**VISITING RESEARCH STUDENT**

**APPLICATION FORM**

*(aussi disponible en français)*

This application form is for external undergraduate or graduate students coming to the University of Ottawa to conduct research activities under the supervision of a full-time faculty member.[[1]](#footnote-1) To obtain Visiting Research Student (VRS) status, a student must complete a minimum of 280 hours (approx. two months) of research while at the University of Ottawa.

The form must be completed, signed and submitted once: 1) a qualified University of Ottawa faculty member has agreed to supervise the visiting research student, and 2) travel dates are confirmed and valid immigration documents are secured (if applicable).

To register as a Visiting Research Student, applicants must submit the following documents to [vrs@uottawa.ca](mailto:vrs@uottawa.ca) with the University of Ottawa supervisor copied a minimum of five (5) weeks before their intended date of arrival:

* VRS application form (this form);
* A colour scan of the applicant’s passport bio page;
* Invitation letter from the University of Ottawa supervisor;
* Proof of full-time enrolment at the home institution;
* Valid immigration documents (if applicable);
* Proof of scholarship or other funding (if applicable); and
* Pay the application fee of $315 by visiting [the online store](https://estore.uottawa.ca/UOttawaStore/UOttawaStore/Shop/IREL/Visiting_Research_Student.aspx?iProductCode=IREL230001&Category=FEES) and provide proof of payment by email [vrs@uottawa.ca](mailto:vrs@uottawa.ca).

**Visiting Research Student Personal Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please indicate your preferred language of communication: | | | English  French | |
| Surname: | Surname | Given names: | Given names | |
| Date of birth: | Enter date | Gender identity: | Select an item | |
| Citizenship: | Citizenship | Passport number: | Passport number | |
| Home address: | Street name and number  City and Province / State  Country  Postal code | Canadian home address during visit: | Street name and number  City and Province / State  Postal code | |
| Email address: | Email address | Phone number: | Phone number | |
| Institution: | Name  Street name and number  City and Province / State  Country  Postal code | Level of study: | Select an item | |
| Area of study: | Area of study | |
| Have you previously applied to or studied at the University of Ottawa? | | Yes  No |
| Details of dependents  *(if applicable)* | Full name, Date of birth, Gender identity, and relation to applicant for each dependent | | | |

**Research Project Information**

|  |  |
| --- | --- |
| Project title: | Project title |
| Project description: | Project description (50 word limit) |
| Research Ethics: | Any research project involving human participants or human biological material which is conducted within the jurisdiction or under the auspices of the University of Ottawa, whether it is funded or not and regardless of where it is conducted, **must receive ethics approval prior to the start of the project**. |
| Research Safety: | By signing this form, the University of Ottawa supervisor agrees to provide and the Visiting Research Student agrees to follow appropriate training according to the specifics of the project (i.e., lab safety hazardous material, animal care, and that the Visiting Research Student will have **appropriate supervision while using university facilities and equipment**. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RCH Course Code:  *(select one)* |  | **RCH 3000: Research Internship (Undergraduate)**  Non-credit, non-tuition internship for external students enrolled in an undergraduate program at an international or Canadian university who are coming to the University of Ottawa to conduct research activities. The internship provides students with the opportunity to develop their research skills under the supervision of a full-time University of Ottawa faculty member. Each research project must constitute a minimum of 280 hours. | | |
|  | **RCH 7000: Research Internship (Graduate)**  Non-credit, non-tuition internship for external students enrolled in a graduate program at an international or Canadian university who are coming to the University of Ottawa to conduct research activities. The internship provides students with the opportunity to refine their research skills under the supervision of a full-time University of Ottawa faculty member. Each research project must constitute a minimum of 280 hours. | | |
| Duration of project:  *(max. 12 months)* | Number hours over Number months | | Start date: | Enter date |
| End date: | Enter date |
| Source of funding: | Select an item | | Amount of funding:  *(in CAD equivalent)* | Amount of funding |
| Status in Canada: | Select an item | | | |

**Rules and Regulations for the Visiting Research Student**

By signing this form, the Visiting Research Student agrees to abide by the following set of rules and regulations:

* The Visiting Research Student must maintain full-time enrolment at the home institution.
* The Visiting Research Student will inform [vrs@uottawa.ca](mailto:vrs@uottawa.ca) of any changes to the start or end dates.
* The Visiting Research Student agrees to adhere to the University of Ottawa’s [Policy 115 – Responsible Conduct of Research](https://www2.uottawa.ca/about-us/policies-regulations/policy-115-responsible-conduct-research) and [Policy 130 – Student Rights and Responsible Conduct](https://www2.uottawa.ca/about-us/policies-regulations/policy-130-student-rights-and-responsible-conduct)**.**
* Any issues or disputes related to research or academic misconduct will be subject to the University of Ottawa and the home institution’s processes.
* The Visiting Research Student is expected to comply with the research schedule as outlined by the home and host supervisors.
* The Visiting Research Student is not permitted to miss a scheduled research day unless for illness or exceptional circumstances (e.g. personal injury, death or illness of a relative or friend). The Visiting Research Student must inform the host supervisor as soon as possible regarding an absence.
* The Visiting Research Student is expected to follow the rules, safety procedures and regulations from the home institution and the University of Ottawa.
* The Visiting Research Student is expected to meet the home institution’s requirements and policies and adhere to them regarding international mobility. The typical research schedule will be that of a full-time work week in line with University of Ottawa and home institution’s policies and requirements.
* The Visiting Research Student must meet all necessary travel requirements, including financial support, for the time spent in Canada.
* Enrolment in the University Health Insurance Plan (UHIP) is mandatory for all international visiting research students. Provincial insurance coverage is mandatory for Canadian applicants.

**Declarations and Signatures**

**As a visiting research student** at the University of Ottawa, I hereby agree to adhere to the rules and regulations described above.

|  |  |
| --- | --- |
| Student name: | Student name |
| Date: | Enter date |
| Signature: |  |

**As the home institution supervisor**, I hereby agree to provide necessary training, supervision and support to the visiting research student.

|  |  |
| --- | --- |
| Home supervisor: | Home supervisor name |
| Position title: | Position title |
| Department: | Department |
| Faculty: | Faculty |
| Email address: | Email address |
| Phone number: | Phone number |
| Date: | Enter date |
| Signature: |  |

**As the host University of Ottawa supervisor**, I hereby agree to provide necessary training, supervision and support to the visiting research student, and to comply with University of Ottawa policies and procedures that supports the responsible conduct of research.

|  |  |
| --- | --- |
| uOttawa supervisor: | Host uOttawa supervisor name |
| Position title: | Position title |
| Department: | Department |
| Faculty: | Faculty |
| Email address: | Email address |
| Phone number: | Phone number |
| Date: | Enter date |
| Signature: |  |

1. Supervisors must hold full-time positions at the University of Ottawa. Regular, full-time tenured, or tenure-track professors, and professors’ emeriti active in research can serve as supervisors, along with researchers with full-time University of Ottawa positions working at affiliated hospital research institutes. [↑](#footnote-ref-1)