SMD Visiting Students in Residence Program

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 Medical Center faculty to do research in their fields of study may apply for visiting student status.

Note: Permission from SMD Finance and Administration is required for experiences with access to patient information and/or patient contact; please contact Sharon McCullough (3-1619) for information on how to proceed.

Requirements

1) Proof of enrollment in a degree-granting program from an institution of higher education.
2) Verification of health history and immunization record. (In residence 6+ weeks).
3) Enrollment in the University Mandatory Health Insurance and Aetna Student Health Insurance Plan. (In residence 8+ weeks).
4) Registration each semester for IND 896V “Full-Time Visiting Student in Residence”.
5) Payment of all fees for registration, health insurance and ISO services.

Process

Appointment of a visiting student requires the following documentation, submitted by the sponsoring faculty member or department, to the Office for Graduate Education and Postdoctoral Affairs (GEPA):

- Visiting Student in Residence Application Form (to be completed by the student and the sponsoring faculty member/department) [link to form].
- Letter of appointment stipulating start and end dates, the intended research project, required training, provision for the student’s financial support (if applicable), University health insurance fees, tuition and any other fees that may be required.
- Letter from student’s home institution (Registrar) providing verification of enrollment in a degree-granting program from an institution of higher education. The letter must include an anticipated date of degree completion and must be written in English.
- If the student is a non-U.S. citizen / non-U.S. permanent resident immigration permission to study in the US is required. The faculty member or departmental representative must contact the International Services Office to discuss required
documentation to obtain the visa as well as the financial requirements associated with the visa.

After consultation with the ISO, the faculty member or departmental representative will instruct the visiting student to complete and submit a New Student Request for an I-20 / DS-2019 along with a copy of the passport and evidence of financial support written in English. Complete the section of the form for “University Use Only”. Submit completed, signed and dated form with all supporting documentation for the visa as well as the application and letters noted above, to GEPA, Box 316. A student record will be created and a University identification number will be assigned to the student before the form is forwarded to the International Services Office for processing.

The International Services Office will return a Form I-20 or DS-2019 Certificate of Eligibility for Exchange Visitor (F-1 or J-1) Status to the faculty member or departmental representative. This form is mailed to the visiting student with a Health History and Immunization Report for Visiting Students. This form must be returned to University Health Service before the student can be registered in the School.

Responsibilities of Sponsoring Faculty Member and 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 School policies and procedures. Compliance-related documentation should be retained at the departmental level. The department must be able to produce all documentation within 24 hours for audit purposes. The Department may also have additional, department-specific, policy/training requirements.

The sponsoring faculty member or department must:

- Ensure that the visiting student be supervised at all times either by the faculty member or an appropriate delegate.
- Coordinate with the visiting student to provide required documentation prior to appointment at the University.
- Oversee the health insurance requirements for visiting students. If faculty member will not cover the mandatory health and health insurance fees, this must be stated clearly in the letter of appointment that the cost is the student’s responsibility. Enrollment in the Student Health Plan, which includes the mandatory health fee and health insurance, is mandatory for visiting students who will be in residence at the UR for more than 8 weeks. Contact the UHS Insurance Advisor, at insurance@uhs.rochester.edu for information and forms.
- Arrange for all necessary laboratory safety training as required by the EH&S Guidelines for Visitors to Laboratories.
• Be responsible for the visiting student’s payroll processing (I9, tax forms, 506 form, and bi-weekly time entry, and offer guidance in time reporting), if applicable.
• Ensure that the visiting student registers as a non-matriculated student for IND 896V “FT Visiting Student in Residence” each semester.
• Ensure that the visiting student completes and submits a Financial Statement and Payment Agreement form to the Bursar.
• Ensure that the visiting student completes and submits an Intellectual Property Agreement to ORPA.
• Assist the visiting student in obtaining:
  o Housing
  o University ID
  o NetID (as needed)
  o URMC email address
  o Swipe access to buildings and laboratories (as needed)
  o US Social Security Card (international students, if needed)
Checklist for Sponsoring Faculty Member and Department

Offering Position to Visiting Student

- If the visiting student is a Non-U.S. citizens / non-U.S. permanent residents contact the International Service Office to discuss the financial requirements associated with the visa, required forms and supporting documentation
- Write Letter of Appointment
- Make offer to visiting student and provide Letter of Appointment
- Complete Visiting Student in Residence Application Form [link to form]
- Obtain enrollment letter from student’s home institution
- Submit application form and letters to the GEPA, Box 316, for review and approval
- If the visiting student is a non-U.S. citizen/non-U.S. permanent resident:
  - Instruct the international student to complete a New Student Request for an I-20/DS-2019 form
  - After international student completes and submit form, complete the section of the form for “University Use Only”
  - Submit completed form with all supporting documentation to GEPA

Prior to arrival at the UR

- Provide I-20/DS-2019 Certificate of Eligibility for Exchange Visitor to the visiting student (ISO generates this form)
- Provide housing information
- Provide health insurance information to apply for coverage
- Provide Health History and Immunization Record Form
- Arrange for all necessary laboratory and safety training

After Arrival at the UR

- Set up payroll (as needed)
- Set up URMC email address (as needed)
- Assist student in obtaining University ID
- Set up swipe access to buildings and laboratories (as needed)
- Assist with registration for IND 896v (each semester)
- Ensure that a Payment Agreement form has been submitted to the Bursar
- Ensure that an Intellectual Property Agreement has been submitted to ORPA
- If the visiting student is a non-U.S. citizen/non-U.S. permanent resident also:
  - Arrange for check-in appointment at the International Services Office upon arrival at the UR
  - Assist the student in obtaining a US Social Security Card, if needed