



CSAIL Visiting Student Requests

Overview for CSAIL PIs and Administrative Assistants

For more information on Visiting Students, please review the International Student Office (ISO) [program information](#). The ISO also processes domestic Visiting Student requests.

1. Eligibility

- a. Student must be currently enrolled in an undergraduate or graduate degree at an institution other than MIT. They may be:
 - i. US citizens or Permanent Resident
 - ii. Overseas students studying in the US at another institution with current student Visa
 - iii. Overseas scholar studying abroad - must apply for a J-1 Visitor visa through MIT
- b. Be actively enrolled in a degree program for the entire duration of their visit at MIT
- c. Visit can be for a minimum of 3 weeks, and a maximum of 12 months

2. Costs

- a. \$1,000 Processing Fee - from the office of the Vice President of Research (VPR)
 - i. The MIT faculty host must pay out of a discretionary account - *research funds cannot be used*
- b. Monthly Visiting Student fee - There is also \$625 per month fee
 - i. Fees
 1. \$429 Student Health Insurance fee
 2. \$35 Student Life fee
 3. \$161 Registration fee
 - ii. Payment of Fees
 1. Can be paid either the student, faculty, or third party (external sponsorship or fellowship)
 2. Please note that at least 51% of funding of the total cost of attendance must come from a source other than non-personal or family funds.
 - a. Non-personal sources can include; government scholarships, home university funds, MIT funds, private organization funds
 3. Student will receive an email around 14 days prior to start with a link to make payment via credit card. Also see onboarding.mit.edu
- c. Student's personal expenses - The student must have enough funding to cover personal expenses for the entire duration of their visit at MIT
 - i. International Visiting Students who must apply for a J-1 visa to participate in the Program will need to demonstrate that at least 51% of the total cost of attendance come from non-personal/non-family funding sources. For AY25-

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26, the total amount per calendar month to demonstrate is \$4,250 (\$625 in Visiting Student fees and \$3,625 in living expenses). To meet the J-1 visa requirement, at least \$2,168 of that monthly amount must come from non-personal sources. The rest of the funding could be documented through personal/family funding sources.

- d. Self-Funding A student **cannot** be entirely self-funded
 - i. Please make any visiting student candidate aware of this requirement at the beginning of the Visiting Student process.

3. Restrictions

- a. Only one simultaneous visitor is permitted per PI
 - i. Limit includes both students and any visiting engineer/scientist/scholar
- b. No course participation is allowed
- c. No employment is allowed (on or off campus)
- d. Visit must be for academic research reasons
- e. All research must be conducted on MIT campus ONLY
- f. The student cannot be a:
 - i. Current MIT Degree Student
 - ii. Current MIT Special Student
 - iii. Student who has withdrawn or is on a leave of absence
- g. Students paid by the Lab must be on MIT hourly payroll and paid for hours worked
 - i. No flat stipend or salary allowed
- h. Visiting Students only work maximum of 20 hours per week

4. Timeline

- a. 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
- b. For students attending a US university or with permanent resident status – applications must be submitted at least 60 days prior to their appointment start date

5. Required Documents

- a. From the visiting student
 - i. Completed MIT Inventions and Proprietary Information Agreement (IPIA)
 - ii. Transcript(s)
 - iii. Student's Curriculum Viata (CV)
 - iv. Copy of Passport for International Students
- b. From the host PI
 - i. [Visiting Student Request Form](#)
 - ii. [English Proficiency Assessment Form](#) (for international students currently abroad)



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iii. [Student Mentoring Form](#)

6. Process

- a. Submit all required documents to csail-hr@mit.edu
- b. The request will be assigned to a Human Resources Assistant (HRA)
- c. The request will then be sent to the Lab Director for approval – the request must be approved before moving forward with the Visiting Student process
- d. Approved student's information will be entered in the Visiting Student Portal
 - i. HRA uploads the student's Department Invitation Letter
- e. The student will receive an email from iMIT to submit their supporting materials
- f. The student uploads required onboarding documents.
- g. HRA reviews and approves the submitted documents
- h. 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
- i. Once completed, if an international student, the Certificate of Eligibility for Exchange Visitor Status, DS-2019 form, process begins
 - i. The student should be able to upload their materials for their DS-2019 application to the iMIT site
 - ii. For questions regarding a student's DS-2019, please contact ISO at iso-help@mit.edu
- j. The student will work primarily with the ISO from this point until their arrival in the US
- k. Before working on assignment with PI student must complete all onboarding tasks in the iMIT portal, including scheduling orientation with Visiting Students team

7. Inviting Harvard Students and Wellesley Students

- a. Students from Harvard & Wellesley are required to meet all eligibility requirements.
- b. Fees and processing time will differ
- c. English Proficiency Assessment Form not required

Please refer to the table below for specific information for each type of student.

	Must meet eligibility guidelines	\$1000 processing fee	Registration fees	English Proficiency Form	Days to process
Harvard or Wellesley	Yes	No	No	No	60
Students Attending another US University	Yes	Yes	Yes	No	60
Permanent Resident	Yes	Yes	Yes	No	60