

Non-Degree Visiting Student Checklist

Congratulations on being invited to join us at the Institute for Molecular Engineering as a non-degree visiting student. Below is a checklist for your arrival in Chicago.

First Steps

- **Complete the non-degree visiting student online application.** This provides us with the basic information we need to create your student record, grant access to University systems and resources like email, and determine what other steps we will need to take to prepare for your arrival. Please email ime@uchicago.edu for a link to this form.
- Based on the information you provide in the online application you will be notified as you may also need to complete some or all of the following:
 - **Students under 18** will need to submit 1) an emergency contact form, and 2) release form signed by a parent or guardian. Without these we cannot grant students under 18 access to labs and other resources.
 - **International students** may need to submit additional documentation to secure the appropriate student visa which includes:
 - a copy of the passport ID page;
 - proof of English language proficiency (TOEFL or IELTS test scores are acceptable, or an examination by interview may also be arranged);
 - documentation of financial support sufficient to cover costs for the duration of your visit

Costs for Non-Degree Visiting Students

Tuition and Fees: Non-degree visiting students are required to pay the [non-degree visitor tuition](#) along with a one-time [Lifetime Transcript fee](#) and a quarterly [Student Life Fee](#), which provides access to on campus student services such as shuttle buses, the gym, library and student health service. The student will receive a bill directly from the University Bursar's office and should pay the bill directly, either online or via check. All **Bursar bills must be paid by the 4th week of each quarter** regardless of your actual date of arrival in Chicago. Please make sure you've made arrangements to pay tuition and fees by the 4th week of each quarter in which you will be visiting in order to avoid late fees. Start and end dates of each quarter can be found on the [academic calendar](#). Billing and due dates for paying tuition and fees can be found on the [Bursar's website](#).

Health Insurance: All students at the University of Chicago are required to carry U.S.-based health insurance. Students have the option of paying for the [University Student Health Insurance Plan](#) (U-SHIP) or they may opt to [waive the U-SHIP enrollment](#) by providing proof of comparable insurance. **Students who do not waive U-SHIP insurance by the end of the 4th week of the quarter will be automatically enrolled and will be responsible for the U-SHIP premiums.**

Other Living Expenses: In order to qualify for a visa, international students must document that they have \$5,490 per quarter to cover living expenses. These costs are not actually billed; they are an estimate required to secure their visa.

Housing: You should begin looking for housing in advance of your arrival. UChicagoGRAD maintains gradhousing.uchicago.edu which, while geared toward the University's graduate students will be helpful for anyone looking for housing in Chicago and near the University. Their list of [online resources](#), is a good place to start your search. The [University of Chicago Marketplace](#) can be a good resource for finding short term sublets.

For more information visit: http://ime.uchicago.edu/prospective_students/visiting_students/