

## VISITING SCIENTIST/SCHOLAR INTAKE FORM

**Visiting Scientists/Scholars:** Visitors working at MIT for a specified period from one week to one year. A visiting scientist is primarily occupied with research in a specific field. Incumbents are not accorded principal investigator status. Visiting scientists can include Faculty from other institutions and Industry Visitors. Requires PhD or Masters with 3 years of experience unrelated to the Master's program.

**Approval Process:**

Approval from the Department Head is required **prior** to extending an official offer. Please complete this form and return it to [csail-hr@mit.edu](mailto:csail-hr@mit.edu). Your HR Coordinator will update you once we have received the approval.

**Please Attach:**

Include CV of scholar you are proposing.

**Visiting Visa Information:**

Please allow for **100 days** from date of approval from the Director to secure a J1 visa. If the visiting scientist is coming on a WB ESTA Waiver, be sure to check with HR first to see if the International Scholar's Office will allow for that type of visa to be used. Once approved, please complete and return the [English Proficiency Form](#) to your HR Coordinator. This is required for all J1 visas.

Link to information about CSAIL Visitor: <http://groups.csail.mit.edu/hq/wiki/bin/view/HQ/VisitorPolicy>

A fully executed [inventions and proprietary information agreement \(IPIA\)](#) is required.

QUICK VIEW		
1. DATE OF APPLICATION:	2. HOST (MUST BE FACULTY/PI):	
3. NAME OF SCHOLAR:	4. TITLES OF VISITOR: <b>Visiting Scientist/Scholar</b>  Office #	
VISITING SCHOLAR INFORMATION		
5. LOCATION VISITOR IS COMING FROM:	6. COMPANY/UNIVERSITY OF VISITOR:	7. CURRENT TITLE OF VISITOR:
8. TYPE OF CURRENT EMPLOYER: US/FOREIGN NON-PROFIT OR EDUCATIONAL/RESEARCH INSTITUTE      FOR PROFIT      SELF EMPLOYED		
8A. IF THE NATURE OF THE BUSINESS IS FOR PROFIT, SELF-EMPLOYED OR NONE OF THE ABOVE, PLEASE EXPLAIN.		
9. EMAIL OF SCHOLAR:	11A. PROPOSED START DATE:	12. DOB (MM/DD/YYYY):
10. PHONE NUMBER:	11B. PROPOSED END DATE:	13. GENDER:
14. PURPOSE OF VISIT & NATURE OF RESEARCH (3-5 SENTENCES):		

<p>15. IS THE VISITOR RELATED A LAB WIDE RESEARCH PROJECT, MISTI PROGRAMS, TOYOTA PROJECT, ETC?</p> <p style="text-align: center;">YES                      NO</p> <p>15A. IF YES, PLEASE LIST THE PROJECTS:</p> <p>15B. LIST NAMES AND DATES OF ANY OTHER VISITING SCIENTISTS/VISITING STUDENTS IN YOUR GROUP DURING THE PROPOSED TIME FOR THIS VISITOR. PUT N/A IF NOT NEEDED.</p>	<p>16. WILL THIS SCHOLAR REQUIRE A VISA? *** NOTE THAT J1 VISAS REQUIRE <b>100 DAYS</b> FROM DATE OF APPROVAL AS LONG AS ALL PAPERWORK IS SUBMITTED IN A TIMELY MANNER FROM ALL PARTIES.</p> <p style="text-align: center;">YES                      NO</p> <p>*** CHECK YES IF COMING ON A B1/WB.</p> <p style="text-align: center;">YES                      NO</p>
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SPACE ALLOCATION	
<p>17. OFFICE ADDRESS (OR DETERMINED AREA/OPEN SPACE THE VISITOR WILL SIT): PUT N/A IF NOT NEEDED.</p> <p>17A. OFFICE LOCATION</p> <p>17B. LAB LOCATION</p> <p>17C. PHONE EXTENSION</p>	<p>18. VERIFY THAT YOU HAVE RECEIVED CONFIRMATION FROM THE FLOOR'S SPACE COORDINATOR THAT THERE IS NO SPACE ISSUES. PUT N/A IF NOT NEEDED.</p> <p style="text-align: center;">YES                      NO                      N/A</p> <p>19. WILL THE VISITOR BE BRINGING ANY MATERIALS TO CAMPUS (I.E. SOFTWARE, DATABASES, BIOLOGICAL MATERIALS, ETC.?)</p> <p style="text-align: center;">YES                      NO</p> <p>19A. IF YES, PLEASE DESCRIBE:</p>

FINANCIAL				
20. VISITOR FINANCIAL ARRANGEMENTS: (CHECK ALL THAT APPLY)	UNIVERSITY	PERSONAL	OUTSIDE AGENCY	PI/MIT
21. PROVIDE A DISCRETIONARY FUND <b>COST OBJECT</b> TO USE FOR HIRING:				
22. WILL THE SCHOLAR BE <b>PAID BY YOUR GROUP</b> ? IF SO, WHAT WILL THE SALARY AMOUNT BE? SALARY SHOULD BE COMMENSURATE WITH THE VISITOR AS EXPERIENCE, PAY AT HOME INSTITUTION, AND MIT SALARY LEVELS)				

POTENTIAL CONFLICT OF INTEREST		
<i>POTENTIAL CONFLICT OF INTEREST [E.G. ANY RELATIONSHIPS BETWEEN YOUR VISITOR (OR HIS/HER EMPLOYER) AND YOUR RESEARCH PROJECTS, AND MIT IP]: IF YOU ANSWER YES TO THE ANY OF THE QUESTIONS IN THIS SECTION, PLEASE PROVIDE AN EXPLANATION. IN SUCH CASES, THE ADVANCE APPROVAL OF THE DEAN IS REQUIRED BEFORE AN APPOINTMENT CAN BE MADE.</i>		
23. DOES THE FACULTY HOST HAVE A PERSONAL RELATIONSHIP WITH THE VISITOR? 23A. IF YES, PLEASE DESCRIBE:	YES	NO
24. DOES FACULTY HOST OR MEMBER OF THE FACULTY HOST'S FAMILY HAVE OUTSIDE PROFESSIONAL/SIGNIFICANT FINANCIAL INTEREST (SFI) WITH VISITOR'S EMPLOYER? (E.G. CONSULTING, BOARD MEMBERSHIP, OWNERSHIP)? 24A. IF YES, PLEASE DESCRIBE:	YES	NO