



**Guest Student Agreement**

The Woods Hole Oceanographic Institution (WHOI) offers Guest Student appointments for full-time graduate and undergraduate students to conduct research in WHOI laboratories. These appointments are arranged through the relevant WHOI Department and the Academic Programs Office.

The purpose of this agreement is to exchange information between sponsors at WHOI (Host Institution) and the university or college where the student is enrolled (Home Institution) about financial compensation or credit and to identify liabilities. The agreement is required of all Guest Student appointments at WHOI.

Student's Name:

Email:

Home Institution:

Check one: Undergrad

Grad

Home Institution Advisor's Name:

Home Institution Advisor's Email:

Phone:

The **Home Institution** (or other funding source, list here):  
will provide the following compensation or credit:

	Amount
Stipend	
Housing	
Travel	
Academic Credit	
Other:	

*Alternatively, if there is no financial compensation or credit offered, please check here:*

WHOI Sponsor's Name:

Dept:

Email:

Phone:

New Appointment

Reappointment

Appointment start date:

Appointment end date:

The **WHOI Sponsor** will provide the following compensation:

	Amount	Project Number
Stipend <i>(weekly rate)</i>		
WHOI Housing <i>(contact housing@whoi.edu)</i>		
Non-WHOI Housing		
Travel		

*Alternatively, if there is no financial compensation offered, please check here:*

Hours per week the student is expected to dedicate to this appointment:

WHOI Office Location:

MS#:

WHOI Extension:

Is the student a foreign national?

Yes

No

**WHOI Sponsor: Please describe the educational experience provided to the Guest Student in the space below (or attach document). Include the educational outcomes; mentoring plan; your availability to be present at WHOI for the duration of the appointment; and names of those who may help to mentor the student:**

The Student is required to carry their own health insurance.

WHOI maintains commercial general liability insurance to cover the Guest Student's activities within the scope of the Guest Student study, or as authorized by the Host Institution's representative, for property damage or injury occurring to the Guest Student due to the Host Institution.

**Agreed to by:**

Student (print):

Signature:

Date:

Home Institution Advisor (print):

Signature:

Date:

WHOI Sponsor (print):

Signature:

Date:

WHOI Department Chair or representative (print):

Signature:

Date:

WHOI Dean or representative (print):

Signature:

Date:

WHOI Foreign National Advisor (if applicable) print:

Signature:

Date: