

Chemical Engineering – Visiting Student Researcher policies

Items Valerie will need from you in order to invite a VSR:

- 1 **Appointment Dates and contact info:** Let me know that you would like to invite a VSR and then give me the email address of the student and the **EXACT start/end dates** of the appointment.
- 2 **Time needed to process paperwork:**
 - **Domestic** student or student already on a visa with another U.S. institution: **6 weeks minimum**, provided the student gives me the information needed promptly.
 - **International** student who needs a visa: **10 weeks minimum**, provided the student gives me the information needed promptly.
- 3 **Signatures:** I will produce an official VSR invitation letter that needs to be signed by the faculty member issuing the invitation and the department chair. *Do not send the student an unofficial letter as an invitation* – that might get confusing, and, like a job offer letter, this letter must contain certain things and follow the template the registrar’s office has asked us to use: <https://registrar.stanford.edu/staff/visiting-student-researchers/letter-invitation-visiting-student-researchers>
- 4 **English Proficiency:** If the student needs a visa, please fill out this form to verify their English proficiency: <https://stanford.app.box.com/s/hub7dc5zv51n262yo29rm93e55cee2pk>

That’s it! I don’t need anything else. I will handle all other application-related items and will only contact you if I need additional information.

VSR FAQ:

- Definitions: **Visiting Student Researcher (VSR)** - a graduate student who will be visiting your lab for a short period of time. VSRs can come anytime throughout the year. **Visiting Student Intern (VSI)** - an undergraduate who will be visiting your lab for a short period of time. VSIs can only come between the dates of June 1 – Aug. 31. VSI students are much less common than VSR students, and the fees are different. If you plan on bringing a VSI in next summer, let me know, and I will get you more information.
- If the dates for the student are flexible, please let me know so I can figure out when the best time to bring the student in. Sometimes the difference of a week or two as a start or end date can save the student anywhere from a few hundred to a few thousand dollars.
- International students staying for less than 6 months should probably be brought in on a short-term scholar J-1 visa. This visa cannot be extended, but it means the student would not have the same two-year restriction that a regular J-1 has.
- Fees associated with VSR: There are three main fees associated with a VSR position:
 - 1 **Health Insurance** (between \$1242-\$4968 for 2016-2017 school year)
 - 2 **Student Health Fee** (\$206 per quarter for the 2016-2017 school year)
 - 3 **Tuition Fee** (\$1026 per month for the 2016-2017 school year).
 - 4 **International students – Living Expenses:** If a student needs a visa, we also require that they provide proof that they have funds to support their living expenses, calculated at \$2500/month.

EXAMPLE: An international VSR appointment from November 1, 2016 – April 30, 2017 will have \$10,077 in fees and \$15,000 in associated living expenses as defined by Stanford. This means that an international VSR must provide proof that they have funding for \$25,077 USD before I can process their paperwork.