



Computer Science &  
Artificial Intelligence  
Laboratory

## VISITING STUDENT INTAKE FORM

### 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 Assistant will update you once we have received the approval.

### Dates of Appointment:

Appointments start on the 1<sup>st</sup> or the 15<sup>th</sup> of the month, unless otherwise approved. Appointment will end on the 31<sup>st</sup> or last work day of the month.

### Please Attach:

Include CV of visiting student.

### Visa Information:

Please allow for **100 days** from date of approval from the Director to secure a J1 visa.

In order to complete the visa process, the following materials are required by the PI prior to submitting to the International Scholars Office:

- [English Proficiency Form](#)
- [Mentorship Plan](#)
- [IPIA Form Signed Before Arrival By Visiting Student](#)

*International Students must come to MIT on J visas and all students must come through the Visiting Student Office, no exceptions.*

*Please complete the form below, if a question does not apply; please note N/A*

VISITOR INFORMATION		
DATE OF APPLICATION:	HOST (MUST BE FACULTY OR PI):	EMAIL OF SCHOLAR:
NAME OF VISITOR:	UNIVERSITY OF VISITOR:	GENDER:
	CURRENT DEGREE EARNING:	DOB (MM/DD/YYYY):
PURPOSE OF VISIT & NATURE OF RESEARCH (3-5 SENTENCES):		START DATE:
		END DATE

<p>IS THE VISITOR RELATED A LAB WIDE RESEARCH PROJECT, MISTI PROGRAMS, TOYOTA PROJECT, ETC?</p> <p>YES <span style="margin-left: 150px;">NO</span></p> <p>IF YES, PLEASE LIST THE PROJECTS:</p> <p>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>WILL THIS SCHOLAR REQUIRE A VISA?  <b>*** NOTE THAT J1 VISAS REQUIRE 100 DAYS FROM DATE OF APPROVAL AS LONG AS ALL PAPERWORK IS SUBMITTED IN A TIMELY MANNER FROM ALL PARTIES.</b></p> <p>YES <span style="margin-left: 150px;">NO</span></p>
MAILING/HOME ADDRESS:	PHONE NUMBER:	CITIZENSHIP:

<b>SPACE ALLOCATION</b>	
<p>OFFICE ADDRESS (OR DETERMINED AREA/OPEN SPACE THE VISITOR WILL SIT): PUT N/A IF NOT NEEDED.</p> <p>OFFICE LOCATION</p> <p>LAB LOCATION</p> <p>PHONE EXTENSION</p>	<p>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>YES <span style="margin-left: 150px;">NO</span></p>
<p>WILL THE VISITOR BE BRINGING ANY MATERIALS TO CAMPUS (I.E. SOFTWARE, DATABASES, BIOLOGICAL MATERIALS, ETC.?)</p> <p>YES <span style="margin-left: 150px;">NO</span></p> <p>IF YES, PLEASE DESCRIBE:</p>	

## FINANCIAL

THE VISING STUDENT IS REQUIRED TO PAY REGISTRATION FEES PRIOR TO COMING TO MIT. PLEASE SEE FEES IN THE LINK BELOW: [HTTPS://REGISTRAR.MIT.EDU/REGISTRATION-ACADEMICS/TUITION-FEES/VISITING-STUDENT](https://registrar.mit.edu/registration-academics/tuition-fees/visiting-student)

VISITOR FINANCIAL ARRANGEMENTS:                      UNIVERSITY                      PERSONAL                      OUTSIDE AGENCY                      PI/MIT (CHECK ALL THAT APPLY)				
*** J1 VISA REQUIREMENT: 51% OF FUNDING MUST COME FROM A UNIVERSITY OR ORGANIZATION. 49% CAN COME FROM PERSONAL FUNDS.				
PI IS REQUIRED TO PAY \$1000 PROCESSING FEE   COST OBJECT: *** <b>NEEDS TO BE FROM A DISCRETIONARY FUND.</b>				
PLEASE INCLUDE A COST OBJECT FOR VISITING STUDENT FEES IF THE STUDENT IS UNABLE TO COVER THE FEES. *** HARVARD/WELLESLEY STUDENTS EXEMPT.				
WILL THE SCHOLAR BE PAID BY YOUR GROUP?			YES	NO
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).				
ESTIMATED HOURS PER WEEK – <b>CANNOT EXCEED 20 HOURS.</b>				

## POTENTIAL CONFLICT OF INTEREST

*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.*

DOES THE FACULTY HOST HAVE A PERSONAL RELATIONSHIP WITH THE VISITOR? IF YES, PLEASE DESCRIBE:	YES	NO
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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)? IF YES, PLEASE DESCRIBE:	YES	NO
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