



## 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.

\*2023-2024 fees are \$200 per semester for GRAD 902 and \$300 per semester for GRAD 903. Students who want to utilize the services offered at the Center for Health and Well Being are required to pay a \$371.50 student health fee. Students interested in enrolling in the UVM Student Health Insurance Plan will also have to pay the health insurance premium. The annual health insurance premium for the 2023-24 academic year is \$3,814.



**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 \_\_\_\_\_

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**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. Please submit this application and all supporting materials to [gradcoll@uvm.edu](mailto:gradcoll@uvm.edu).**

Note: **Do not complete the section below**. The Dean of the Graduate College ([gradcoll@uvm.edu](mailto:gradcoll@uvm.edu)) will sign this application after it has been approved by the UVM Faculty Mentor, the Department Chairperson.

Approved (print) \_\_\_\_\_

Approved (sign) \_\_\_\_\_

DATE \_\_\_\_\_

Dean of the Graduate College

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