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## Application for Visiting Student

The University of Texas Health Science Center at Houston (UTHealth Houston) welcomes visiting students from across the United States and around the world for research training, educational experiences, and observation.

### Purpose:

- A Visiting Student, though uncompensated by UTHealth Houston, and not enrolled in UTHealth Houston educational programs, may be given access to UTHealth Houston property, facilities and/or information systems, at the discretion of UTHealth Houston, for a specific period for approved training or educational purposes.
- The purpose of the training is to learn how to conduct research, data collection, and participate in other non-clinical hands-on activities (visiting clinical educational experiences are only permitted as specified in a program agreement with the student's home institution).
- Visiting Students are not considered employees, and are not entitled to wages or benefits.

### Eligibility:

- Student who is enrolled in an undergraduate, graduate or professional degree program at another institution of higher education (their "home institution"), who seeks an educational experience/training from UTHealth Houston faculty and staff, at UTHealth Houston facilities and/or UT Physicians Clinics, but is not registered and not enrolled in a course at UTHealth Houston.
- The main purpose of the Visiting Student's educational/training experience at UTHealth Houston must be related to their current degree program, with an interest in a health care related field and/or fulfill an educational requirement of the student's home institution. Visiting Students receive specific training at UTHealth Houston in research and/or health education, appropriate to their educational objectives and qualifications. The general purpose of the training is to learn how to conduct research, data collection, and participate in other non-clinical hands-on activities (visiting clinical educational experiences are only permitted as specified in a program agreement with the student's home institution).

*This program is not for individuals seeking an [official medical elective](#) or to current UTHealth Houston's staff or to current students who are enrolled through the Registrar of UTHealth Houston.*

- Visiting Students must remain enrolled, in good standing, at the home institution for the duration of their learning experience at UTHealth.
- Proficiency in English is required for all Visiting Students. Visiting Students are expected to speak, read, and understand English in an academic environment.
- Applicants must be at least 18 years old on the start date.
- Required agreements:
  - *For applicants attending a US institution:* in order to comply with various accreditation requirements, an agreement with the applicant's home institution will be required (before the training can begin) if the visiting student will receive credit for their educational/training experience at UTHealth Houston and/or if the educational/training experience is related to an educational requirement from their home institution and/or as determined by Legal and VSP. Agreement will be sent to the department/applicant by VSP during the review process.
  - *For applicants attending an international institution:* an agreement with the applicant's home institution is required (before the training can begin). Agreement will be sent to the department/applicant by VSP during the review process.

**Duration:**

- Limited to a one-year appointment.  
Requests for an extension beyond a one-year appointment must be submitted (prior to the approved end date) by the department, along with an updated enrollment verification from applicant's home institution, to be reviewed/approved by VSP in the context of the visiting student's degree requirements at their home institution.

**Online Application Process:**

- To apply as a Visiting Student, the Applicant must first identify a Faculty Sponsor at UTHealth Houston who agrees to host the Visiting Student. Once the faculty sponsor agrees to host Applicant, the department will initiate the online application; applicant will receive a unique link to access their application. Applicant must complete all fields and upload the required documents in order to submit the application. The department will also complete the application and receive departmental and school approvals. Application will then be forwarded to the VSP for review and processing. Applications must be approved by the VSP in order for applicants to start their training. At any point in this process, the application may be denied. The Applicant and Faculty/Department Sponsor will be informed as soon as a decision is made. All parties should allow at least eight weeks for the application process (which begins when the VSP receives the application). Please note foreign nationals should allow additional time to accommodate visa processing.

**Please note:**

- UTHealth Houston conducts security background checks on all applicants.
- Approval of this application is at the discretion of the Senior Vice President of Academic and Faculty Affairs (SVPAFA) of UTHealth Houston. A Visiting Student may not begin their visit (in-person and/or remote) at UTHealth Houston until receiving the approval email from the Visiting Scholars Program, and all onboarding processes are complete.
- It is the responsibility of non-U.S. citizens/permanent residents to have a visa appropriate to be a Visiting Student at UTHealth Houston.
- Foreign nationals, who are not U.S. citizens or U.S. permanent residents, must check-in with the UTHealth Houston Office of International Affairs (OIA) with all original immigration documents to obtain appropriate written clearance to begin appointment.
- Visiting Students participating in human subjects and/or animal research must complete the applicable required UTHealth Houston training.
- All applicants must read and acknowledge the "HIPAA Overview and Information Safeguards" included in the application.
- All applicants must complete the UTHealth Houston Compliance Training modules prior to or within the first week of their approved start date.
- UTHealth Houston schools and departments may charge separate fees to participate in the Visiting Scholars Program.
- *This program is not for current UTHealth Houston's staff or students who are enrolled through the Registrar of UTHealth Houston.*
- *This program is not for individuals seeking an official medical elective; please contact the [McGovern Medical School Office of Admissions and Student Affairs](#) for more information on medical electives.*

# Required documents for Visiting Student

VSP requires at least eight (8) weeks to review and process applications  
(which begins when the VSP receives the application)

Application should be submitted no more than six (6) months prior to the proposed dates.

Required Documents to be uploaded, by the applicant, in the online application
<b>Copy of photo identification:</b>
For U.S. citizens: Copy of federal or state-issued photo identification
For U.S. permanent residents: Copy of Permanent Resident Card (Green Card)
For non-U.S. citizens/permanent residents: Copy of passport identification page, U.S. visa stamp, Immigration forms (I-20, DS-2019, I-797, etc.) and Form I-94 (if applicable)
<b>Résumé or C.V.</b> (in English, listing academic history, certifications, licensures, employment, and training experience)
<b>Proof of current health insurance</b> (must be valid, in the USA, for the duration of the training at UTHealth Houston)
<b>Letter from the Applicant's home institution:</b> <ul style="list-style-type: none"><li>- confirming enrollment (current and for the duration of training at UTHealth Houston)</li><li>- confirming good standing</li><li>- must be on official letterhead, dated and signed</li></ul>
<u>If Applicant will receive credit at her/his home institution for the training at UTHealth Houston:</u> <ul style="list-style-type: none"><li>- letter must also clearly specify the educational requirement and information on the related course</li></ul>

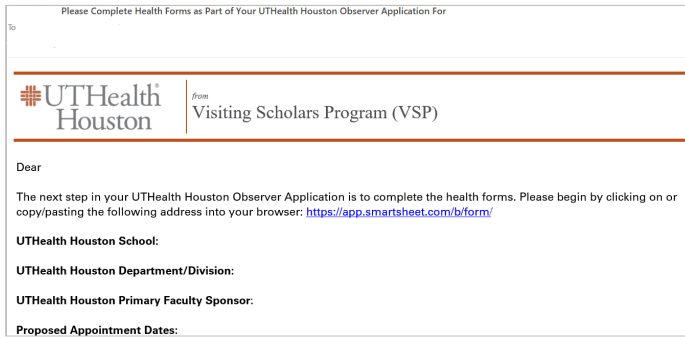
<b>Health Clearance</b> <p>Once application is submitted to VSP, applicant will receive an email with a link to complete the health questionnaire and upload the required health records, proof of immunization.</p>
<b>Background Clearance</b> <p>During the VSP's review process, applicant will receive an email from the background check vendor (<a href="mailto:rapidresponse@preemploy.com">rapidresponse@preemploy.com</a>), with a secure link to enter information such as demographic information and to give consent for the background screen to be completed. Applicants, without a Social Security Number, will need to enter 999-99-999 as their SSN.</p>

If you have questions concerning the status of your application at any time,  
please contact the administrative coordinator for your Faculty Sponsor.

# Health Clearance for Visiting Scholars Program

As part of the application process (once application is submitted to VSP), applicant will receive an email with a link to complete the UT Health Services health questionnaire and upload the required health records, proof of immunization.

*Example of email that applicant will receive:*



## List of Required Immunizations, Tests for Visiting Scholars at UTHealth Houston:

Environment to be encountered	Observer	Professional Trainee	Visiting Student
Office or classroom setting	• COVID-19 vaccine	• COVID-19 vaccine	• COVID-19 vaccine
Research lab, <b>no</b> animals, <b>no</b> potential bloodborne pathogen exposures	• COVID-19 vaccine • TB skin test	• COVID-19 vaccine • TB skin test	• COVID-19 vaccine • TB skin test
Research lab, <b>no</b> animals, but <b>with</b> potential bloodborne pathogen exposures	• COVID-19 vaccine • TB skin test	• COVID-19 vaccine • TB skin test • Hep B series	• COVID-19 vaccine • TB skin test • Hep B series • MMR • Tetanus/Tdap
Research lab, <b>with</b> animals, but <b>no</b> potential bloodborne pathogen exposures	• COVID-19 vaccine • TB skin test • MMR • Tetanus/Tdap	• COVID-19 vaccine • TB skin test • MMR • Tetanus/Tdap	• COVID-19 vaccine • TB skin test • MMR • Tetanus/Tdap
Research lab, <b>with</b> animals, <b>with</b> potential bloodborne pathogen exposures	• COVID-19 vaccine • TB skin test • MMR • Tetanus/Tdap	• COVID-19 vaccine • TB skin test • MMR • Tetanus/Tdap • Hep B series	• COVID-19 vaccine • TB skin test • MMR • Tetanus/Tdap • Hep B series
Direct patient contact	• COVID-19 vaccine • TB skin test • MMR • Tetanus/Tdap • Seasonal Influenza	• COVID-19 vaccine • MMR • Tetanus/Tdap • TB skin test • Hep B series • Varicella • Seasonal Influenza	• COVID-19 vaccine • MMR • Tetanus/Tdap • TB skin test • Hep B series • Varicella • Seasonal Influenza

### ALL SUPPORTING DOCUMENTS AND LAB REPORT MUST BE IN ENGLISH.

#### Notes:

- Occupational Health Program Enrollment occurs when visitor is added to Animal Welfare Committee (AWC) research protocol.
- Bloodborne pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV) (29 CFR 1910. 1030(b))
- MMR Measles (rubeola) vaccine: (2 are required if born after January 1, 1957) or Positive rubeola titer (attach lab report)
  - Mumps vaccine or Positive mumps titer (attach lab report)
  - Rubella vaccine or Positive rubella titer (attach lab report)
- Tetanus/diphtheria or Tdap (Within last 10 years)
- Varicella vaccine series (2 doses given at least 28 days apart) or Chicken pox disease (documented by health care provider) or positive varicella titer (attach lab report)
- Bacterial Meningitis (Meningococcal) vaccine (within past 5 years)
- TB skin test/+ chest xray required within the last 6 months, even if you received BCG vaccine as a child. **OR NEGATIVE QuantiFERON-TB Gold In-Tube test (QFT-GIT) or NEGATIVE T- SPOT**
- Hepatitis B vaccine series (3 injections) or positive Hepatitis B surface antibody titer (attach lab report) OR Positive Hepatitis B surface antibody titer (attach lab report)

## Mandatory Compliance Training

UTHealth Houston requires that all Visiting Scholars complete the Compliance Training before or within the first week of their approved start date.

After a Visiting Scholar is approved, they will receive an email, within 7-14 days of approval, directly from the iLearn System with instructions on how to access the necessary VSP Compliance Training.

Compliance Training includes two (2) modules (Discrimination, Harassment, Sexual Misconduct, and HIPAA) and should take about 45 minutes.

*Example of email that applicant will receive:*

**UTHEALTH HOUSTON PROGRAMS: YOUR ILEARN USER ACCOUNT IS CREATED**

**Date:**

**From:**  
learnadmin@uth.tmc.edu

**To:**

Dear

UTHealth Houston has assigned you to a Mandatory/Required Training in the iLearn Learning Management System.

You can access your UTHealth Houston iLearn account by clicking the below URL.

To access iLearn, click the URL

Username: Your E-mail Address  
Password: Your E-mail Address

Please select the "Home" Button to access. Once logged in, please click the "Learner Dashboard" icon located on the left-hand side of the screen to view and launch your assigned training.

Please email \_\_\_\_\_ for any queries and resolving issues during login.

This message was automatically delivered by SumTotal notification services. Do not reply to this message.