

**Hosting Undergraduate Research Visitors**

From time to time faculty may invite undergraduate (pre-baccalaureate) students from overseas to visit campus to observe classes, research facilities, or work on research projects related to their field of studies. Such visits can pose significant risk factors for campus, given that this demographic are not matriculated fee-paying students who fall under the general campus care and infrastructure of Student Affairs and related student services.

Furthermore, from an immigration perspective there are complexities given that these students are not enrolled full-time in a course of study, as is required for an F-1 student visa, nor are they researchers at the doctoral or post-doctoral level participating in full-time research as is generally required for an exchange visitor (“scholar”) J-1 visa

**Name of Student:**

If you wish to host such a pre-baccalaureate student, please complete the following questionnaire:

- 1) Please detail the exact nature of the pre-baccalaureate student’s proposed activity at UMass including academic pursuits, specific investigations, and/or research activities.*

- 2) How long is the intended visit to UMass? Please note that the duration may not be greater than 6-months, nor may the visit be renewed.*

- 3) *What kind of services and access will be provided including office/lab space, equipment, lab and chemical safety workshops and related protocols, oversight, etc.?*

- 4) *How was this pre-baccalaureate student made known to you (i.e. referred student of an overseas colleague, met at professional conference/symposia, contacted you directly, etc.)?*

- 5) *What is this pre-baccalaureate student's academic background and current academic status?*

6) *Does this pre-baccalaureate student have permission to visit UMass from his/her home institution and overseas academic advisor?*

7) *What is the funding arrangement for this pre-baccalaureate student? Please note that such visitors may not be hired in a salaried position, e.g., 03.*

8) *How will suitable housing accommodations be provided (please note the IPO cannot facilitate local housing accommodations, nor can Residence Life for non-matriculated students)?*

- 9) *What kind of orientation program will be provided for the incoming student? How will the student be connected to services and resources available through student affairs?*

These questions will assist in evaluating the appropriateness of UMass hosting this pre-baccalaureate student. In addition to these questions above, please also note that the PI undertakes that:

- a) *all standard export control protocols will be followed for these pre-baccalaureate students;*
- b) *the pre-baccalaureate student will obtain suitable medical insurance prior to arrival that complies with mandatory J-1 visa regulations (<http://www.umass.edu/ipo/iss/health-insurance>);*
- c) *they understand that University Health Services facilities and staff will not be accessible for a pre-baccalaureate student visitor;*
- d) *the pre-baccalaureate student will be provided with the UMass Code of Conduct and that the visiting undergraduate student will be required to follow all aspects of the Code ([http://www.umass.edu/dean\\_students/codeofconduct](http://www.umass.edu/dean_students/codeofconduct))*

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Requesting Faculty PI Signature

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Date

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Department Chair Signature

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Date

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Dean Signature

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Date