

MIT VISITING STUDENT REQUEST FORM

Department: _____ Date: _____

Name of Host Faculty Member: _____ Title of Host: _____

Administrative Contact: _____

Name of Visiting Student: _____

Dates of Visit: _____

Student's Home Institution: _____

Student's Country of Citizenship: _____

Account Number for \$1,000 Processing Fee, to be paid by faculty host (Sponsored research funds may not be used): _____

Reason for Visit (Explain the research program for the visiting student, the activities and duties, as well as the benefit to the lab provided by the visiting student's presence. Research must be on campus. Use attachment if necessary):

Registration fee: \$1,500/fall term; \$1,200/spring term; \$900/summer

How will registration fee be paid?

Full term must be paid during registration process. (Sponsored research funds may not be used)

Student – Describe source of funds and method of payment: _____

Faculty Host/DLC – provide account number: _____

Faculty host/department must guarantee payment of all fees incurred by student. Please provide account to be charged only in the case that the student leaves the Institute without settling the Student Financial Services (SFS) account. This may include registration fee, library fines, medical expenses, and Student Activity Fee. All must be paid in full before the student leaves MIT.

Faculty host backup account number (Sponsored research funds may not be used): _____

Provide this information to the visiting student. To register for the term the student must:

1. Report to the International Students Office and obtain form to bring to SFS.
2. Meet with an account representative from SFS to get financial clearance. Be prepared to make payment in full.
3. Proceed to Registrar's Office to complete registration. Provide address and biographical information.
4. Go to Atlas Service Center E17-100 to have a picture taken for your picture ID MIT Card.

Department Head Approval: _____ Date: _____

VPR Approval: _____ Date: _____

Original to: vsrequest@mit.edu to be approved by:

Colleen Leslie, Director of Research Administration and Compliance (for Prof Maria Zuber, Vice President for Research)

*PLEASE NOTE: Maximum term for visiting students is 12 months.

An International Visiting Student at MIT, whose home academic institution is abroad, must enter the US on a J-1 student visa, under MIT's immigration sponsorship. J-1 student status, under the auspices of MIT's Exchange Visitor Program with the US Department of State, ensures that these individuals can be appropriately monitored and advised about their legal status in the US by staff in the International Students Office. If you wish to bring a Visiting Student to MIT into the US in a category OTHER than J-1 student, you must attach to this form a request for an exception to policy by providing a detailed justification for the non-standard immigration status. All requests for exceptions must be submitted at least three months before the intended visit dates. (International Visiting Students at US-based academic institutions can be in either J-1 or F-1 student immigration status depending upon the requirements of their academic institution.)