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MASSACHUSETTS INSTITUTE OF TECHNOLOGY

M E M O R A N D U M

TO: MIT Faculty

FROM: Claude R. Canizares

SUBJECT: Change in Procedures for Appointing Visiting Students

DATE: April 12, 2012

I am writing to inform you of changes in the cost and procedures for appointing Visiting Students. The Visiting Student appointment was created to support collaborations between MIT faculty and their colleagues from other institutions by providing a mechanism for faculty to host outstanding international and US students. The success of the Visiting Student appointment has resulted in a population that currently is equivalent to 10% of the regular graduate student population.

As explained below, the increase in students over the past decade has imposed a greater burden on Institute resources than originally envisioned. In order to support the added costs of the Visiting Student population, effective September 1, 2012 there will be an additional fee for a Visiting Student appointment.

The existing processing fee of $1,000 for each request will continue and will be charged and collected during the request approval process. In addition, a $300 per month registration fee will be charged for each student and collected by term in a process similar to regular student registration. Both the processing fee and the registration fee will be waived for Harvard and Wellesley students.

In addition, there will be a change in the maximum length of the Visiting Student term. The length of a visit will be limited to 12 months. This change will take effect immediately.

Background

A subcommittee of the Institute-wide Planning Task Force, the Student Life Working Group, devoted considerable attention to the prospect of a new fee structure for visiting students. As a follow on to that work, the chairs of the Task Force, Associate Provost Martin Schmidt and Executive Vice President and Treasurer Israel Ruiz charged a working group of faculty and staff co-chaired by Prof. Muriel Médard and Assistant Provost Douglas

Pfeiffer to review the Visiting Student fee. The Working Group on Visiting Student Fees was asked to recommend a strategy for increasing the fee that MIT charges for Visiting Students with a goal of obtaining additional revenue that would cover more of the actual costs MIT incurs in hosting visiting students. The committee met with representatives of many units involved with hosting visiting students in order to gather input. The new fee and collection process reflect the recommendations of the working group.

In 2002, the first year the processing fee was collected, there were 75 students. In the past few years the numbers have risen to between 400-450 new students per year. The original appointment was intended to accommodate students who visited three to four months. Today, many visits exceed a few months, and overlapping terms of the 18 month limit result in a population of approximately 700 visiting students on campus each year. The impact of this population on the MIT Libraries, Athletic Facilities, Medical Department, Registrar's Office, Student Financial Services Office, Card Office, International Students Office and department space allocations was not foreseen at the time of the initial proposal for the appointment category. The new registration fee will help offset the impact of visiting students as will the reduced term limit of 12 months.

The attached table compares the current Visiting Student fee and process with the new procedures. The registration fee will be: $1,500 for the fall term (September-January), $1,200 for the spring term (February-May) and $900 for the summer term (June-August). Because the registration process is similar to that for regular students, at the time of registration a full semester will be collected regardless of the date the appointment takes effect. (Example: a student who begins an appointment on October 1st will be charged $1,500.) Also following the model for regular students, visiting students who depart early will be refunded a pro-rated portion of the fee for the term, if their department notifies the Registrar's Office of their departure on a timely basis. The registration fee may be paid by the Visiting Student, the student's home institution, or the MIT host faculty or department. The processing fee of $1,000 must be paid by the faculty host or the hosting department. Neither the processing fee nor the registration fee can be paid from a research account. Visiting Students also will be required to pay a $140 Student Activities Fee per term as part of the registration process. Additional provisions required by the new process have been incorporated into the MIT Visiting Student Request Form (copy attached).

The new policy will apply to visiting students who arrive at the Institute before September 1, 2012 and who stay beyond that date. As of September 1, all students who register will be billed for the registration fee. In anticipation of the policy change in September, the length of a visit will be limited to 12 months, effective immediately.

If you have questions about the process, please contact Charlene Placido.

Attachments:
(1) Visiting Student Fee Comparison Table
(2) MIT Visiting Student Request Form