

# Application Information for Visiting Student Status

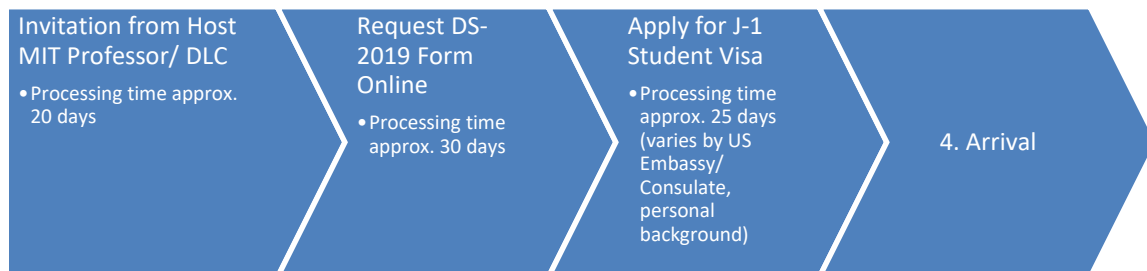
## For MISTI Faculty Hosting International MISTI Seed Fund students

As an awardee of a MISTI Seed Fund grant, you may be hosting international students in your lab. MISTI does not facilitate the logistics related to visiting students from abroad. Inquiries about bringing visiting students should be directed to the Visiting Student Program Manager in the International Students Office (<https://iso.mit.edu/about/staff.shtml>). **The information below is only a brief summary of the information needed in order to host a visiting student at MIT- detailed information can be obtained at the [ISO site](#).**

**There is a need to ensure visiting student status only if the duration of stay is between 3 weeks and a maximum of 12 months** (please take note that MISTI Seed Funds will only support visiting students for up to two months\*). All fees are waived for students whose Visiting Student appointment duration is less than 5 weeks.

**In order to host an international students a request should be sent to the MIT International Student Office (ISO) at least 75 days before the targeted start date.** Please note that ISO cannot guarantee the requested start date if the application was received later than above mentioned time period.

### Overall Process Timeline (estimated)



Total estimated time 75 days

### How to start

All Visiting Student forms and information on [ISO website](#) are available only to MIT staff (touchstone login required). Please contact the ISO or the host MIT group if you are not a staff at MIT and need information. **If you are a visiting student you need to contact your host lab to move forward in the process.**

\*This does not apply for the MIT-Italy program

## Eligibilities

Students who are:

- Pursuing an undergraduate or graduate degree at an institution of higher education in the US (other than MIT) or abroad; and
- Invited by an MIT faculty member from a department or laboratory to do academic research in their field of studies.

## Visa Restrictions

Foreign Visiting Students who are pursuing a degree abroad must apply for the J-1 Exchange Visitor visa (Student Non-Degree category) sponsored by MIT. No J-1 Academic Training can be authorized.

## Fees

- \$1000 Processing Fee to VP for Research
  - o Must be paid by the host MIT faculty
  - o Research or MISTI funds cannot be used
- Registration Fee and Student Activity Fee charged by term (see Academic Calendar for dates <http://web.mit.edu/registrar/calendar/index.html>)
  - AY2018-AY2019**
    - o Fall \$1,656 (Sept – Dec, \$1,500 Registration Fee, \$156 Student Activity Fee)
    - o Spring \$ 1,356 (Feb – May, \$1,200 Registration Fee, \$156 Student Activity Fee)
    - o Summer \$900 (June – Aug, \$900 Registration Fee, no Student Activity Fee)
- Fee Waiver Policy
  - o All fees are waived for students whose Visiting Student appointment duration is less than 5 weeks.
- Refund Policy
  - o If the student's visit overlaps a subsequent semester for a short period, the full Registration Fee of the semester must be paid in advance. Partial refund (based on the Registrar's Pro-ration table) may be requested through the Registrar's Office upon the student's departure.
  - o There will be no pro-ration for starting the visit after the semester begins.

## Compensation

A visiting Student may receive compensation for work done for the host group. *However, please note that J-1 visa regulations limit the number of hours a Visiting Student can be paid to 20 HOURS per week. **MISTI Funds can not cover any work compensation or salaries. MISTI funds can only cover travel costs (flight, food and lodging).***

## Housing

Visiting Students are not entitled to on-campus housing and, in most cases, should plan to find accommodation off-campus. However, they may apply for any vacancies that exist in the dormitories after the needs of regular students have been met.

## Procedure for Admission

The following steps must be completed **by the MIT HOST FACULTY/ LAB/ DEPARTMENT**:

1. VISITING STUDENT REQUEST FORM (download from ISO website – MIT staff only)
  - Send electronically to Vice President for Research Office (vsrequest@mit.edu). Approval signature from the department head and account number to be charged for the required fees must be included. Please note that fees cannot be charged to a Research Account.
2. Complete Inventions and Proprietary Information Agreements (IPIAs)
  - Download “Visiting Personnel and Students” IPIA form from TLO website (<https://tlo.mit.edu/disclose-protect-your-intellectual-property/forms-protect-ip-rights>) and provide to students.
  - Send the form to TLO directly.
3. Enter student’s biographic and academic information in the ADMISSIONS DATABASE
4. *Complete CERTIFICATE OF ENGLISH PROFICIENCY ASSESSMENT (download from ISO website)*
  - The host group at MIT must assess the student’s English language proficiency by completing the certification and retaining the supporting documents. Send copy of the Certification form to [isoforms@mit.edu](mailto:isoforms@mit.edu)
5. Send INVITATION LETTER to the student (sample format available from ISO website)
  - Letter should be printed on the departmental letterhead. The letter must include the following information:
    - (a) name and date of birth of the student,
    - (b) student's home institution,
    - (c) name of the faculty member who will supervise the research,
    - (d) description of the research to be performed,
    - (e) classification of student as undergraduate or graduate,
    - (f) the length of stay proposed with specific dates (because dates are needed for immigration forms, general indications such as “one semester” or “one or two semesters” are not acceptable.)
    - (g) MIT ID number
6. Notify students to create MIT Email Address (<https://accounts.mit.edu/register/>), and navigate students to visit iMIT (<https://imit.mit.edu/>) after waiting for at least 48 hours after receiving their MIT email address

The following information should be submitted online (<https://imit.mit.edu/>) **by VISITING STUDENT**:

- A. PASSPORT INFORMATION
  - Upload PASSPORT biographic page
- B. PROGRAM INFORMATION
  - Upload LETTER OF ENROLLMENT from the home institution  
Documentation from applicant’s home institution certifying the student’s **current enrollment in a degree program, expected graduation date**, good academic standing.
  - Upload INVITATION LETTER FROM THE HOST DEPARTMENT/LAB (step #5 for host)

C. ADDRESS INFORMATION

D. FINANCIAL INFORMATION\*

- More than 51% of the total funding must come from a source other than personal or family funds.
- Upload FUNDING DOCUMENTS  
Document specification available on ISO website (<http://iso.mit.edu/students/funding.shtml>)  
Not applicable for US Citizens/ US Perm.Residents/ Non-MIT sponsored visa holders.

E. MEDICAL CERTIFICATION

- All Visiting Students must either purchase the MIT Student Extended Insurance Plan or provide proof that their insurance meets the requirements specified by Federal Regulations for J-1 student visa holders. MIT Student Health Plan Office requires all Visiting Students insurance to cover preexisting conditions.
- Upload PROOF OF HEALTH INSURANCE ENROLLMENT
  - Student must submit one of the following document IN ENGLISH;
    - Completed Enrollment Form for the MIT Student Extended Health Plan submitted upon arrival (see below for more information) or;
    - Completed J-1 Visiting Student Health Insurance Provider Certification Form or;
    - A letter from your health insurance provider confirming that your plan covers your Visiting Student dates and meets all requirements for a J-1 Exchange Visitor.
- All MIT Student Health Plan related questions should be directed to the MIT Student Health Plan Office at [stuplan@med.mit.edu](mailto:stuplan@med.mit.edu).  
Not Applicable for US Citizens/ US Perm. Residents/Non-MIT sponsored visa holders.

When these documents are received and the request is approved by the VP for Research Office, ISO will process the Certificate of Eligibility (Form DS-2019) for foreign students who are requesting visa sponsorship from MIT. The processing time for the Form DS-2019 is 30 days.

### Additional Requirements for International Students

Please note that international visiting students are eligible to arrive up to 30 days prior to the Start Date on the DS-2019 form, and are required to attend the mandatory Visiting Student orientation no later than 10 days of the start date. If there are any changes to the Start Date, the host department or inviting MIT faculty member **MUST** inform the ISO and student so that a new DS-2019 form can be issued. Students who fail to attend the orientation within the grace period will risk losing their immigration status.

**Questions???** Please contact Visiting Student Program  
Manager in the International Students Office  
(<https://iso.mit.edu/about/staff.shtml>)