INFORMATION FOR FACULTY MEMBERS INTERESTED IN HOSTING VISITING UNDERGRADUATE RESEARCH STUDENTS

- All visiting students must be registered at UBC. Undergraduate students visiting to perform research work, typically for a period of 3-6 months, are required to register as VURS students.

- All VURS students must be registered and in good standing at another recognized university, and must be coming for research purposes only. They are not eligible to take classes at UBC, since they are accepted without completing the full UBC academic application process. However, an in order to obtain proper status at UBC, students will need to be admitted under the ACCESS STUDIES category (Non-Degree students http://www.students.ubc.ca/nondegree/study-options/access-studies/). They will of course have to pay student fees but will get a UBC Student Number and will also be registered in the non-credit activity 'Visiting Undergraduate Student' (VURS 499), and will be eligible to receive a stipend from faculty after obtaining a Canadian Social Insurance Number (SIN#).

- All VURS students will be assigned space in the same lab as the host faculty.

- Ensure that your students are aware that they are required to pay student fees while they are here. Student fees include fees authorized by student referendum, the UBC Board of Governors, the AMS, and other student societies and organizations. Student fees are due annually and apply to all students. Any increase in fees will be announced on this website once they have been approved by the Board of Governors.

- Some fees are calculated according to full- or part-time status. Part-time registration is below 18 credits. The following table lists fees for full-time students. For information regarding fees for part-time registration or fees with opt-out provisions, please consult the Calendar.

If you wish, you can pay these fees for the students, but there is no option about paying these fees. The total fees are $767.52, including the following:

- $60.00 application fee; paid at the time of application. Payment may be made in Canadian or US funds. Cheques and bank drafts must be drawn on a Canadian or US banknote. Only International money orders are acceptable. Payments should be made payable to The University of British Columbia. Please note: applications cannot be processed until full payment is received.
- $78.56 student fees per September – August school year
- $170.00 iMED Health Insurance (basic health; equivalent to BC MSP - MANDATORY) if staying for one term. If staying for longer than 1 term, fee is $120 but only covers for first three months – you must apply for BC MSP.
- $147.65 tuition fee/term (Sept-Dec; Jan-April; May-Aug) 1-credit fee as of 2010 tuition fees
- $95.00 UPass fee/term (3 zone transit pass)
- $216.31 AMS Extended Health and Dental Plan (per September – August school year). This plan is required unless you opt out within THREE WEEKS OF YOUR ARRIVAL TO CANADA. To opt out, you need proof of equivalent coverage, including extended health and dental (accidental dental is not considered equivalent – check ups, cleanings, etc. need to be covered). If you arrive after January, the plan is $144.21, and it goes until August. For information on enrolling or opting out, visit www.ihaveaplan.ca, call 1.877.795.4421, or visit the Health and Dental Plan Office on campus (SUB, room 61).

Be careful about arrival and departure dates – if the student is here August – October, he or she will have to pay fees for two school years, essentially doubling the cost. If the student is here over two different UBC terms in the same school year, he or she will be assessed the per term fees for both terms, even if the total length of time is less than four months.

- You have the option of paying a stipend to your VURS students. If you choose to do so, the student must obtain a Canadian Social Insurance Number (SIN#).
- Once you have determined that a student is suitable to be a VURS, they must fill out our application form, and forward it along with their application fee ($60 CAD) and a letter of permission from their home university.

- You must then email Chelsey (cmaher@cs.ubc.ca), with the name of the student you will be sponsoring, the start and end dates of their visit, a brief description of the type of work or research they will be doing, details of the stipend, if any (including both the amount being paid and the speedchart it will come from), and any other details that should be included in the Letter of Invitation.

- The Letter of Invitation will be sent following receipt of the application form and fee, permission letter, and the email from the sponsoring faculty member. Upon receipt of the letter, the student must obtain a Study Permit – NOT a Work Permit.

- When the student arrives, he/she must see Chelsey to complete the remaining paperwork.

- It is the sponsoring faculty member’s responsibility to ensure that a Safety Orientation is completed for the student before he/she starts work in the lab.