

PROCEDURE TO APPOINT A GUEST STUDENT

Initial Appointment: Scientist/Sponsor wishes to appoint a specific undergraduate or graduate Student. Appointment period is at least two weeks and no longer than two years (unpaid appointments shorter than two weeks can be made as a Volunteer through WHOI's Information Office x2252).

- **Student** submits an application to APO. Student sends pdf of unofficial transcript or enrollment verification letter to Sponsor and APO (guest-Student-coordinator@whoi.edu). Student requests official version to be mailed to APO.
- **Sponsor** submits completed Authorization form and education memo. The memo should indicate the intention to appoint and **describe the educational benefit to the Student**. For example, the education memo should describe:
 - Training that will be provided to the Student, and how that will be applied to a research project;
 - Expectation that the Student could present (if asked), within a few weeks of arriving, a short (3-min) talk on the project planned;
 - Expectation that the Student attend seminars, lab meetings, discussion groups.
 - The education memo should also include mention of any compensation to the guest Student.

Note: Guest Students should not be doing repetitive tasks, and should not be regularly fulfilling tasks that would normally be done by an employee. If the Sponsor's plan is to have the Student do repetitive tasks or tasks normally done by an employee, then the Student should be hired as a Lab Assistant I or II, or a Part-Time Helper (if in high school). If the education memo does not provide a clear case for appointment as a Guest Student vs. Employee, it will be sent back to the Sponsor.

If the Student is a **Foreign National**, Sponsor must include completed *English Proficiency form*.

If the Student is a minor, Sponsor must include completed *Minor Acknowledgment form*.

Sponsor then forwards documents to Department Administrator or Chair for approval; then to APO (or Foreign National Advisor first, if applicable). APO sends appointment letter to: Student, Sponsor, Department Chair and Administrator, Education Coordinator, Human Resources, Information Services, and the Foreign National Advisor (if applicable). APO sends a copy of the Sponsor's education memo to the student and the Department Chair. Environmental Health & Safety will be notified approximately two weeks prior to the Student's arrival to coordinate safety training.

End of Appointment: The **Sponsor** will provide a brief paragraph to the department (and copy APO) at the end of the Student's appointment, describing the education benefits that s/he received while at WHOI. The Department Chair and Dean will review these. Some departments also require an exit interview.

Extension of Appointment: Paperwork must be submitted *prior to expiration* of current appointment.

- **Sponsor** submits an Authorization form with the new start/end dates, along with a memo.
- **Student** submits an updated transcript or enrollment verification letter (unofficial is acceptable).

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Reappointment: Student returns, after previous appointment has expired.

- **Sponsor** submits an Authorization form with the new start/end dates, along with a memo.
- **Student** submits an updated transcript or enrollment verification letter (unofficial is acceptable).

Cruise: For the sole purpose of participating in a cruise with a WHOI scientist.

- **Sponsor** submits Cruise Guest Student Authorization form to APO.
- **Student** submits transcript or enrollment verification letter.

Stipend/Travel & Housing Allowances

At the discretion of the Sponsor, Guest Students may be paid a stipend, travel allowance, and/or housing allowance using a Financial Assistance Award Notice (FAAN) generated by the department:

Stipend (object code: **5753** "Guest Student Stipends") - A daily stipend not to exceed the current WHOI per diem rate, submitted via a FAAN (international fieldtrip: per diem rate for that country applies if meals are not supplied). Beginning January 1, 2019, Guest Student Stipends incur overhead.

Travel Allowance (object code **5760** "Non-Employee Travel") - One-time travel allowance for travel to WHOI and back (if more than 50 miles one way), based upon average current market costs. This amount should be determined by the Department and included on the FAAN.

To be eligible for the travel and housing/housing allowances, a Student's permanent residence must be more than 50 miles from Woods Hole. No receipts are required since these are allowances, not direct reimbursement.

Housing or Housing Allowance - Payment for WHOI Housing or for community housing:

- **WHOI Housing** (object code **5752**) - Contact the Housing Coordinator (housing@whoi.edu) for confirmation of housing availability.
 - **US Citizen:** WHOI Housing is paid by Direct Budget Charge. This means that the housing office will prepare a Budget Charge form that the Department completes and returns to the housing office for processing. The Student will be provided with a receipt for tax purposes. FAANs should NOT include a housing payment when Student is in WHOI Housing.
 - **Foreign National:** WHOI Housing must be added to the FAAN and sent to Payroll with a corresponding Payroll Deduction Request, signed by the Student. A copy of the FAAN and PDR are also emailed to the Housing office.
 - Payroll will advise the Department regarding tax amount, based on tax treaties with the Student's home country.
 - Tax must be added to the FAAN. Government awards cannot be charged for payment of an individual's tax liability.

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- **Non-WHOI Housing** (object code **5750**) - Regardless of citizenship, payment of non-WHOI Housing is added to the FAAN and Student is responsible for payment of housing to landlord and any applicable taxes.

FAANs may be sent directly to Payroll unless payment of WHOI Housing to a foreign national Student is included.

In accordance with IRS regulations, WHOI is required to collect income taxes on the value of all payments to Foreign National Students including stipend, travel, housing allowance and WHOI housing payments. US citizens and permanent residents are required to determine their tax liability.

Miscellaneous

- Guest Student appointments are not official until the APO letter of appointment is generated. Appointments will not be approved retroactively.
- Guest Students are required to check-in within three days of arrival, and check-out prior to departure.
 - **APO responsibility:** Complete check-in sheet; generate WHOI identification number; HR Information Report Form entry and library One-Card database entry.
 - **Department responsibility:** Student orientation and safety training if applicable; complete Patent Agreement; prepare Financial Assistance Award Notice, Electronic Funds Transfer form (for direct deposit), and Payroll Memo (if Student is receiving payment); perform check-out.
- For Foreign National Students:
 - After Departmental approval, the Authorization form along with the supporting memo from the Sponsor and English Proficiency form should be sent to the Foreign National Advisor (fna@whoi.edu) in the Human Resources office for approval.
 - Prospective Foreign National Students must contact the Foreign National Advisor in Human Resources as early in the appointment process as possible to expedite visa processing.
 - Foreign National Students are required to check in with the Foreign National Advisor in Human Resources within three days of their arrival.
- Student housing is extremely limited (especially in summer) and not guaranteed for Guest Students. Please contact the Housing Coordinator (housing@whoi.edu) as early as possible to arrange housing for a Guest Student.
- Guest Student contact: guest-student-coordinator@whoi.edu Phone: 508-289-2207

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WHOIgrants Information

When preparing a budget for a proposal in WHOIgrants that will request support for a Guest Student, the following procedure should be used:

- Select the “Other” Tab
- <Add> Guest Student Stipend and select the number of days at the rate not to exceed the current WHOI per diem.
- If appropriate, <Add> Guest Student Subsistence and select number of months at the rate for each month. If the period is something other than whole month(s), select 1 and put as the rate the total dollar amount requested.
- If appropriate, <Add> Guest Student Travel Allowance. Select 1 for the quantity and put as the rate the total dollar amount requested.

If you are including Participant Support Costs in a proposal, there will be different Object Codes for Stipend, Subsistence, Travel, and Other Participant Support Costs. If you are not sure if your Guest Student is also a “Participant” in the proposed symposium or workshop, please discuss with your Department Administrator and/or Grants and Contract Services.