

From: Ian A. Waitz ovc@mit.edu
Subject: Guidance on Remote International Student Appointments for Summer and Fall
Date: May 21, 2020 at 6:41 PM
To: All-Research@mit.edu



Office of the Vice Chancellor

May 21, 2020

Dear Colleagues,

As a result of the Covid-19 pandemic, MIT may have students with paid appointments (UROPs, RAs, TAs, and Fellows) in foreign countries. MIT has developed a framework for allowing eligible students to proceed with anticipated summer and/or fall appointments from outside the US. This framework is available [here](#) and consists of the following:

A requirement that the student meet a set of general eligibility criteria

- Appointments that do not satisfy the general eligibility criteria may not be conducted from foreign countries.

An administrator submitting an intake form for each remote international student appointment

- The form is available [here](#) and should be submitted by:
 - Academic Administrators – for graduate students with research assistant, teaching assistant, and fellowship appointments
 - UROP staff – for undergraduates who receive UROP appointment approval
 - The students' supervisors – for all other appointments
- In order to expedite the review of the intake forms, we ask that these administrators work directly with students to collect the information needed from students.
- We also ask that administrators please submit the forms by the following deadlines:
 - Appointments set to begin on or before June 15, 2020 – *as soon as possible*
 - Appointments set to begin after June 15, 2020 – no later than 10 days

- Appointments set to begin after June 15, 2020 – no later than 10 days prior to the appointment start date

Review and approval

- The intake forms will be reviewed by a team consisting of representatives from several MIT offices—including ISO, VPR, VPF, and OGC—who will make recommendations based on the factors and principles set out in the attached guidance document.
- Decisions on each appointment will be made by the relevant Dean and/or Vice President for Research. The appointment may proceed after final approval.

MIT's objective is to facilitate as many remote international appointments as possible. We ask that administrators please share this message when communicating directly with students about this new process.

Decisions on whether to allow enrollment of newly admitted students who will be in foreign countries for all or part of the fall term will be made and communicated by individual departments/programs and Schools. Some programs may wish to treat incoming students the same as continuing students; others may feel that an in-person presence is critical to the appropriate initiation of academic and research work. If a decision is made to allow remote enrollment of new students in foreign countries, then these same procedures will apply to their potential appointments.

If any department administrator has questions about this process, they can send their questions to remoteinternationalwork@mit.edu. Given the anticipated volume of questions, we ask that administrators please collect and combine any questions they receive directly from students before submitting them.

Please note that this review framework does **not** apply to students (either international or domestic students) who are performing the duties of their paid appointments within the U.S. Departmental administrators should proceed with those appointments per their usual procedures. **However, all students with appointments should be instructed to provide updated address information through WebSIS and updated direct deposit information through Atlas.**

Sincerely,

Ian

Ian A. Waitz

Vice Chancellor for Undergraduate and Graduate Education and Jerome C.
Hunsaker Professor of Aeronautics and Astronautics

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MIT Office of the Vice Chancellor
77 Massachusetts Ave., Room 7-133
Cambridge, MA 02139-4301

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