VISITING GRADUATE STUDENTS

Position Titles: Visiting Graduate Assistant; Visiting Graduate Fellow; Visiting Graduate Trainee

Requirements for Visiting Graduate Students

1. Visitors will be enrolled (or active) in accredited graduate degree programs elsewhere (U.S. or abroad).
2. Visitors will participate at UVM in formal fellowship programs or graduate-level research projects under the direction of UVM faculty.
3. Funding for the fellowship or research activity generally will be from external sources.
4. Visitors will normally perform the equivalent of at least five credit hours of coursework or research credit per semester during the term of the appointment.
5. Visitors will enroll for a Visiting Graduate Student Research section of GRAD 902 or 903, depending on the level of expected effort, each term they are at UVM. Permission to enroll in the section is required from the Graduate College. Fees* and level of access to UVM facilities are established by the enrollment level with a minimum provision of a UVM student ID card and access to the library, fitness center and bus privileges and can be found at: http://catalogue.uvm.edu/graduate/academicenrollment/continuousregistration/
6. With the equivalent of half-time student status (GRAD 902), visiting graduate students will be eligible to enroll in the UVM student insurance plan. Normally, visitors will be required to show proof of existing medical insurance coverage comparable to or greater than the UVM student insurance plan, or else to enroll in the UVM plan.
7. Visitors will be appointed for a term of up to one year as determined by the Dean of the Graduate College and consistent with the educational objectives of the Visitor. Visitors may be reappointed by the Dean; in most cases the maximum total period of Visitor status will not exceed two years.
8. Visitors enrolled for Visiting Graduate Student Research are not enrolled in UVM degree programs and thus will not be eligible for financial aid, i.e. federal loans or work/study, through The University of Vermont.
9. Visitor appointments will be made by the department or program subject to the approval of the college or school and the Dean of the Graduate College. Appointing departments will request Visitor status from the Graduate College Dean's Office by providing a description of the research or other academic activity, an official transcript or a letter from the student's home institution indicating that the student is currently enrolled or active in a graduate program at that institution, and a completed cover sheet with basic background information. The Graduate College Dean's Office will maintain a file on all individuals appointed as Visitors.

*2015-16 fees are $200 per semester for Grad 902 and $300 per semester for GRAD 903. The fee for students in GRAD 902 who need to purchase UVM health insurance will be $323 per semester. The cost of UVM health insurance, if required, for students in either GRAD 902 or GRAD 903 is $2,822 per year, $1,411 per semester.
Request for Visiting Graduate Student Status

Date of Request: _____________   Name of Visiting Student: _______________________________

Student’s Current Email Address:____________________________________________________

SS#:_________________________ Date of Birth: ___________________________________

Address and Telephone Number where Visiting Student may be reached (prior to UVM arrival):
____________________________________________________________________________

Home Institution: ________________________________________________________________

Address: ______________________________________________________________________

Program of Study/Department ________________________________ Degree Objective _______

Sponsoring UVM Department ________________________________

UVM Faculty Mentor _______________________________________

Visiting Graduate Students will be appointed with one of the following titles:
Visitors funded on sponsored research grants and contracts: Visiting Grad Assistant
Visitors funded on external fellowships, traineeships or general funds: Visiting Grad Fellow or a
Visiting Grad Trainee

Title ______________________________Term of Appointment From: _________ To: __________

Amount of funding ________________________ Source of Funding _________________________

Will the Visitor's UVM sponsored activities be equivalent to at least five (5) credit hours of
coursework or thesis/dissertation research? __________

Approvals (Signatures):
UVM Faculty Mentor ________________________________ Date ______________
Department Chairperson ________________________________ Date ______________
Unit Dean ________________________________ Date ______________
Graduate College Dean ________________________________ Date ______________

IMPORTANT: A brief Research/Study plan for work to be accomplished at UVM, and an official
transcript or letter from the home institution indicating active status in a graduate degree program,
must accompany this Request Form. Please note that the Research/Study at UVM must be
applicable to the Visitor's degree program at the home institution.