

# Visiting Student Intern (VSI) Intake Form

To be completed by the prospective intern. This form should be accompanied by **all** of the documents below:

1. Current CV
2. Proof of enrollment (official transcript from current institution, **or** a letter from an academic adviser, the Registrar's Office, or other official from the student's home university attesting to student status)
3. Proof of funding (please see valid funding documents [at this link](#))
4. "Inventions Agreement for Visiting Personnel Using Columbia University Research Facilities" (available from the "Visiting Student Interns" section [at this link](#)).

## Visitor Information

Name (First, Last): \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Institution: \_\_\_\_\_ Home Institution Location (City, Country): \_\_\_\_\_

Current Degree Program (e.g. BA, MS, PhD, MD, etc.): \_\_\_\_\_ Current Field of Study: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ (N.B. Non-U.S. Citizens must complete the "Visa Status" section below.)

## Information on the Visit

Dates of internship (start date must be minimum of 3 months from the date of completing this form): From \_\_\_\_\_ To \_\_\_\_\_  
*The prospective intern must be enrolled in a non-Columbia degree program throughout the duration of the internship. Maximum period of visit is one year.*

Name of School/Department/Center/Institute where internship will occur: \_\_\_\_\_

Name and Title of the Columbia PI (Faculty or Officer of Research): \_\_\_\_\_

## Funding Information

Student interns must be funded with a minimum of USD \$3000 per month. Acceptable funding sources that can be used to satisfy 49% of this funding requirement can be found [here](#) for both domestic and international students. For domestic students, proof of housing at no cost to the student can substitute for the 49% funding requirement. The remaining 51% of the funding (\$1,530 per month) must come from the student's home institution, an external funding agency, and/or from the Columbia sponsor. If a student has 100% funding from their home institution or an external funding agency, there is no need for the PI to provide funding. Please check off the relevant box and attach proof of funding:

I will be fully funded by my home university.

I will be fully funded by Columbia.

I will be fully funded by an external agency that is neither my home university nor Columbia.

I will be partially funded by personal funds, with the remainder of the USD \$3000/month requirement to be funded by my home institution, an external agency, and/or from Columbia.

(U.S. citizens only) I have attached proof of housing (such as a letter written and signed by a family member or friend to confirm the Visiting Student Intern is living in the same household).

## Visa Status (Non-U.S. Citizens only)

Foreign nationals will require a valid visa in order to visit the University as an intern. Please complete the questions below to help us determine if visa sponsorship will be required for your visit. Student interns are prohibited from holding "visitor" visa status (B-1/B-2/ESTA).

Do you currently hold a visa that allows you to work or study in the United States? YES  NO  (If no, Columbia will provide J-1 visa sponsorship)

- (If Yes) What is your current visa type (e.g. J-1, F-1, etc.): \_\_\_\_\_

Please identify the visa sponsor: \_\_\_\_\_

Students who are currently in the U.S. in F-1 or J-1 status will need to apply for and receive CPT, OPT, or AT through their home institution prior to the start date if they will be receiving stipend funding administered through Columbia.

## Attestation

I confirm the accuracy of the information provided in this form. I have attached the required CV, proof of enrollment, proof of funding, and inventions agreement.

I have also reviewed Columbia University's "Policy on Compliance and Training Requirements for Visitors involved in Research Activities" (available [at this](#)

[link](#))and confirm I will be in compliance.\*

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**\*N.B.** Many of the training requirements can be performed online before coming onto campus, as soon as you are assigned a UNI by Columbia.

## Visiting Student Intern (VSI) Program Intake Form

To be completed by the Columbia PI (faculty or officer of research) after the intern completes the previous page.

### Supervisor Information

Name of PI (First, Last): \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

### Training Components and Objectives of the Internship

Describe the student's intended role at Columbia. How will this be geared towards the completion of the student's academic program at the home institution?

What specific knowledge, skills, or techniques will be learned during the student internship program?

How specifically will these knowledge, skills, or techniques be taught by the above supervisor(s)? Include specific tasks and activities and/or methodology of training.

How will the student's acquisition of new skills and competencies be measured and evaluated?

Please describe in detail what the student is expected to learn and accomplish. What are the specific goals and objectives for this internship?

List the names and titles of those who will provide continuous supervision of the student, including the faculty of officer of research supervisor listed above. What are each person's qualifications to teach the planned learning and how/when will they interact?

### Faculty or Officer of Research Supervisor Certification

As the Faculty/Officer of Research Internship Supervisor, I certify that the items above provide an accurate description of the planned internship.

I certify the student will be in compliance with Columbia University's "Policy on Compliance and Training Requirements for Visitors involved in Research Activities" (available [at this link](#)) including fulfillment of necessary training requirements for research activity.

I will notify the Dean's Office if I believe that the intern is not receiving this type of training, or if there are any requests to deviate from or change the training content.

I also attest that this intern will not displace full-or part-time employees or serve to fill a labor need.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean's Office Approval**

Senior Administrative Approver Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_