Visiting Student Intern Invitation Workflow (US Citizens/Permanent Residents)

<table>
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<th>Steps</th>
<th>Step 1: Faculty and Department initiation</th>
<th>Step 2: Dean’s Office approval</th>
<th>Step 3: Student arrival</th>
<th>Only for students paid in part or in full by Columbia</th>
<th>Step 4: PAC transaction</th>
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<td>When does it happen?</td>
<td>2 months in advance of student’s intended start date</td>
<td>Turnaround time: 3-5 days if no edits</td>
<td>Any time before the student’s internship starts</td>
<td>After student’s arrival on campus. The transaction should be submitted as soon as possible after student’s arrival on campus, as it will take a minimum of 30 days for the first payment to be issued.</td>
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<td>What happens?</td>
<td>Faculty notifies their Department they wish to designate a visiting student intern. Department initiates a request to the Dean’s Office for invitation approval, by preparing an approval packet.</td>
<td>Dean’s Office reviews and approves Step 1 documents by signing cover sheet. Once the internship is approved, the Department can issue the invitation letter to the candidate.</td>
<td>Student arrives in NYC. Department creates a UNI for the student. Student picks up CU ID card.</td>
<td>Department processes PAC transaction documents. Students who are getting paid, in part or in full, by Columbia, will need to be entered into PAC by the Department; this is not needed for students who arrive with full funding.</td>
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| Required Documents | Dept. prepares and submits to the school/institute/center:  
- Visiting student intern (VSI) intake form & attachments ABCD below  
  A - Candidate CV  
  B - Proof of funding [1]  
  C - Proof of enrollment [2]  
  D - Inventions Agreement for Visiting Personnel Using Columbia University Research Facilities  
  • Draft invitation letter from PI | Dept. sends the candidate:  
  • invitation letter | Intern task: Obtain CUID  
  Department submits a brief online form (with VSI intake form as attachment), for centralized tracking. | Required documents:  
  • PAF (Bio-demo data)  
  • Stipend Authorization form (indicate stipend info)  
  • LAF (combo code to charge stipend payments)  
  • Visiting Student Intern Intake Form (indicating what the student will be doing, supervised by whom, and where)  
  • Proof of enrollment | |

[1] Please see https://isso.columbia.edu/sites/default/files/content/Forms/FundingDocumentsChecklistScholars.pdf for a list of valid documents. Students may have up to 49% of the requisite USD $3000/month covered by personal funds. Proof of housing at no cost to the student (such as a letter written and signed by a family member/friend confirming a Visiting Student Intern living in the same household) may also be used to count toward the 49% coming from personal funds.

[2] Proof of enrollment can take the form of an official transcript, or a letter from the Registrar’s Office, an academic adviser, or a senior administrator at the student’s home university.

[3] In some cases, the Dean’s Office may determine, in consultation with the Provost’s Office, that the nature of the student’s training will constitute employment, rather than qualifying for the visiting student designation. Such cases will require an academic appointment.

[4] The $500 fee for a J-1 Student Intern will be waived.