

**GRADUATE NON-DEGREE VISITORS  
IN THE DIVISION OF THE SOCIAL SCIENCES**  
(Guidelines as of May 2018)

**PLEASE READ CAREFULLY AND FULLY**

**GUIDELINES AND REQUIREMENTS:**

*Graduate Non-Degree Visitors* are advanced graduate students pursuing a graduate level degree at another academic institution, who are at the research or 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; and
- Given student privileges such as access to the libraries, student housing, athletic facilities, and electronic networks.

Graduate non-degree visiting students must comply with all University rules and regulations and are subject to student disciplinary systems. This status is available for no more than four consecutive quarters, *including the summer quarter*. This status may be extended by up to four consecutive quarters only upon recommendation of the faculty sponsor and the area Dean of Students and with the approval of the Vice Provost for Academic Initiatives. Such extensions are rare.

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 visa purposes, non-degree visitors must show that they have adequate funds to cover tuition, fees, and living expenses.

**Costs for 2018-2019**

	<b>Per Quarter*</b>	<b>Per Academic Year (4 Qtrs)</b>
Non-Degree Visitor Tuition	\$1,301	\$5,204
Health Insurance	\$1,324**	\$3,972***
Student Life Fee	\$403	\$1,612
Living Expenses	\$5,700	\$22,800
<b>TOTAL EXPENSES</b>	<b>\$8,728</b>	<b>\$33,588</b>

\* The start and end dates for each quarter are listed at: <http://academic-calendar.uchicago.edu/>. The Non-Degree Visitor 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

\*\* Health insurance estimates are based on 2018-2019 and are likely to increase.

\*\*\* Please note that if you start your program in autumn, the Student Health Insurance is billed over the first three quarters and covers the final quarter of your 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>.

## NDVS Application Steps:

1. Applicants must seek out a faculty member at the University of Chicago **before** applying for non-degree visitor status. Once the applicant has contacted a faculty member, the applicant 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. Applicants 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 or CV. There is no application processing fee.
3. Applicants must show 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.

If providing test scores, please enter those in the appropriate section of the application. If requesting a Academic English Proficiency Assessment interview, please list a TOEFL date in the future on the application and then email [ssd-ndvs@uchicago.edu](mailto:ssd-ndvs@uchicago.edu) to request the interview.

4. Once your application has been submitted and is complete, we can then approve the application and issue an invitation letter, if this is needed. If this is needed, please request one via email to [ssd-ndvs@uchicago.edu](mailto:ssd-ndvs@uchicago.edu).
5. Proof of financial resources for visa purposes can be uploaded at <https://apply-ssd.uchicago.edu/apply/status> once you have received the visa instructional email. You can find information about acceptable financial documentation at [https://internationalaffairs.uchicago.edu/frs#acceptable\\_financial\\_documentation](https://internationalaffairs.uchicago.edu/frs#acceptable_financial_documentation).
6. Once all materials, including funding documents have been received, your application will be sent to the Office of International Affairs for visa 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. The applicant takes the DS-2019 to the U.S Embassy in his or her country and secures a short-term visa.
10. All Non-Degree Visiting Students are eligible for the health insurance policy provided through the University. You 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 you have 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>.
11. Once the NDV student arrives at the University, he or she must check in with Brett Baker ([bbaker@uchicago.edu](mailto:bbaker@uchicago.edu)), the Director of Student Services, in the Social Sciences Research Building (SSRB), 1126 E. 59th St., Room 101, who will activate the student account.
12. Newly arrived Non-Degree Visitors must also 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>.