

Number: PPD - 0608  
Subject: Visiting Students

The active presence of visiting students can be beneficial to both William & Mary's Batten School of Coastal & Marine Sciences & VIMS and to the visitors. The Batten School of Coastal & Marine Sciences & VIMS encourages and supports such activity if space and facilities are available. Most visits are for a year or less.

Contact the Batten School & VIMS Graduate Registrar to initiate the Application for Visiting Student Status request form. By completing this form, a faculty member seeking to host a visiting student must obtain permission from the Section Chair, who is responsible for the allocation of space and other resources, and from the Associate Dean for Academic Affairs who will maintain records of visiting students. The host is responsible for guiding the visiting student through the initial introduction to the Institute's personnel and structure.

A visiting student is required to complete the [volunteer check-in process](#) which includes basic safety and right-to-know training, and signing a liability waiver and volunteer check-in form. The host must make appropriate arrangements for computer and networking needs of the student with VIMS Information Technology ([IT](#)). Further arrangements will need to be made for appropriate identification, library sign-out permission, office access and keys, among other things. Prior to departure from Batten School & VIMS, a visiting student must submit a completed Volunteer/Visiting Scientist Check-out Form.

The host of an international student should seek guidance from the [Reves Center](#) regarding appropriate visa and immigration documents. This should be started well in advance, at a minimum, three to six months prior to the anticipated arrival of a visiting student.

A visiting student is not admitted to the Batten School & VIMS or any other William & Mary academic program. Visiting Student status may be terminated at any time and for any reason by the Associate Dean for Academic Affairs. Visiting students are not paid employees of the Virginia Institute of Marine Science (VIMS) or William & Mary (W&M).

Effective September 15, 2017

Rev. November 9, 2021

Rev. December 3, 2025

For more information on visiting student status policy, refer to [PPD-0608](#).

**Note for International Students:** The host of an international student should seek guidance from the Reves Center regarding appropriate visa and immigration documents well in advance, at a minimum, **three months prior to the anticipated arrival** of a visiting student.

Visiting Student Information		
STUDENT NAME	BANNER ID (IF AVAILABLE)	STUDENT LEVEL
HOME INSTITUTION & DEPARTMENT		
FIELD OF RESEARCH		
EMAIL ADDRESS	HOME COUNTRY (INTERNATIONAL STUDENTS ONLY)	
PERMANENT MAILING ADDRESS		
Local Contact Information		
EXPECTED ARRIVAL DATE AT BATTEN SCHOOL & VIMS	EXPECTED DEPARTURE DATE FROM BATTEN SCHOOL & VIMS	
MOBILE PHONE NUMBER		
ADDRESS OF LOCAL RESIDENCE		
Emergency Contact Information		
NAME OF EMERGENCY CONTACT	PHONE NUMBER (PRIMARY)	
EMAIL ADDRESS	PHONE NUMBER (ALTERNATE)	
MAILING ADDRESS		

Sample Form

Complete in DocuSign

See Graduate Registrar  
for Details

\_\_\_\_\_  
 Visiting Student Signature

\_\_\_\_\_  
 Date

Faculty Host Information	
HOST NAME (PRIMARY)	SECTION
CO-HOST NAME (SECONDARY)	SECTION

- If the visiting student is international, the host must seek guidance well in advance from the Reves Center for the student to obtain the appropriate visa and immigration status. **Have you already contacted the Reves Center?**  Yes  No
- If the visiting student requires either a Batten School & VIMS email address or a wired/wireless computer connection, the host must make appropriate arrangements with VIMS IT. **Have you already contacted VIMS IT?**  Yes  No
- Visiting students must sign a Liability Release Form and go through an abbreviated sign-in procedure including basic safety and right-to-know training. Contact the [Batten School & VIMS Outreach & Education Office](#) to initiate the volunteer check-in/out form

# Sample Form

Nature of proposed activities while a visiting student at the Batten School & VIMS, including applicable courses or workshops (if any) in which the visiting student plans to participate:

Complete in DocuSign  
See Graduate Registrar

Facilities and resources that it is anticipated Batten School & VIMS will provide:

for Details

Arrangements (if any) for external funding:

## Host Approval:

I agree to serve as Host (primary point of contact) or Co-Host for the above-named visiting student.

HOST NAME	SIGNATURE	DATE
CO-HOST NAME	SIGNATURE	DATE

**Section Approval:**

I have reviewed this application for the above-named visiting student including the estimation of resources that will be required and recommend the award of that status as described above.

HOST SECTION CHAIR NAME	SIGNATURE	DATE
COMMENTS		
CO-HOST SECTION CHAIR NAME	SIGNATURE	DATE
COMMENTS		

Sample Form

Complete in DocuSign

**Associate Dean for Academic Affairs Approval:**

I approve the award of visiting student status as described above.

NAME	SIGNATURE	DATE
COMMENTS		

See Graduate Registrar  
for Details