
VISITING GRADUATE STUDENT RESEARCHER

Caltech offers non-Caltech graduate students the opportunity to study and conduct research at Caltech while enrolled in or on sabbatical from another college or university. These student visitors must have the sponsorship of a Caltech faculty member and application must be made through the Graduate Studies Office at least one month in advance of the proposed visit. Student visitors include both students that are taking classes and those that are working as researchers or within a faculty member's research group.

VISITING STUDENT CLASSIFICATIONS

- **Visiting Special Student** - These are visiting students who are in a current graduate degree program elsewhere and require proof of enrollment at Caltech, and/or who will be paid a stipend through the Caltech payroll system. Special students are eligible for Caltech benefits as defined by their enrollment status. Special Students who receive a stipend will be billed for tuition and fees and tuition remission will apply for any student paid on a grant. Special students who do not receive a Caltech stipend will be billed the minimum tuition and fees rate (rates vary each year, but are the equivalent to three units of tuition). Special student appointments are allowed for one year, renewable each year up to a maximum of three years.
- **Visiting Student Researcher** - A Visiting Student Researcher (VSR) is not eligible to receive academic credit, cannot be paid a stipend, and does not have an official "academic" standing at Caltech. They are also strongly urged to provide proof of insurance for the duration of the visit, since they are not eligible for Caltech benefits. VSR's may be reimbursed for research-related expenses only, but will not be eligible to receive a stipend through payroll. Examples of research-related expenses include travel and equipment, but not lodging, meals, per-diem or other expenses related to the cost of living in Pasadena. This status is limited to short-term visits of one year or less, with no extensions.
- **Exchange Programs** - Some academic options and divisions have exchange programs that they have arranged with other institutions. The exchange students must have a visiting student appointment and the type of appointment will depend on the agreement negotiated for that exchange program. These programs are administered by the academic option or division.
- **Education Programs** - Some academic options have special arrangements to provide educational opportunities for students at local institutions to study at Caltech. The visiting student arrangements have to be approved by the Option Representative or Program Officer in addition to the Graduate Studies Office.
- **JPL/Caltech Staff Education** - Employees of the Jet Propulsion Laboratory (JPL) and Caltech can take courses for credit, which can be transferred to another college or university. Courses taken under the staff education program cannot be used towards a Caltech degree.

PROCEDURES FOR VISITING STUDENT APPOINTMENTS

A Visiting Student Application (see below) and documentation are required for all categories of visiting graduate students. Faculty or their administrative staff must request appointments through the CCE Division Office and supply documentation for all student visitors. International student visitors will be contacted by International Student Programs after the official invitation from the Dean has been issued. All subsequent requests for extension must also be directed to the CCE Division Office along with the Graduate Studies Office. To apply, please follow these steps:

Step 1:

- Host must complete the [Visiting Student Request form](#)
- Host must provide proof of sponsorship from a Caltech faculty member, including:
 - Nature of work
 - Financial arrangements (if any)
 - Length of stay (including start and end dates)
- Student should be asked by the host option to provide the following supporting documents:
 - Proof of health insurance for the duration of the visit
 - Proof of enrollment in the form of copies of transcripts and/or certification of student from home institution
 - Evidence of financial support if no funding is being received from Caltech or if funding is less than the minimum amount required for living expenses per month. The minimum rate for academic year 2017-18 is \$2,400/month*.

Step 2:

- Submit the [Visiting Student Request form](#) to Margaret Collins in the CCE Division Office at least one month prior to the visit start date. Additional time is required for international students who may need to apply for a visa.
- The Graduate Studies Office will review and send an official invitation letter from the Dean when the request form and all supporting documents are in order.

Step 3:

- After the official invitation has been sent by the Graduate Studies Office, visiting students will be contacted by the Registrar's Office to complete two additional forms:
- Patent Agreement
- Pre-Registration
- If campus housing is being requested, the student may now contact the Housing Office to apply. Please note that a University Identification Number (UID) will be issued by the Registrar's Office only after completion of Step 2 above. The UID is required in order to apply for housing.

**This is the minimum amount deemed feasible for living expenses (meals and lodging) and does not reflect tuition, fees, or other educational expenses. Depending upon an individual's circumstances, additional income for living expenses may be needed.*