



The International Students Office

Massachusetts Institute of Technology

Checklist for Processing Visiting Student Application for Host DLC International Students Requesting Visa Sponsorship from MIT

1. Complete **MIT VISITING STUDENT REQUEST FORM** ([download](#) from ISO website - *Log in with MIT Touchstone*) and **send electronically** to Vice President for Research Office (vsrequest@mit.edu).
The form must include the account # to be charged for the processing fee and the approval signature from the department head. Proceed to Step#2 when the status is approved by the VPR.
2. Enter Bio & Academic Information in the **ADMISSIONS DATABASE** (Grade 20).
The department administrator or HR Personnel **MUST** enter the student's info. The student's name on the database must be exactly the same as their legal name on the passport. Contact Liza Ruano (lmruano@mit.edu) at the Graduate Admissions for Grade 20 assistance.
3. Complete **Certification of English Proficiency Assessment** ([download](#) from ISO website)
The host group at MIT must assess the student's English language proficiency by completing the certification and retaining the supporting documents. Send copy to isoforms@mit.edu with student's name and ID# on the subject line.
4. Send **INVITATION LETTER to the Student**
Refer to [sample format](#) on ISO website. Must be printed on departmental letterhead.
5. Notify the student to **create MIT Kerberos ID/ Email Address** (<http://web.mit.edu/register/>).
6. Inform student to complete Inventions and Proprietary Information Agreement (**IPIA**) and **Haven for Faculty & Staff training**
IPIA form and Haven training both available on MIT Atlas website <https://atlas.mit.edu/> (MIT web certificates required)
 - Access IPIA: https://atlas.mit.edu/atlas/Main.action?tab=home&sub=group_ipia. Email TLO directly for any IPIA related questions.
 - Access Haven training: <https://atlas.mit.edu/> > Menu > Learning Center > Haven for Faculty & Staff. Contact the IDHR office directly for any Haven training related questions.
7. **Navigate the student to go to iMIT** (<http://imit.mit.edu/>), at least **48 hours after MIT Email Account Creation**

iMIT

STUDENT logs in on iMIT > "Full Client Services" > "Visiting Student Services (Non-Degree)", and complete the following on "J-1 Application for New Visiting Student".

- a. PASSPORT INFORMATION
 - [Upload PASSPORT BIOGRAPHIC PAGE](#)
- b. PROGRAM INFORMATION
 - [Upload LETTER OF ENROLLMENT from the home institution](#)
Documentation from applicant's home institution certifying the student's **current enrollment in a degree program, expected graduation date**, good academic standing.
 - [Upload INVITATION LETTER FROM THE HOST DEPARTMENT/LAB \(#3 on this list\)](#)
- c. ADDRESS INFORMATION
- d. FINANCIAL INFORMATION
 - More than **51%** of the total funding must come from a source other than personal or family funds.
 - [Upload FUNDING DOCUMENTS](#)
- e. MEDICAL CERTIFICATION
 - Upload a **PROOF OF HEALTH INSURANCE ENROLLMENT** to meet U.S. Federal Requirements for J-1
- f. **SUBMIT REQUEST FOR VISITING STUDENT DOCUMENT**

- **All requests for new J-1 visa documents must be submitted through iMIT no fewer than 90 days prior to the desired MIT start date.**
- Processing time for the Form DS-2019 is 30 days.
- **Download VS forms and instructions from the "Visiting Students Process" page:**
<https://iso.mit.edu/mit-admins/visiting-students-process/> > **"Log in with MIT Touchstone"**



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Checklist For Processing Visiting Student Application for Host DLC US Citizens, US LPRs, and International Students with Non-MIT Sponsored Visa

1. Complete **MIT VISITING STUDENT REQUEST FORM** ([download](#) from ISO website - *Log in with MIT Touchstone*) and **send electronically** to Vice President for Research Office (vsrequest@mit.edu). The form must include the account # to be charged for the processing fee and the approval signature from the department head. Proceed to Step#2 when the status is approved by the VPR.
2. Enter Bio & Academic Information in the **ADMISSIONS DATABASE** (Grade 20). The department administrator or HR Personnel **MUST** enter the student's info. The student's name on the database must be exactly the same as their legal name on the passport. Contact Liza Ruano (lmruano@mit.edu) at the Graduate Admissions for Grade 20 assistance.
3. Send **INVITATION LETTER to the Student**
Refer to [sample format](#) on ISO website. Must be printed on departmental letterhead
4. Notify the student to **create MIT Email Address** (<http://web.mit.edu/register/>)
5. Inform student to complete Inventions and Proprietary Information Agreement (**IPIA**) and **Haven for Faculty & Staff training**

IPIA form and Haven training both available on MIT Atlas website <https://atlas.mit.edu/> (MIT web certificates required)
 - Access IPIA: https://atlas.mit.edu/atlas/Main.action?tab=home&sub=group_ipia. Email TLO directly for any IPIA related questions.
 - Access Haven training: <https://atlas.mit.edu/> > Menu > Learning Center > **Haven for Faculty & Staff**. Contact the IDHR office directly for any Haven training related questions.
6. **Navigate the student to login to iMIT** at least 48h after creating their MIT Email Address: **iMIT** (<http://imit.mit.edu/>)... Login under "Full Client Services"

iMIT

Student will need to go to "**Visiting Student Services (Non-Degree)**" > "**Application for Other Visiting Students**" and complete and submit the following online:

- a. BIOGRAPHIC INFORMATION
 - Upload PASSPORT BIOGRAPHIC PAGE or Government Issued ID
- b. PROGRAM INFORMATION
 - Upload LETTER OF ENROLLMENT from the home institution
Documentation from applicant's home institution certifying the student's **current enrollment in a degree program, expected graduation date**, good academic standing.
 - Upload INVITATION LETTER FROM THE HOST DEPARTMENT/LAB (#3 on this list)
 - Upload EMPLOYMENT AUTHORIZATION (for International student on non-MIT sponsored visa)
- c. ADDRESS INFORMATION
- d. SUBMIT REQUEST

- **All requests for new visiting students must be submitted through iMIT no fewer than 90 days prior to the desired MIT start date.**
- **Download VS forms and instructions from the "Visiting Students Process" page:**
<https://iso.mit.edu/mit-admins/visiting-students-process/> > "**Log in with MIT Touchstone**"