



Information for: **VISITING GRADUATE STUDENTS**

Departments, programs and other academic units of the University of Michigan may invite graduate students from other universities as Visiting Graduate Students. This status is only for graduate students who are invited to pursue a program of research during a limited term of residence. These visitors may have access to some limited services and resources (below). Students visiting under student exchange agreements are not eligible for Visiting Graduate Student status. Current students, staff, and faculty of the University of Michigan are also not eligible for this status. Academic Human Resources authorizes this status. *The conditions of this status are subject to change without notice, and an appointment may be canceled at the discretion of the University, consistent with University policy and procedure.*

CRITERIA FOR ELIGIBILITY

Visiting Graduate Students are individuals who:

- Are conducting research related to the graduate degree requirements of another university as their primary purpose; and
- Are 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.

APPLICATION PROCESS

Visiting Graduate Students must be sponsored by an academic unit of the University. Only the sponsoring academic unit may initiate the application for Visiting Graduate Student status. The sponsoring University department remains the primary contact is responsible for administering the relationship with the Visiting Graduate Student throughout the duration of the visit.

INTERNATIONAL VISITORS

For international Visiting Graduate Students, if needed, the sponsoring unit must contact the International Center to obtain a DS-2019 request for a J-1 exchange visitor visa. In this case, the DS-2019 request process should be completed through the International Center before the creation of the visitor's identity in M-Community and before submitting an authorization letter or application.

UNIVERSITY ID CARD

Visiting Graduate Students are issued an official University of Michigan identification card (Mcard). This photo identification card is required of all members of the University community, and must be presented for access to the services listed below. Visitors may pick up their Mcard at one of the several issuing stations on campus.

SERVICES

Library: Visiting Graduate Students have full access to the University Library, including borrowing services. Fees are charged for copying and printing.

Computing Account: The University's Information and Technology Services (ITS) department maintains computing accounts, including email and other access to the University's online resources. A username is assigned when a Graduate Student is appointed. Visitors need to connect with an administrator in their sponsoring unit about arrangements for computing services. In some cases, access to these services will be handled within the department. In other cases, individuals will be directed to the ITS Service Center.

Office Space: Office space is extremely limited. Use of an office or access to support services is at the discretion of the sponsoring unit.

Laboratory and Research Facilities: Access to laboratory or other research facilities requires the advance permission of the sponsoring University unit.

Classes: With permission of the instructor, visitors may informally attend classes or seminars. No grades, credits or transcripts will be issued. Visiting Scholars who want to take classes for credit must apply for admission to the Rackham Graduate School.

Housing: Visitors are responsible for housing during their stay. The sponsoring unit may provide information or other assistance. University Housing may have space available in its facilities, and maintains listings of rental housing in the Ann Arbor area.

Recreation Facilities: For access to exercise and recreation facilities, visitors may purchase passes to the Central or North Campus Recreation Buildings.

Parking and Transportation: Campus and city buses are free with the University ID card (Mcard). On-campus parking is limited, however, Visiting Graduate Students may purchase a parking permit depending on availability and at the discretion of the University's Logistics, Transportation and Parking department.

Health Services: All visitors are expected to have health insurance. University Health Services (UHS) provides a comprehensive outpatient facility that offers a full range of medical services. A fee is charged for each service, some or all may be covered by health insurance.

HELPFUL CONTACT INFORMATION

Academic Human Resources

<https://hr.umich.edu/acadhr>

(734) 763-8938

U-M International Center

www.internationalcenter.umich.edu

(734) 764-9310

English Language Institute

www.lsa.umich.edu/eli

(734) 764-2413

Harlan Hatcher Graduate Library

www.lib.umich.edu/hatcher-graduate-library

(734) 764-0400

Housing Information Office

www.housing.umich.edu

(734) 763-3164

Information & Technology Services (ITS)

www.its.umich.edu/help

(734) 764-4357

Mcard Center

www.mcard.umich.edu

(734) 936-2273

Logistics, Transportation & Parking

<https://ltp.umich.edu/>

(734) 764-8291

Recreational Sports

www.recsports.umich.edu

(734) 763-3084

University Health Service

www.uhs.umich.edu

(734) 764-8320