

New Policy for Undergraduate Nondegree Visiting Students at the University of Chicago

December 6, 2019

Effective January 1, 2020, undergraduate nondegree visiting students (U-NDVS) are permitted to be at the University to conduct research for up to 12 months (or four consecutive quarters). Prospective undergraduate visitors and their faculty sponsor(s) must follow the requirements below in order to be accepted as U-NDVS at the University.

The Provost's office will lead a review of the U-NDVS program by the end of the spring quarter of 2022 to determine whether the program is meeting the stated goals of the faculty, and to identify and resolve any academic or administrative issues that may emerge with the program's expansion.

Requirements for U-NDVS Applicants and Academic Hosts

1. U-NDVS Eligibility and Application

- a. Applicants must have advanced undergraduate degree-seeking status at their home institution.
- b. Applicants must be in good academic and disciplinary standing at their home institution.
- c. Applicants must apply for U-NDVS status directly through Slate. Applications should include the name(s) of the faculty member(s) with whom the applicant will be conducting research; the quarter(s) during which the student will be in residence; a statement of research goals; demonstrated English language competence (through the appropriate testing); and at least one letter of recommendation from someone other than the faculty member(s) with whom the student will be working.
- d. International applicants must apply for, and be granted, a J-1 visa. Visas other than J-1 will not be considered for U-NDVS status.
- e. Applicants should submit a completed application at least three months prior to their anticipated start date at the University.
- f. Once accepted, U-NDVS will be responsible for all required U-NDVS fees and charges (see 3. below).
- g. Once accepted, U-NDVS must demonstrate proof of health insurance or be enrolled in the University Student Health Insurance Plan (U-SHIP).

2. U-NDVS Host Responsibilities

- a. U-NDVS faculty sponsor(s) must complete and sign a U-NDVS host form for each individual visiting student. These forms will be retained in the office of the pertinent area dean of students.
- b. Host departments or academic units must designate one or more staff members who will provide the following administrative and support services for all U-NDVS in their area: Oversight and coordination of admission and system registration processes; orientation to campus resources and services; coordination of mandatory trainings (e.g., lab safety, sexual misconduct prevention); quarterly progress meetings; program evaluation.

U-NDVS Fees, Charges and Cost of Attendance

The table below shows the estimated cost of attendance for U-NDVS in the 2019-20 academic year. These figures will be updated annually to reflect fee changes. The fees in the first two rows are mandatory and will be applied to all U-NDVS. Remaining costs are estimated and may vary depending on the particular circumstances of the U-NDVS. All U-NDVS must demonstrate proof of health insurance coverage. U-NDVS who do not provide proof of coverage will be enrolled in U-SHIP, the University Student Health Insurance Plan.

U-NDVS status is tied to the academic quarter and quarterly fees and charges are not prorated if the U-NDVS begins a research program after the start of a given quarter. A reduced NDVS administrative fee will be charged if the U-NDVS is on campus for fewer than 4 weeks. U-NDVS with unpaid student accounts are subject to withdrawal of NDVS status.

2019-2020 Costs of Attendance	Quarterly	Annual (3 quarters)
NDVS Administrative Fee*	\$1,353.00	\$4,059.00
Student Services Fee**	\$446.00	\$1,338.00
Mandatory Fee Total	\$1,799	\$5,397
Health Insurance (U-SHIP)†	\$1,522.00	\$4,566.00
Room and Board	\$5,768.00	\$17,304.00
Books and Supplies	TBD by faculty host	TBD by faculty host
Personal/Miscellany	\$1,050.00	\$3,150.00
Transportation	\$885.00	\$2,655.00
Grand Total	\$11,024.00	\$33,072.00

* Fee covers NDVS program administration costs borne by host department/unit. Identical fee charged to graduate NDVS. NDVS on campus for fewer than 4 weeks pay a reduced fee of \$446.

** Mandatory fee for all UChicago students. Provides access to student health and counseling services, wellness programs, recreational facilities and other campus services and resources.

†Students can waive U-SHIP if they demonstrate enrollment in equivalent insurance plan. U-SHIP premiums are billed quarterly, with the spring quarter installment covering the insured through the end of the summer quarter.

U-NDVS Privileges

Once accepted and in-status, U-NDVS are afforded the following rights and responsibilities:

1. Access to University electronic networks (including an @uchicago.edu email address).
2. Issuance of a UChicago Card and corresponding building and campus shuttle bus access.
3. Access to University libraries and athletics/recreation facilities.
4. Access to the Student Health, Counseling and Wellness services.
5. Eligibility for College housing (subject to availability; U-NDVS responsible for charges).
6. Eligibility for UChicago Dining meal plan (U-NDVS responsible for charges).
7. Subject to all University policies and regulations and student disciplinary systems as set forth in the *Student Manual*.