctoral students will be billed for the annual fee but may choose to pay 1) the full fee, 2) the minimum first payment or 3) the fee based on expected month of completion. If you choose to pay LESS THAN THE FULL-YEAR FEE, please note that starting November 15 a monthly service charge will be applied to any outstanding balance. When degree requirements are complete, Student Accounts will adjust the fees accordingly, including service charges to outstanding balances that have accrued since November 15.

## BALANCE-OF-DEGREE FEE

- Each student should be aware that there is a minimum total academic fee that a student must pay prior to graduation. The minimum total academic fee is determined by the minimum period of registration of each program. Many **part-time master's students** may be required to pay additional academic fees in order to equal the minimum total fee paid by a full-time student in the same program. **This Balance of Degree Fee is assessed just prior to graduation.**

### Combined Program Fees

Students in a combined program e.g. JD/MSW, may be required to pay additional fees. Please contact the Student Services Office or your department for details.

### One Session Fees

- The one-session fee must not be used as a substitute for the minimum first payment if you are registering for both the September and January sessions.
- Exceptions will be made for part-time students intending to take only September session courses (Sept-Dec), who may pay the one-session fee; however, the full year fee charges will not be reduced until the January session.

### STEP TWO: T-CARDS, EMAIL ACCOUNTS AND SGS HANDBOOKS

- All new students must obtain a **T-Card**, which serves as a student and library card. Cards can be obtained at Robarts Library Rm 2054 starting **May 30, 2005**. You will need to show two pieces of identification – one with photo-ID and one with your student number (i.e. Offer of Admission letter or fee invoice). For hours of service check [www.library.utoronto.ca/services](http://www.library.utoronto.ca/services).
- The next step is to create your own **email account**: [www.utorid.utoronto.ca](http://www.utorid.utoronto.ca)
- **SGS Handbooks** (outlines general SGS rules and regulations) are available at your graduate unit. Proof of payment is required to pick it up. It is also available online at [www.sgs.utoronto.ca](http://www.sgs.utoronto.ca).

### STEP THREE: COURSE ENROLMENT

- The deadline to enrol in courses is **September 30**.
- Most departments permit students to use SWS (Student Web Service at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)) to enrol in courses within required deadlines. Other departments require students to fill out an enrolment form listing their courses. For detailed information and instructions consult your department.
- **It is your responsibility to ensure that course enrolment is accurate on SWS.**

# REGISTRATION STATUS

## FULL-TIME STUDENTS

- Doctoral students and master's students in research programs are required to register annually on a full-time basis until all degree requirements have been completed.
- A switch from full-time to part-time status is not allowed once the minimum period of registration for a program has been completed.

## PART-TIME STUDENTS

- Part-time students who are studying in an approved part-time master's program continue to pay a part-time fee until the degree requirements are satisfied.
- Part-time master's students in research programs must maintain continuous registration.
- Part-time master's students who have only paid fees for one academic session in the previous year are required to pay summer fees.

## REINSTATEMENT

**Failure to register as required will cause a student's candidacy for the degree to lapse.** Candidacy may be re-established if an application for reinstatement is approved by the department and SGS, and any required fees are paid (**does not apply to course-work only master's program students**).

*Reinstatement PRIOR to degree time limit:*

- Students are responsible for fees for sessions in which they have not registered, but were required to do so. Contact SGS to determine if you must pay fees for the time you were lapsed.

*Reinstatement AFTER degree time limit:*

- Reinstatement is for a maximum of 12 months only. The reinstatement fee is equal to the one session full-time domestic fee.

## FELLOWSHIPS AND LOANS

- The payment schedule for fellowships is September, late January and late May. Awards are generally paid to recipients in three equal instalments.
- Normally, September instalments are distributed by graduate departments. Subsequent instalments are either sent directly to the student's mailing address as indicated on ROSI at the beginning of the term, or direct deposited into the student's bank account. To sign up for the direct deposit option, visit [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca).
- Since recipients are being paid in advance, students are required to abide by the regulations governing their award(s) for the duration of the award(s). Otherwise they will be required to repay any portion they were not eligible to receive.
- If you have questions regarding your fellowship cheque, call your department or Fellowships & Loans at (416) 978-2379.

### Canada/Ontario Student Loans

- Canada Student Loan and Ontario Student Loan documents will be available for pick up in early September at the reception desk located on the first floor of SGS, 63 St. George St.
- You must present your UofT student card (or proof of tuition payment) and Social Insurance card.
- **OISE/UT, Information Studies, Dentistry, Management, and Social Work students should contact their Registrar's Office for OSAP documents.**

### Maintaining Interest-Free Status

- Full-time students not receiving OSAP for 2005-2006 but who wish to maintain interest-free status on Canada/Ontario Student Loans must complete a **Schedule 2** before the end of the current study period.
- Forms are available at SGS (reception desk located on the first floor of 63 St. George St.), OISE/UT, Information Studies, Dentistry, Management, or Social Work.

### **UTAPS (University of Toronto Advanced Planning for Students)**

- For students assessed by OSAP (or by another provincial government financial aid program) as requiring maximum assistance, and whose assessed need is not fully covered by government aid, the university will try to ensure the full need is met.
- For more information contact Admissions and Awards, 315 Bloor St. W., (416) 978-2190.

### **MASTER'S TUITION FEE BURSARY**

- A limited number of bursaries are available for master's students whose minimum period of registration (i.e. program length) will have ended by or before either August or December 2005 and who have a small amount of work outstanding for the degree.
- The value of the bursary is equal to the difference between the one session full-time fee and the one session part-time fee and is provided for only one session during the academic year.
- Contact your department or Fellowships & Loans at (416)978-2379 for more information.

### **SGS GRADUATE BURSARY**

- Graduate bursaries are given on the basis of financial need arising from unforeseen circumstances to students whose continuation in a program is in jeopardy for financial reasons.
- The bursary is not a source of long-term funding but a bridge for temporary lack of funds.
- Contact your department or Fellowships & Loans at (416)978-2379 for more information.

### **DOCTORAL THESIS COMPLETION GRANT**

- PhD students registered in the fifth or sixth year of study in 2005-06 are eligible for a grant of \$2,500.

### **APPLICATION FORMS**

- Application forms for various bursary and grant programs are available at <http://www.sgs.utoronto.ca/current/studentforms>

# GRADUATION

- A new facility on ROSI is available for Master's students to indicate their intent to graduate. Detailed information is available at [www.rosi.utoronto.ca](http://www.rosi.utoronto.ca).
- If your department has recommended you to graduate, you will receive detailed information regarding convocation from the Office of Convocation([www.utoronto.ca/convocation](http://www.utoronto.ca/convocation)).

## MASTER'S GRADUATING STUDENTS

- **June 1 till July 15** – You can indicate on ROSI your intent to graduate in November
- **September 30** - If your department submits a degree recommendation to SGS by this date, you do not register or pay fees. You will graduate in November. If a thesis is required, the final thesis must be submitted to SGS by September 30.
- **November 1 till December 15** - You can indicate on ROSI your intent to graduate in March
- **January 27** - If your department submits a degree recommendation to SGS by this date, you do not register or pay fees for the January session. You may choose to graduate in March (*in absentia*) or June. **If you are not recommended by January 27, you will be required to pay fees for the second session and any service charges that have accrued.** If a thesis is required, it must be submitted to SGS by January 27.
- If your department has permitted **dual registration** for the September session in a Master's and PhD program, you will be registered in both programs but will be required to pay fees only for the doctoral program. If you do not complete your master's program by January 27, your PhD registration for the September session will be cancelled and your fee payment will be applied to your master's registration.
- **November 1 till March 15** - You can indicate on ROSI your intent to graduate in June
- **April 28** - If your department submits a degree recommendation to SGS by this date, you will graduate in June. If a thesis is required, it must be submitted to SGS by April 28.

## DOCTORAL GRADUATING STUDENTS

- Fees for doctoral candidates in the final year of their program are assessed on the 15<sup>th</sup> of each month (see page 9 for details) and differ from completion dates for eligibility to graduate.
- **September 30** - To graduate in November, doctoral candidates must have successfully defended their thesis at an SGS oral examination and submitted the final approved thesis to SGS by September 30.
- **January 27** - To graduate in March (*in absentia*), doctoral candidates must have successfully defended their thesis at an SGS oral examination and submitted the final approved thesis to SGS by this date.
- **April 28** - To graduate in June, doctoral candidates must have successfully defended their thesis at an SGS oral examination and submitted the final approved thesis to SGS by this date.

When preparing your thesis, please refer to **Guidelines for the Preparation of Theses for Microfilming and Binding** : [www.sgs.utoronto.ca/current/thesis](http://www.sgs.utoronto.ca/current/thesis)

## SUPERVISION OF DOCTORAL STUDENTS

The SGS Council has asked all graduate units to adopt a procedure for monitoring the progress of PhD students.

The procedures shall have the following key elements:

- A Supervisory Committee consisting of the supervisor and at least two other faculty members.
- The Supervisory Committee meets with the student at least once per year to assess the student's progress in the program, and to provide advice on future work.
- The Committee prepares a report detailing its observations of the student's progress and its recommendations.
- The student will be given the opportunity to respond to the Committee's report/recommendations, and to append a response to the Committee's report. Copies of the report will be given to the student and filed with the department.

**NOTE:** Please also refer to the SGS Guidelines [www.sgs.utoronto.ca/current/supervision/guidelines.pdf](http://www.sgs.utoronto.ca/current/supervision/guidelines.pdf) and your department's guidelines.

## OTHER USEFUL INFORMATION

### UNDERGRADUATE COURSES

- Undergraduate courses have **limited enrolment**. If you plan to take an undergraduate course, you must obtain permission from your graduate department and the relevant undergraduate department.
- Please be aware that **the graduate grading scale applies to undergraduate courses and any other non-graduate courses for graduate students**. Any grade below 70% will be converted to FZ.

### UTM (Mississauga)/UTSC (Scarborough) CAMPUS AFFILIATION

- Graduate students may apply for affiliation with either UTM or UTSC campus if they meet specific criteria.
- UTM/UTSC campus students are eligible for reduced non-academic incidental fees. Retroactive rebates are not allowed.
- The UTM/UTSC campus affiliation form is available at [www.sgs.utoronto.ca/current/studentforms](http://www.sgs.utoronto.ca/current/studentforms)
- Deadlines for requesting UTM/UTSC campus affiliation rebates are October 31, 2005 for the September session and January 31, 2006 for the January session.

### TRANSCRIPTS

- Transcripts can be ordered via the Student Web Service ([www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)) or in person at the University of Toronto Transcript Centre, Sidney Smith Hall, 100 St. George Street, Room 1006.

### GO TRANSIT/TTC DISCOUNTS

- Discounted travel privileges may be available for full-time students requiring transportation to and from campus on the GO Transit and TTC Systems. **GO Transit Application forms are available at SGS in September**. For information on TTC discounts, please contact Student's Administrative Council, 12 Hart House Circle.



## UHIP - INTERNATIONAL STUDENTS

- (UHIP) is a **compulsory health insurance plan** for all international students, exchange students, new permanent residents and returning Canadians who are not covered by the Ontario Health Insurance Plan (OHIP). Please note that since the plan is compulsory, students are advised not to purchase another health insurance plan to cover them while in Canada.
- UHIP is also compulsory for all eligible dependents, including a partner, spouse and/or children. It is important to enrol all eligible dependants in the UHIP plan within 30 days of their arrival date in Canada. All UHIP application forms for dependants that are completed after 30 days from their arrival date in Canada are subject to a \$500.00 late application fee in addition to the UHIP charge, retroactive to their date of arrival in Canada.
- The annual UHIP premium for international students is included on the fee invoice.
- International students who plan to complete their degree program by the September 30 deadline are required to have UHIP if they are on campus after August 31, 2005.
- To obtain your health insurance card and to enrol your dependants, visit the UHIP office as soon as possible at: International Student Centre  
33 St. George Street, 2<sup>nd</sup> Floor  
P: (416) 978-0290 F: (416) 978-4090  
email: [uhip.information@utoronto.ca](mailto:uhip.information@utoronto.ca)  
[www.library.utoronto.ca/isc/uhip.html](http://www.library.utoronto.ca/isc/uhip.html)

## TEACHING IN HIGHER EDUCATION

The university offers courses for Ph.D. students interested in careers in higher education. These courses will appear on your SGS transcript as non-credit courses.

### **THE500H Teaching in Higher Education includes:**

- current research and effective strategies in teaching in higher education
- an opportunity to practice teach
- information on the teaching and learning resources
- a workshop on the Teaching Dossier
- discussion of the broader issues and concerns of members of the academy

**2005-2006 September/January sessions:**

THE500F Sept 12 - Dec 5/05 Monday 10-12 noon

THE500S Jan 3 - April 11/06 Tuesday 4-6 pm

THE500S Jan 4 - April 12/06 Wednesday 3-5 pm

- See the Woodsworth College web site ([www.wdw.utoronto.ca](http://www.wdw.utoronto.ca)) for more detailed information and balloting procedures. The ballot deadline for all 3 offerings is Friday, July 22, 2005.

**THE501H Second Language Teaching in Higher Education includes:**

- covers the main issues regarding the teaching of languages in a typical university language department.
- the focus is practical, emphasizing by illustration the kinds of techniques, materials, ancillaries, etc. that can be used to impart both linguistic and communicative competence in students learning a second language.
- theoretical issues such as the role of contrastive analysis, learner cognitive styles, personality factors, etc. are discussed in view of deriving pedagogical and instructional implications from them.
- the main objective of the course is to translate theory into practice so that the learning of languages in a university setting can be optimized through effective teaching.

**2006 January-April session:**

THE501S Jan 3 - Apr 11/06 Tuesday 4-6 pm

- Send an e-mail to [the500@wdw.utoronto.ca](mailto:the500@wdw.utoronto.ca) to request a space in the course no later than Friday, December 9, 2005.

**SGS SERVICES AND FEES**

|  |                 |
|--|-----------------|
| Written Confirmation of degree/enrolment/award | \$7             |
| Replacement T2202A form                        | \$5             |
| Calendars                                      | \$6             |
|  | (plus shipping) |
| Master's thesis microfilming                   | \$37            |
| PhD thesis binding                             | \$20            |

# SGS WEBSITES

## **Calendar (SGS)**

[www.sgs.utoronto.ca/current/calendar/](http://www.sgs.utoronto.ca/current/calendar/)

## **Collaborative Programs**

[www.sgs.utoronto.ca/SGSguide/collaborative.asp](http://www.sgs.utoronto.ca/SGSguide/collaborative.asp)

## **English Language and Writing Support**

[www.sgs.utoronto.ca/english](http://www.sgs.utoronto.ca/english)

## **Policies:**

[www.sgs.utoronto.ca/current/policies/index.asp](http://www.sgs.utoronto.ca/current/policies/index.asp)

Coursework Extensions

Ethics and Conduct

Exams

Grading Practices and Appeals

Leave of Absence

Library Carrels

Monitoring Ph.D Progress

Research (Safety in Field Research, Human Subjects,

Intellectual Property, and Inventions)

## **Postdoctoral Fellows**

[www.sgs.utoronto.ca/postdoctoral/index.asp](http://www.sgs.utoronto.ca/postdoctoral/index.asp)

## **Student Forms:**

[www.sgs.utoronto.ca/current/studentforms](http://www.sgs.utoronto.ca/current/studentforms)

### **General Forms**

Registration/Enrollment Form

Program Change Form

Request for Course Extension

Request for Program Extension

Request for ABD Extension

Request for Off-Campus Registration

Request for Leave of Absence

Request for Reading and/or Research Course

Request for Reinstatement Prior to Time Limit

Request for Reinstatement After Time Limit

Request for UTM/UTSC Campus Affiliation

Request for Transfer Credit

Request for Program Transfer

Request for Tuition Fee Deferral

### **Ph.D. and Master's Thesis Forms**

Master's Authority to Distribute

Doctoral Authority to Distribute

UMI Subject Categories

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### **Financial Support Forms**

SGS Bursary Form

Doctoral Thesis Completion Grant

Master's Tuition Fee Bursary

NSERC-SSHRC Progress Report Form

OSOTF Financial Need Assessment Form

# USEFUL WEBSITES

## **CONVOCATION**

[www.utoronto.ca/convocation](http://www.utoronto.ca/convocation)

**EMAIL ACCOUNTS** [www.utorid.utoronto.ca](http://www.utorid.utoronto.ca)

**FEES** [www.fees.utoronto.ca](http://www.fees.utoronto.ca)

## **GRADUATE STUDENT UNION**

[www.gsu.utoronto.ca](http://www.gsu.utoronto.ca)

## **INTERNATIONAL STUDENT EXCHANGE OFFICE**

[www.utoronto.ca/student.exchange/](http://www.utoronto.ca/student.exchange/)

## **NSERC**

[www.nserc.ca](http://www.nserc.ca)

## **OFFICE OF STUDENT AFFAIRS:**

Student Life - Campus Organizations -  
Student Handbook - Crisis Response -  
LGBTQ Resources - Accessibility Services  
[www.sa.utoronto.ca](http://www.sa.utoronto.ca)

## **OFFICE OF STUDENT SERVICES, U of T:**

Career Centre - Counselling and Learning Skills Services -  
Family Care Office - First Nations House -  
Health Services - International Student Centre -  
Psychiatric Service - Student Housing Service  
[www.studentservices.utoronto.ca/services.asp](http://www.studentservices.utoronto.ca/services.asp)

**OSAP** [osap.gov.on.ca](http://osap.gov.on.ca)

## **INTERNATIONAL RESEARCH**

[www.rir.utoronto.ca](http://www.rir.utoronto.ca)

## **RESOURCE CENTRE FOR ACADEMIC TECHNOLOGY**

[www.utoronto.ca/cat](http://www.utoronto.ca/cat)

## **SCHOOL OF GRADUATE STUDIES**

[www.sgs.utoronto.ca](http://www.sgs.utoronto.ca)

## **SSHRC**

[www.sshrc.ca](http://www.sshrc.ca)

**STUDENT T-CARDS** [www.library.utoronto.ca/services/](http://www.library.utoronto.ca/services/)

## **STUDENT WEB SERVICE (SWS) ROSI**

[www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)

## **TEACHING ASSISTANTS' TRAINING PROGRAMME**

[www.utoronto.ca/tatp](http://www.utoronto.ca/tatp)

**UHIP** [www.uhip.mercer.ca](http://www.uhip.mercer.ca)