



UNIVERSITY of ROCHESTER

Procedures for Visiting Students in Residence

Students who are pursuing an undergraduate or graduate degree at an institution of higher education other than the University of Rochester and have been invited by faculty to do research in their fields of study may apply for visiting student status. Normally, such a visit will be limited to one year (a minimum of 2 months is required); however, with the approval of the Dean of Graduate Studies in Arts, Sciences and Engineering the period of residency may be extended up to three years. Extensions for international students are dependent upon the provisions and requirements of the visa (F1 or J1) for study in the United States.

Visiting students are required to fill out a Visiting Student Application and are required to provide proof of enrollment at their current institutions. They are required to provide the University Health Services with a health history form and are required to meet New York State Law and the University of Rochester mandate regarding immunizations. They are also required to complete and submit a Payment Agreement to the University of Rochester Bursar's Office.

The visiting student will register with the University under the registration category 986V "Full-Time Visiting Student in Residence" during all semesters including summer. This requires submission of the University of Rochester Matriculated Graduate Student Registration Form for Arts, Sciences and Engineering a minimum of 2 months prior to the expected arrival date of the visiting student. A fee of \$120 is assessed to the Visiting Student in Residence registration category each semester/summer.

There are some requirements that carry financial obligations for visiting students: 1) They must enroll in the University's Mandatory Health Program and pay the associated per semester fee; 2) They must enroll in the University's student health insurance plan; 3) International students must pay an annual fee set by the International Services Office (currently \$25); and 4) They must pay the Graduate Student Activity Fee (currently \$10/semester). These fees are payable through the Bursar's Office.

Process

Applications for a visiting student in residence must include the following documentation:

- **Enrollment verification letter from the student's home institution** stating that the student is enrolled in a graduate degree program and will maintain continuous enrollment during his/her time at the University of Rochester. The letter must also include an anticipated date of degree completion.

- **Visiting Graduate Student Application Form** (to be completed by the visiting student and the sponsoring department).

When all required documentation is received by the Graduate Studies Office (Lattimore 218), the visiting student will be provided with the following documents:

- **Form I-20 or DS-2019 Certificate of Eligibility for Exchange Visitor (F-1 or J-1) Status** (international students)
- **Health History Form** (must be returned to University Health Services before the student can be registered)

Responsibilities of Faculty Member and Sponsoring Department

The faculty member and sponsoring department will serve as the responsible entity for hosting the visiting student and will ensure adherence to all relevant University and Arts, Sciences and Engineering policies and procedures. The sponsoring department will:

- Coordinate with the applicant to provide required documentation prior to the appointment at the University.
- Oversee the health and health insurance requirements for visiting students. Enrollment in UR Health Insurance is mandatory.
- Arrange for check-in appointment at the International Services Office (international students).
- Be responsible for the visiting student's payroll processing (I9, tax forms, 506 form, and semi-monthly time entry, and offer guidance in time reporting), if required.
- Ensure that the visiting student registers for 986V each semester.
- Ensure that the student completes and submits a Payment Agreement form to the Bursar.
- Ensure that the student completes and submits an Intellectual Property Agreement form to ORPA. This form can be found at <http://www.rochester.edu/ORPA/Forms/ipa.pdf>.
- Assist the visiting student in obtaining:
 - Housing
 - University ID
 - University of Rochester Arts, Sciences and Engineering Email Address
 - US Social Security Card (international students)