

Number: PPD - 0608
Subject: Visiting Students

Visiting students interact with faculty, students, and staff while involved in research yet are not paid employees of the Virginia Institute of Marine Science (VIMS) or William & Mary (W&M). Because the active presence of visiting students can be beneficial both to VIMS and to the visitor, VIMS encourages and supports such activity as long as space and facilities are available.

Although visiting students are not employees, they do utilize institutional resources and must have direct connections to the organizational structure. Additionally, it is beneficial to document and maintain a record that an individual has been a visiting student. To that end, each visiting student must have a host or host department, in which case the department chair will serve as host, who will facilitate the visitor's period of residence. The host will co-sign the Application for Visiting Student Status form and will guide the visitor through the initial introduction to the Institute's personnel and structure. Persons seeking to host a visiting student must obtain permission of the Department Chair, who is responsible for the allocation of space and other resources, and from the Associate Dean of Academic Studies who will maintain records of visiting students. The form for Application for Visiting Student Status is appended to this document. By its nature as a temporary position, individual status as a visiting student usually continues for a year or less.

Status as a visiting student carries no rights and privileges as a VIMS student. Status as a visiting student may be terminated at any time and for any reason by the Associate Dean of Academic Studies.

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/out Sheet may be obtained in Office of Safety and Environmental Programs. If the visiting student requires either a VIMS email address or a wired computer connection, the host must make appropriate arrangements with the Department of Information Technology and Network Services (ITNS); even if the visiting student will use only a wireless connection to the Institute's computer network and will function through the "guest" login access, the visitor should contact the staff of ITNS. Further arrangements will need to be made for appropriate identification, library sign-out permission, and office access and keys, among other things. Upon completion of their time at VIMS, a visiting student will document notification of his/her ensuing departure with appropriate signatures on the Volunteer/Visiting Scientist Check in/out Sheet.

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.