



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.

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 name:	
Student email:	
Student address:	
Home Institution name:	
Undergraduate <input type="checkbox"/>	Graduate <input type="checkbox"/> Expected graduation date:
Home Institution Advisor:	
Home Institution Advisor email:	
Citizenship: <input type="checkbox"/> US <input type="checkbox"/> Other (name):	*Visa type (if any):
*The sponsor will need to complete an English Proficiency Form for all foreign nationals on a J1 visa	
Have you ever had a previous affiliation with WHOI: <input type="checkbox"/> No <input type="checkbox"/> Yes *	
*If yes, please indicate your previous title:	
Proposed arrival date:	Proposed departure date:

Please indicate whether there is any funding from your home institution or other external source.

External Funding Source: Home Institution or Other, please name:

The **Home Institution** (or other funding sources) will provide the following compensation or credit:

	Amount/week
Stipend	
Housing	
Travel	
Academic Credit	
Other:	

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

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The student is responsible for arranging their own housing.

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:

To be completed by WHOI Sponsor:

WHOI Sponsor:	Dept:
WHOI Sponsor email:	

Appointment start date:	Appointment end date:
New Appointment: <input type="checkbox"/>	Reappointment: <input type="checkbox"/>
Hours per week the student is expected to dedicate to this appointment:	

Education Memo

WHOI Sponsor: Please describe the educational experience provided to the Guest Student in the space below (or attach to 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.

Please indicate whether there is any funding from WHOI.

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

	Amount/week	Project Number
Stipend		
WHOI Housing (contact housing@whoi.edu)		
Non-WHOI Housing		
Travel		

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

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Agreed to by:

WHOI sponsor (print):

Signature: Date:

Foreign National Advisor (print):

Signature: Date:

Department chair or representative (print):

Signature: Date:

To be completed by APO:

We are pleased to appoint you as a Guest Student and look forward to having you with us at the Woods Hole Oceanographic Institution.

Dean or representative (print):

Signature: Date: