

## ONBOARDING CHECKLIST

HOST OR HIRING MANAGER FOR HIRING:

### Visiting Scientists/Scholars or Research Affiliates

- Visiting Scientists/Scholar
  - May not be students.
  - May not get visa sponsorship from MIT unless they have a PhD (or 5-7 years' equivalent experience).
  - Eligible if one has PhD or Masters with 3 years of experience unrelated to the Master's program.
  - Generally, professors visiting from another school.
  - They cannot be unemployed and here as a V. Scientist.
  - Visiting Scientists may not visit from industry (ie, not a university) without approval from Laurie Glover and Daniela.
  - Appointments requests are sent for approval from department Director.
  - Visiting Scientists may not stay at MIT longer than 12 months.
  - There are no CSAIL fees, term fees or fees associated with getting a visa for a V. Scientist. (Unlike V. Students).
- Research Affiliates
  - 5 to 20% effort.
  - Must be full-time employment elsewhere.
  - Not visa eligible.
  - No specific duties.
  - Typically, not in residence.
  - Appointments requests are sent for approval from department Director/Associate Director.
  - Appointments to this rank are without salary.
  - Are not employees of the Institute and do not participate in staff benefits programs.
  - Research affiliates are considered full lab members in CSAIL.
  - May receive library privileges, may purchase occasional parking on campus (outside of Stata), and after-hours access to the Stata Center.
  - Appointments can be renewed from year to year.

CSAIL Visitor Policy: <https://cap.csail.mit.edu/engage/paths-engagement/visitor-industry-researcher-program>

**There are a limited number of appointments available.**

**There can be no more than one visitor at a time per PI lab.**

**Note: Research Affiliates are not considered visitors.**

Initial Steps to complete before contacting your HR Coordinator to begin the appointment process.

Provide the following information to the HR Coordinator:  
Include number of visitors under the Host/Manager!

- Contact information of scholar: full name, email, phone, Country/State of residence
- CV
- Appointment Request Form (Completed by Host/Manager)
  - Tentative Start and End Date
  - Office Space
  - Proof of Employment – Letter completed by home institution (Sent by scholar or agency)
    - International Visitors must have a minimum of \$35,000 in funds paid by home institution and funds of \$5,000 per dependent.
  - Include CO for visa/other visitor related expenses
- HR Hiring Form – Completed by scholar (Sent by Host/Admin. Assistant)
- IPIA Form – Completed by scholar (Link: <https://tlo.mit.edu/learn-about-intellectual-property/ownership/inventions-and-proprietary-information-agreement-ipia>) (Sent by Host/AA)
- English Proficiency form: if J1 visa is needed (Completed by Host)
- **If known the hire needs a visa, mention this immediately to HR.**
  - If you require a J1 visa, expect 3 to 4 months of time to process before start date.
  - If you require a H1B, expect 5 to 6 months of time to process before start date.
  - Please reach out if a different Visa is needed – HR will reach out to ISchO
- HR will request a scanned copy of Scholar's ID and Employment Authorization

Please reach out to Financial Officer to provide...

- Cost object to support the visitor for any incurred expenses.

Week Before:

- HR Coordinator will put the appointment into the hiring system.
- NOTE: We can't legally put the appointment in until the scholar arrives in the United States. If the person is coming on a visa, we must wait until they arrive first.

## DAY 1 TO 7

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Scholar will do the following....

- Receive Welcome Email (will receive MIT ID number in this email)
- Create MIT Kerberos Login
- Set Up CSAIL Account (must email CSAIL HR your username to complete process)
- Go to [Atlas Center](#) to get MIT ID Card & I-9 Form Verification
- Sign up for COVIDpass, which will give you access to the campus.

ID Access & Key to Office

- CSAIL-ALL ID access, after you receive physical ID from Atlas Center
- If they need a key to an office, Host can email [Keys@csail.mit.edu](mailto:Keys@csail.mit.edu)

Host/Hiring Manager will need to review...

Meetings

- Meet with new hire as the manager.
- Meet with other Lab members.
- Connect with AA if you have one.
- Set appointment with TIG and provide any necessary equipment needed. Ex: Laptop if offered.

Space

- Share with the scholar where the new hire will be sitting/office space.

Research

- Discuss research plan.