**Procedure for taking a graduate level course outside of Quebec - CUGTA**

You must consult with your Graduate Program Coordinator and obtain permission from your Graduate Program Director.  Please see the Canadian University Graduate Transfer Agreement (CUGTA) form:

* Complete the form AND read the terms of reference
* Obtain GPD approval (signature)
* Forward the signed form to Enrollment Services, attention Shelley Jardine, Records Administrator (for Office of the Dean of Graduate Studies signature) [gradstudentrecords.es@mcgill.ca]
* Once signed, the form will be returned to your McGill email as a PDF
* It is the student’s responsibility to obtain the remaining signatures at host university
* It is the student’s responsibility to familiarize themselves with the registration and deadlines at the host university
* Once all the signatures and registration has been completed the host university must return the documents to ES, attention Shelley Jardine, Records Administrator [gradstudentrecords.es@mcgill.ca]
* It is the student’s responsibility to send an official transcript to ES, attention Shelley Jardine, Records Administrator, at the end of term [gradstudentrecords.es@mcgill.ca]