

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 FIRST NAME	STUDENT LAST 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	

Complete in DocuSign
See Graduate Registrar
for Details

FACULTY HOST INFORMATION		
HOST FIRST NAME	HOST LAST NAME	SECTION
CO-HOST FIRST NAME (IF APPLICABLE)	CO-HOST LAST NAME	SECTION

- If the visiting student is international, the host must seek guidance well in advance from the Reves Center for the student to obtain the appropriate visa and immigration status. **Have you already contacted the Reves Center?** ☐ Yes ☐ No
- If the visiting student requires either a Batten School & VIMS email address or a wired/wireless computer connection, the host must make appropriate arrangements with VIMS IT. **Have you already contacted VIMS IT?** ☐ 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. Contact the [Batten School & VIMS Outreach & Education Office](#) to initiate the volunteer check-in/out form

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

Facilities and resources that it is anticipated Batten School & 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.

NAME	SIGNATURE	DATE
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