

## **Taubman College Research Policy on Visiting Students**

Visiting graduate students, whether from domestic or international backgrounds, are degree-seeking individuals from their home institutions invited to engage in short-term research or collaborative projects with faculty at the University of Michigan's Taubman College. Their primary goal is to undertake research that meets the requirements of their graduate program elsewhere. Each year, faculty members receive numerous requests to sponsor these visiting students, driven by a desire to foster a strong network of national and international collaborations for future research initiatives. Hosting students not only supports their academic endeavors in a nurturing environment but also enhances the sponsoring faculty's expertise, as they guide visitors through the shared research. At the University of Michigan, the responsibility for overseeing visiting students primarily rests with the sponsoring faculty member, who must ensure that the visitor's engagement contributes positively to the college as a whole. This document outlines the practices and procedures for faculty considering hosting a visiting student and serving as their faculty sponsor. For questions about this process contact [taubmancollegehr@umich.edu](mailto:taubmancollegehr@umich.edu).

### **Key College Personnel**

The following college personnel will constitute key points of contact:

- **Senior associate dean for research and creative practice**
- **Program chair**
- **Human resources manager for faculty affairs**

### **Visiting Student Qualifications**

- Student conducting research related to the graduate degree requirements of another university as their primary purpose; and
- Invited by a department, program, or other university academic unit; and
- Will be in residence for not less than one month and not more than two calendar years.

### **Visiting Student Hosting Requirements**

- Each visiting student applicant must be sponsored by a full-time faculty member at Taubman College
- The research program must satisfy a requirement of the student's graduate program at a college or university.
- Faculty members must clearly articulate how hosting a visiting student will be mutually beneficial to their research and scholarship and how it will benefit the college
- The faculty member agrees to accept various responsibilities throughout the application process

### **Visiting Student Approval Process**

- The faculty member should correspond with the potential visitor to be sure that a significant shared research interest exists, and that a research project of mutual benefit can be undertaken if the applicant becomes a visiting student.
- The visiting student must submit an [application](#) and the faculty member must [submit a written proposal](#) to host a visiting student. HR will forward the proposal for review and

approval by the associate dean and program chair. Note that proposals for an international visiting student must be submitted at least twelve (12) weeks prior to the start of the visit.

- Upon approval, HR will issue an authorization letter to the student.
- Note: The term of the appointment can be a maximum of one year; a renewal application must be submitted for the second year.

### **International Visitor J-1 Visa Process (12 WEEKS PROCESSING TIME)**

- International visiting students must demonstrate external financial capacity to cover costs during their stay in the U.S. and maintain health insurance for the length of their stay. HR will initiate the J-Visa process (see below). Upon arrival, HR will facilitate onboarding which includes MCommunity sponsorship, library access, and MCard issue.
- Upon approval of the proposal, the faculty sponsor contacts HR to initiate the J-1 Visa.
- HR completes the Shared Services Intake form and the DOS letter and attestation for submission to Shared Services.
- Shared Services contacts the visiting student to complete the J-1 visa, funding verification, and health insurance process.
- For details on funding and health insurance costs, refer to the [updated information here](#).
- Note: The J-Visa incurs a \$220 SEVIS fee, which is the responsibility of the visiting student.

### **Faculty and Visiting Student Responsibilities**

- **Onboarding and Training**  
Sponsors are responsible for creating an onboarding process that includes necessary training in consultation with HR to align with the student's arrival. Both the faculty sponsor and visiting student must ensure adherence to all university and college policies and complete any required proprietary disclosures, non-disclosure agreements, and conflict of interest attestations relevant to their work at U-M. Visiting students must understand that proprietary work for their home organization cannot be conducted in University of Michigan facilities during their visit.
- **Mentorship and Engagement**  
Faculty sponsors agree to actively mentor the visiting student by participating in their shared research agenda and integrating them into the university community through meaningful engagement. Visiting students are expected to engage similarly within the college and university community.
- **Activity Report**  
Visiting students are required to submit a short report on their research outcomes upon completion of their stay, which the faculty sponsor will forward to HR.
- **Campus Activities**  
Faculty sponsors must coordinate the student's campus activities and arrange for an alternate faculty member to fulfill their responsibilities during any significant absences.
- **Administrative Costs**  
The faculty sponsor is responsible for paying the administrative costs associated with sponsoring a visiting student. For instance, internal costs of up to \$500 will be covered by the faculty sponsor via shortcode to provide the visiting student with a UMID and library access.
- **Tuition for Classwork**  
If the visiting student intends to undertake classwork while at U-M, they must demonstrate financial capacity to pay tuition costs and follow appropriate application procedures. With permission of the instructor, visiting graduate students may *informally* attend classes or seminars for observation only and not attend regularly. Class attendance must be included

in the proposal and should not exceed twice per month. No grades, credits, or transcripts will be issued.

### **Taubman College Considerations**

- Currently, Taubman College is not committing space or funding to directly support the presence of visiting students within the college. Sponsorship of a visiting faculty member may imply sharing the sponsor's existing office and/or lab space or the student would be required to acquire her/his own space to undertake work.
- Taubman College will not provide equipment (including computer equipment) for use by the visiting student. This is the responsibility of the visitor to provide their own equipment. Any costs associated with equipment failure or remedial work to assist the student by IT staff will be the responsibility of the student.