



Office of the Dean of Students
Division of the Social Sciences

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GRADUATE NON-DEGREE VISITORS IN THE DIVISION OF THE SOCIAL SCIENCES

PLEASE READ CAREFULLY AND FULLY

GUIDELINES AND REQUIREMENTS for the 2020-2021 ACADEMIC YEAR

Graduate Non-Degree Visitors are advanced graduate students currently pursuing a graduate level degree at another academic institution, who are at the research or dissertation writing stage, and who temporarily work on their research project with a faculty member at the University of Chicago.

Graduate non-degree visiting students are:

- Considered to be in a full-time student status;
- Eligible to participate in laboratory-based research;
- Not eligible to enroll in courses at the University (thus exempt from the immunization requirements);
- Not allowed to take on a teaching position with the University
- Given student privileges such as access to the libraries, student housing, athletic facilities, and electronic networks.

Graduate NDV students must be in contact with the Office of Admissions during the application process. Graduate Non-Degree Visiting students must comply with all University rules and regulations and are subject to student disciplinary systems. The Non-Degree Visitor status is available for no more than four consecutive quarters (one academic year), *including the summer quarter*.

Application for the Non-Degree Visitor status must be made no less than three months prior to the requested start quarter of attendance. Dates of attendance must correspond with the start and end dates on the academic calendar. The academic calendar is:

Winter Quarter 2020: January 6 to March 21

Spring Quarter 2020: March 30 to June 13

Summer Quarter 2020: June 22 to August 29

Autumn Quarter 2020: September 29 to December 12

Non-Degree Visitors are charged the Non-Degree Visitor tuition fee, health insurance fee and the student life fee *every quarter in which they are in residence*. For DS-2019 purposes, non-degree visitors must show that they have adequate funds to cover tuition, fees, and living expenses. The student will be charged full tuition and fees for each quarter in which he or she is in residence, even if he or she is only in residence for a small portion of the quarter.

Costs for 2020-2021 Per Quarter (subject to change)

NDV Tuition: \$1,353
Health Insurance: \$1,522
Student Life Fee: \$416
Living Expenses \$5,848
Total cost per quarter: \$9,139***

* Health insurance estimates are based on 2019-2020 figures and are likely to increase.

** Please note that if the student starts their program in autumn, the Student Health Insurance is billed over the first three quarters of attendance and covers the final quarter of their time here.

NB: For more information regarding expenses, including the expenses for dependents, please see: <https://internationalaffairs.uchicago.edu/page/non-degree-visiting-students-1#cost>. ***If accompanied by dependents, an additional \$1,580 will be charged per dependent.

If you require a formal letter of invitation for the purpose of applying for agency / foundation funding, this must be requested as soon as possible by contacting ssd-ndvs@uchicago.edu. The letter cannot be issued until the application has been submitted, the English proficiency requirement has been met and faculty sponsor confirmation received.

NDVS Application Steps:

1. You must seek out a faculty member at the University of Chicago **before** applying for Non-Degree Visitor status. The faculty member must be in the department for which you plan to apply. Once the applicant has contacted a faculty member, you must list the potential advisor in the application in the appropriate section. The faculty member will receive an email with a secure online link to confirm they will serve as an advisor.
2. You must fill out the Application for Non-Degree Status and upload the required documents at: <https://apply-ssd.uchicago.edu/apply/>. You will be required to submit a Statement of Research Interests and a Resume / CV. There is no application processing fee.
3. You must show official proof of English language proficiency. This can be proved via one of the following:
 - a. Official TOEFL with a speaking score of 18 or better;
 - b. Official IELTS with a speaking score of 6 or better;
 - c. Interview via the University of Chicago Language Assessment Center by request.

If providing test scores, the scores must be entered in the appropriate section of the application. In addition, we require the official report from ETS for the TOEFL or the British Council for the IELTS. If requesting an Academic English Proficiency Assessment interview, a test date in the future must be listed on the application and



then an email sent to ssd-ndvs@uchicago.edu to request the interview. The official test report or language assessment report is required before DS-2019 processing.

4. Once the application has been submitted and is complete, we can then review the application and issue an invitation letter, if this is needed. If this is needed, please request the letter via email to ssd-ndvs@uchicago.edu.
5. Proof of financial resources for purposes of obtaining a DS-2019 can be uploaded at <https://apply-ssd.uchicago.edu/apply/status> once the applicant has received the DS-2019 instructional email. Information on financial documentation can be found at https://internationalaffairs.uchicago.edu/frs#acceptable_financial_documentation.
6. Once all materials, including financial documents have been received and confirmed by our office, the application will be sent to the Office of International Affairs for DS-2019 processing.
7. The Office of International Affairs will begin processing documents for the DS-2019 document and will mail the document to the you.
8. For shipment of the DS-2019 document, please follow the instructions at: <https://internationalaffairs.uchicago.edu/eship>.
9. You must take the DS-2019 to the U.S Embassy in your country and secure a short -term visa.
10. **Once you arrive at the University, you must check in with Associate Dean of Students Brett Baker (bbaker@uchicago.edu), in the Social Sciences Research Building (SSRB), 1126 E. 59th St., Suite 101, who will activate the student account.**
11. All Non-Degree Visitors are eligible for the health insurance policy provided through the University. They will be billed for this insurance automatically. It is possible to opt out of (waive) the insurance provided through the University with proof of alternate insurance, once the student has arrived on campus. If you do nothing, you will be enrolled in and billed for the University's insurance for students. More information can be found at: <https://internationalaffairs.uchicago.edu/page/required-health-insurance>.
12. Newly arrived Non-Degree Visitors must check in with the Office of International Affairs within 3 business days of arrival. See: <https://internationalaffairs.uchicago.edu/content/f-1-and-j-1-student-online-check>.

All questions must be sent to ssd-ndvs@uchicago.edu and must include your full name.