

UT Health Science Center: EM106 Visiting Student Procedure	
Version 1	Publication Date: 05/27/2022

No./Title: EM106 – VISITING STUDENT PROCEDURE	Resp. Office: ADMISSIONS Approval Body: CASA	Effective Date: 03/03/2015
Category: Students	Last Review: 05/15/2018	Next Review: 05/15/2021
Contact: Director of Admissions	☎ 901.448.1603	✉ admissions@uthsc.edu
Related Policies:	Foreign Nationals Policy	

RATIONALE

The University of Tennessee Health Science Center seeks to provide an open and welcoming environment for visiting students and has developed the following guidelines to assure that visitors have a positive experience during their time on campus. These guidelines rely on UTHSC colleges and on the faculty and staff within these colleges to serve as campus sponsors for visiting students, providing appropriate support and oversight for these students during their time on campus.

GUIDELINES

All prospective visiting students must have an identified individual (faculty or staff) who has agreed to serve as his/her campus sponsor. This sponsor is responsible for:

1. Completing any paperwork required by the student's home university/college, and assuring that the planned student visit complies with any agreed-upon requirements, including those covered by memoranda of understanding between UTHSC and the student's home institution;
2. Verifying that the student's home (sending) institution has provided the student with health insurance as well as professional liability insurance.
3. Where appropriate, completing any paperwork related to visa applications and filing such paperwork with the UTHSC Office of International Affairs in a timely manner [sponsors should contact the Office of International Affairs for appropriate application forms];
4. Providing the student with an orientation as to campus policies, procedures, safety, etc.;
5. Completing paperwork with the Office of Student Affairs, with campus police, and with Information Technology Services for authorization to access to campus facilities, to obtain a UTHSC ID badge and to access the UTHSC network.
6. Working with the Office of the Registrar for formal course enrollment as appropriate.
7. Obtaining permission from the college and from all course instructors such that the student can participate - either formally or informally - in lectures, laboratories, research, shadowing experiences or clinical rotations/fieldwork/experiential training (note: clinical sites may have additional requirements).
8. Attending to the student's welfare (both on campus and off) while the student is participating in UTHSC programs.

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APPROVAL HISTORY

Effective: March 3, 2015

Reviewed: May 15, 2018, Committee on Academic and Student Affairs (CASA)

Approved: May 23, 2018, Chancellor