CSAIL Visiting Student Requests

Overview for CSAIL PIs and Administrative Assistants

For more information on Visiting Students, please click here to view FAQ's.

1. To begin, please verify the student's eligibility and review the information for eligibl
2. Then, submit all required documents listed on page three to csail-hr@mit.edu
   a. The request will be assigned to a Human Resources Assistant (HRA)
3. The request will then be sent to Daniela Rus, for approval – the request must be approved before moving forward with the Visiting Student process
4. Once approved, the student's information will be input into the VS Portal
5. The student will receive an email to iMIT to submit their supporting materials
   a. Completed IPIA
   b. Transcripts
   c. CV
   d. A Copy of their Passport
6. After all materials are uploaded, the HRA will upload the students Department Invitation Letter
7. The student's application will then need to be approved by the Department Head, the School/College Head and VPR – all approvals must be completed before moving to the next step
8. Once completed, if an international student, this will begin the DS-2019 process
   a. The student should be able to upload their materials for their DS-2019 application to the iMIT site
   b. For questions regarding a student's DS-2019, please contact ISO at iso-help@mit.edu
9. From here, the student will mainly communication with ISO until their arrival in the US

Eligibility, Costs and Timeline

To be eligible for the MIT Visiting Student program, the student must:

- Be pursuing an undergraduate or graduate degree at an institution in the US (other than MIT) or abroad
- Be enrolled in a degree program for the entire duration of their visit at MIT
- Visit for a minimum of 3 weeks, and a maximum of 12 months
- Obtain through MIT a J-1 student visa (except for US citizens, Permanent Residents, or students from another US institution)
- 51% or more of the student's funding must come from non-personal sources (ie: government scholarships, home university funds, MIT funds, private organization funds, etc.)

Restrictions

- Only two simultaneous visitors are permitted per host
- No course participation is allowed
- No employment is allowed (on or off campus)
- Visit must be for academic research reasons
- All research must be conducted on MIT campus ONLY

- The student cannot be a:
  - Current MIT Degree Student
  - Current MIT Special Student
  - Student who has withdrawn or is on a leave of absence

Processing Timeline

- For international students (currently abroad) -- applications must be submitted at least 120 days prior to their appointment start date to provide adequate time for visa processing
- For students attending a US university or with permanent resident status – applications must be submitted at least 45 days prior to their appointment start date

Costs

- $1,000 Processing Fee – levied by the office of the VPR; the MIT faculty host must pay out of a discretionary account - *research funds cannot be used.*
- Registration Fees – either the student or faculty must pay for registration and student activity fees each semester the student is visiting MIT.
- Student's personal expenses – The student must have enough funding to cover personal expenses for the entire duration of their visit at MIT.

Inviting Harvard Students, Students attending a U.S. University, and Permanent Residents

Students who fall under these categories are still required to meet all eligibility requirements. However, the fees and processing time will differ. Please refer to the table below for specific information for each type of student.

	Must meet eligibility guidelines	$1,000 Processing fees	Registration fees	English Proficiency Form	Days to Process
Harvard/Wellesley	Yes	No	No	No	45 days
Students attending another U.S. University	Yes	Yes	Yes	No	45 days
Permanent Resident Status	Yes	Yes	Yes	No	45 days

To initiate a request, please submit all required documents found in Section 3 (English Proficiency not required).

To request a new visiting student to come perform research at CSAIL, all the documents below must be submitted in one email to review the eligibility, cost, and timeline information before HR can submit your request for approval.

a. Visiting Student Request Form
b. English Proficiency Assessment Form (for international students currently abroad)
c. Student Mentoring Form
d. A Copy of the Student's CV