

Number: PPD - 0608
Subject: Visiting Students

The active presence of visiting students can be beneficial both William & Mary's Batten School of Coastal & Marine Sciences & VIMS and to the visitors. The Batten School of Coastal & Marine Sciences & VIMS encourages and supports such activity as long as space and facilities are available. Most visits are for a year or less.

A faculty member seeking to host a visiting student must obtain permission from the Section Chair, who is responsible for the allocation of space and other resources, and from the Associate Dean for Academic Affairs who will maintain records of visiting students. Contact the Batten School & VIMS Graduate Registrar to initiate the Application for Visiting Student Status request form. The host is responsible for guiding the visiting student through the initial introduction to the Institute's personnel and structure.

Visiting students are required to complete the [volunteer check-in process](#) that includes basic safety and right-to-know training, and signing a liability waiver and volunteer check-in form. The host must make appropriate arrangements for the student's computer and networking needs with VIMS Information Technology ([IT](#)). Further arrangements will need to be made for appropriate identification, library sign-out permission, and office access and keys, among other things. Prior to departure from Batten School & VIMS, a visiting student must submit a completed Volunteer/Visiting Scientist Check-out Form.

The host of an international student should seek guidance from the [Reves Center](#) regarding appropriate visa and immigration documents. This should be started well in advance, at a minimum, three to six months prior to the anticipated arrival of a visiting student.

A visiting student is not admitted to the Batten School & VIMS or any other William & Mary academic program. Visiting Student status may be terminated at any time and for any reason by the Associate Dean for Academic Affairs. Visiting students are not paid employees of the Virginia Institute of Marine Science (VIMS) or William & Mary (W&M).

Effective September 15, 2017

Rev. November 9, 2021

Rev. December 3, 2025

For more information on visiting student status policy, refer to PPD-0608.

Note for International Students: The host of an international student should seek guidance from the Reves Center regarding appropriate visa and immigration documents well in advance, at a minimum, **three months prior to the anticipated arrival** of a visiting student.

VISITING STUDENT INFORMATION				
STUDENT LAST NAME	STUDENT FIRST NAME	M.I.	BANNER ID (IF AVAILABLE)	STUDENT LEVEL
PERMANENT MAILING ADDRESS			STUDENT EMAIL ADDRESS	
HOME INSTITUTION & DEPARTMENT			HOME COUNTRY (INTERNATIONAL STUDENTS ONLY)	
FIELD OF RESEARCH				
LOCAL CONTACT INFORMATION				
EXPECTED ARRIVAL DATE		EXPECTED DEPARTURE DATE		
LOCAL RESIDENCE ADDRESS			LOCAL PHONE NUMBER	
EMERGENCY CONTACT INFORMATION				
NAME OF EMERGENCY CONTACT		PHONE NUMBER	ALTERNATE PHONE NUMBER	
MAILING ADDRESS		EMAIL ADDRESS		

Visiting Student Signature

Date

FACULTY HOST INFORMATION			
HOST LAST NAME	HOST FIRST NAME	HOST M.I.	HOST SECTION AT VIMS
CO-HOST LAST NAME (IF APPLICABLE)	CO-HOST FIRST NAME	CO-HOST M.I.	CO-HOST SECTION AT VIMS

- If the visiting student is international, the host must seek guidance well in advance from the Reves Center in order for the student to obtain appropriate visa and immigration status. **Have you already contacted the Reves Center?** ☐ Yes ☐ No
- If the visiting student requires either a VIMS email address or a wired/wireless computer connection, the host must make appropriate arrangements with ITNS. **Have you already contacted ITNS?** ☐ Yes ☐ No
- Visiting students must sign a Liability Release Form and go through an abbreviated sign-in procedure including basic safety and right-to-know training. The Volunteer/Visiting Scientist check-in and check-out form may be obtained through the Office of Safety and Environmental Programs.

Nature of proposed activities while a visiting student at VIMS, including applicable courses or workshops (if any) in which the visiting student plans to participate:

Facilities and resources that it is anticipated VIMS will provide:

Arrangements (if any) for external funding:

Sample Form

Host Approval:

I agree to serve as Host (primary point of contact) or Co-Host for the above-named visiting student.

HOST NAME	SIGNATURE	DATE
CO-HOST NAME	SIGNATURE	DATE

Section Approval:

I have reviewed this application for the above-named visiting student including the estimation of resources that will be required and recommend the award of that status as described above.

HOST SECTION CHAIR NAME	SIGNATURE	DATE
CO-HOST SECTION CHAIR NAME	SIGNATURE	DATE

Associate Dean for Academic Affairs Approval:

I approve the award of visiting student status as described above.

ASSOC. DEAN NAME	SIGNATURE	DATE
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