

# UBC Visiting International Research Student (VIRS) – Approval Form

Established and approved by the UBC Vancouver and UBC Okanagan Senates in 2014, the Visiting International Research Students (VIRS) program is the admissions pathway to bring international students to UBC for short-term research visits supervised by UBC faculty. Since 2014 UBC has welcomed over 2000 VIRS students from over 650 universities and 78 different countries. The VIRS program is managed by Go Global under the Office of the Vice Provost, International.

A VIRS student must meet all of the following **eligibly criteria**:

- Not have Canadian citizenship or permanent resident status.
- Intend to come to UBC solely for the purpose of research that aligns with their academic program at their home university.
- Plan to engage in research education and conduct research for one month or longer (maximum 12 months) under the supervision of a UBC faculty member.
- Have no intention to enter into an employment relationship with the university related to the research.
- Obtain the approval for research activities at UBC from their home university.
- Have a UBC faculty member who has agreed to act as research supervisor during the visit.

Note that there is no specific English-language proficiency requirement, or an academic grade point average requirement, for admission through VIRS. It is at the discretion of the host professor and department to determine VIRS applicants' qualifications to undertake the research. Go Global will review students' applications for basic eligibility, and admit eligible students to the university.

**VIRS program fee:** The fee is \$423.25 for any period from one month up to one year. The fee must be renewed after one year, should the VIRS student wish to extend their research period. **Host professors or departments may choose to pay this fee; if this is the case, please complete the bottom of the second page of this form. For questions, please contact Go Global.**

**Medical Insurance (iMED and BC MSP):** A VIRS student will be automatically enrolled in the iMED insurance program at the time of registration. iMED is a temporary basic health insurance plan required for new international students, and will provide you with health insurance coverage during the three month waiting period for BC's Medical Services Plan (MSP) or the duration of your study period if you are not eligible for MSP.

**Application Process:** To allow for processing of the VIRS application as well as any applicable immigration documents, it's recommended to begin the VIRS application process **at least 3 months** before the intended arrival date. Create an account through the [VIRS Student Application Portal](#). After you create an account, check your email for instructions on how to begin the application. Begin the application and upload your signed VIRS Approval Form where indicated. Submit your application. Then, follow the steps to obtain your UBC Student ID Number and Campus-Wide Login ID (CWL). Pay the VIRS program fee (\$423.25) online, depending on your campus: [Vancouver store](#) / [Okanagan store](#). Within one month after the fee is paid, eligible students will receive an official UBC Letter of Acceptance from Go Global.

Admitted VIRS Students have full-time student status while at UBC and are expected to undertake research full-time. They are not permitted to register in or formally audit courses at UBC.

## Go Global: International Learning Programs

Office of Global Engagement

The University of British Columbia

### Vancouver Campus:

UBC Life Building, 1001-6138 Student Union Boulevard

Vancouver BC V6T 1Z1

Phone 604-822-0942 | [go.global@ubc.ca](mailto:go.global@ubc.ca)

### Okanagan Campus:

University Centre 207, 3272 University Way

Kelowna, BC V1V 1V7

Phone 250-807-8098 | [virs.okanagan@ubc.ca](mailto:virs.okanagan@ubc.ca)

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Vancouver: <https://global.ubc.ca/go-global/coming-ubc-study-abroad/visiting-international-research-students-virs>

Okanagan: <https://students.ok.ubc.ca/global-engagement-office/go-global/visiting-international-research-student-at-ubc-okanagan>

## UBC Visiting International Research Student (VIRS) – Approval Form

Please complete this form and **upload** it as a PDF or JPG file with all required signatures to the [VIRS Student Application Portal](#).  
Please contact [go.global@ubc.ca](mailto:go.global@ubc.ca) (Vancouver) / [virs.okanagan@ubc.ca](mailto:virs.okanagan@ubc.ca) (Okanagan) with any questions.

<b>Student Last Name:</b>	<b>Student First Name:</b>
<b>Email address (main):</b>	<b>Email address (second, if available):</b>
<b>Name of Home Institution:</b>	<b>Home Academic Department:</b>
<b>City and Country:</b>	<b>Degree being pursued:</b> Undergraduate      Master      PhD

<b>Host Professor Name (UBC Research Supervisor):</b>	<b>UBC Campus:</b>	Vancouver	Okanagan
<b>Host UBC academic department/research unit (e.g, Chemistry, BC Cancer Agency, etc):</b>			
<b>Host Faculty or School (e.g. Medicine, Arts, Science, Applied Science, etc):</b>			
<b>Research Start date (DD/MM/YYYY):</b>		<b>End date (DD/MM/YYYY):</b>	
<b>Brief description of planned research activities:</b>			

**Authorization Signatures:** Your VIRS application will not be processed without all four signatures, obtained in the order of 1 to 4

<b>Home University</b>	
Confirmation that the student named above is in good standing, is registered full-time in a degree program at their home university, and has permission to enroll as a Visiting Student at the University of British Columbia during the period indicated above.	
<b>1. Research Supervisor or Academic Advisor</b>	<b>2. Department Head</b>
<b>Name:</b>	<b>Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Email:</b>	<b>Email:</b>
<b>Website:</b>	<b>Website:</b>
<b>Signature:</b> _____	<b>Signature:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

<b>University of British Columbia</b>	
Confirmation that you have agreed to supervise the student’s research at UBC for the period indicated above. It is the responsibility of the host faculty member to determine that the student is qualified to undertake the agreed upon research activity. Please also refer to the following website for information on research security: <a href="https://research.ubc.ca/support-researchers/safeguarding-your-research">https://research.ubc.ca/support-researchers/safeguarding-your-research</a>	
<b>3. UBC Research Supervisor</b>	<b>4. UBC Department Head</b>
<b>Name:</b>	<b>Name:</b>
<b>Position:</b>	<b>UBC Email:</b>
<b>UBC Email:</b>	<b>UBC Website:</b>
<b>UBC Website:</b>	<b>Signature:</b> _____
<b>Signature:</b> _____	<b>Date:</b> _____
<b>Date:</b> _____	
<b>In the absence of the supervisor, day-to-day supervision will be provided to the student by:</b>	
<b>Name and Position:</b>	<b>UBC Email:</b>

**To be completed by the UBC Research Supervisor only:** Please check this box  and initial here \_\_\_\_\_ if you or your department intend to cover the VIRS Program Fee of \$423.25 for this student.

**Please select and complete ONE of the following:**

**Option 1:** Please pay online: [Vancouver](#) / [Okanagan](#)  
Select “VIRS Program Fee” CAD423.25 > “Add To Cart” > provide the VIRS applicant’s first and last name, email address (see above), and UBC student number, if available > select “Checkout” > provide your email address > provide your payment details.

**Option 2:** Please provide your Workday information:  
Grant: \_\_\_\_\_ Fund: \_\_\_\_\_  
Spend category:  Professional Development & Training  
(select one)           Research Study Participation  
    Research Supplies

**Note that the fee may not be paid from a Canadian Tri-agency grant (i.e. SSHRC, NSERC, CIHR) per grant policies.**