

Individual Application for Guest Students

Student applicants are to complete the top portion of the application (student information). After completing the top portion, forward the application to your academic program department. Please have your faculty advisors, academic advisor or program administrator complete the middle portion of the application (recommendation). After the top portion and middle portion are complete, forward the application to the Registrar's Office. Please have the Registrar's Office complete the bottom portion (registrar approval). When all three (3) sections are complete, forward the application to VAI (see contact information below).

Student Information
(to be completed by the student applicant)

Student Name: _____
Last First MI Birthdate

Email Address: _____

Current Address _____ Phone: _____

College/University: _____

Preferred Laboratory or Core Technologies and Services: _____

Term Dates: _____ Name of Investigator: _____

1. Student Status: _____ 1st yr _____ 2nd yr _____ 3rd yr _____ 4th yr _____ Other

2. Major: _____

3. Are you on probation (academic or social) or under disciplinary action by the college/university?
 _____ No _____ Yes (Please explain) _____

4. Please send an **official** transcript with current grades, a resume and cover letter stating desire to do research at VAI to:
Van Andel Institute, In care of Michelle Love, 333 Bostwick Ave NE, Grand Rapids MI 49503-2518

5. Are you a U.S citizen or permanent resident? _____ Yes _____ No If no, what is your immigration status? _____

Recommendation
(to be completed by a faculty member, academic adviser or administrator)

1. Name, Title, and signature: _____
2. Professional relations with the student: _____
3. Testimony to the student's qualifications, preparation and character to do independent work in a supervised laboratory: _____
4. What is the place of the proposed work/study at VAI in the student's academic program? Examples: Fulfills a major requirement, a general college requirement, an elective, or a specific requirement (please indicate.) _____
5. College/university expectations for this work/study:
 - a. A certain number of hours? _____
 - b. Specific responsibilities? _____
 - c. A letter grade? If so, when should it be submitted and to whom? _____
 - d. A written evaluation? If so, to whom should it be submitted? _____
 - e. Other? If so, what? _____

Registrar Approval

Registrar's Name (or designee): _____

Amount of credit to be awarded: _____

Approval: ___ Yes ___ No Comments: _____

2021-12-09

Please send completed application to:	
<i>Michelle Love, Administrative Assistant VAI Graduate School 333 Bostwick Avenue, NE Grand Rapids, MI 49503-2518</i>	Or email as a PDF file to: undergrad@vai.edu

*A Guest Student is one who is working / studying at the Van Andel Institute (VAI) for credit at their academic institution in which they are enrolled. To be eligible for work / study at VAI, the college / university must have a current Inter-Institutional Agreement on record with VAI. Academic Advisors and/or Faculty Advisors can contact the VAI Graduate School Office at (616) 234-5708 if needed.