

**GRADUATE NON-DEGREE VISITORS  
IN THE DIVISION OF THE SOCIAL SCIENCES**  
*(Guidelines as of June 2017)*

**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 Sian Beilock. 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 2017-2018**

	Per Quarter*	Per Academic Year (4 Qtrs)
Non-Degree Visitor Tuition	\$1,252	\$5,008
Health Insurance	\$1,324	\$3,972**
Student Life Fee	\$388	\$1,552
Living Expenses	\$6,449	\$25,796
<b>TOTAL EXPENSES</b>	<b>\$9,413</b>	<b>\$36,328</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.

\*\* 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.

\*\*\* 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. Please ask the faculty member with whom you will work to vouch for you in an email, assuring the Dean of Students that he or she will mentor you while you are here. This email should be sent to [ssd-ndvs@uchicago.edu](mailto:ssd-ndvs@uchicago.edu).
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 fee.
3. Applicants must show proof of English Language Proficiency. This can be proved via one of the following:
  - a. TOEFL with a speaking score of 18 or better;
  - b. IELTS with a speaking score of 6 or better;
  - c. Skype interview via the University of Chicago Language Center.

If providing test scores, please enter those in the appropriate section of the application. If requesting a Skype 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 the Dean of Students has approved the application, an invitation letter can be generated. 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>. 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, please email [ssd-ndvs@uchicago.edu](mailto:ssd-ndvs@uchicago.edu) to confirm, and our office will then complete a Request For Non-Degree Visiting Student F-1 or J-1 Visa Document and send to the Office of International Affairs for visa processing.
7. The Office of International Affairs will begin processing documents for the I-20 or DS-2019 document and will mail the document to the Non-Degree Visitor.
8. If the Non-Degree Visitor would like to have the I-20 or DS-2019 document sent via express mail instead of airmail, at his or her own expense, he or she should follow the instructions at: <https://internationalaffairs.uchicago.edu/eship>.
9. The Applicant takes the I-20 or 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. 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 Applicant 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 Foster Hall, Room 106, who will activate the student account.
12. Newly arrived Non-Degree Visitors should 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>.