Does an Individual Meet the Definition of a Collaborating Visitor?
(For purposes of the Visitor Request Process)

Will the individual collaborate with CMU personnel on-site at a U.S. Campus or Location?

No → Will the individual be given access to CMU facilities, resources or intellectual property that are not open or available to the public?

No → Is the individual a paid employee of CMU (including paid interns and student employees)?

Yes → Is the individual an enrolled student at CMU or a “visiting non-degree students” enrolled in classes?

No → Is the individual coming to CMU solely for the purpose of attending a conference?

Yes → Is the individual coming to CMU solely for the purpose of participating on a thesis committee?

Yes → Is the individual invited to CMU solely for the purpose of attending a meeting or event (e.g. business meeting, interview, campus/department tour, alumni, fund raiser, athletic, or charity event, or events for prospective students and families, etc.)?

Yes → Is the individual a person who has been granted temporary “visiting faculty status” under CMU’s faculty policies (do they have a paid faculty appointment in Workday)?

Yes → Is the individual coming to CMU solely as (or on behalf of) a contractor, subcontractor or consultant where the purpose and tenor of the visit are covered by a separate written agreement with CMU?

Yes → Is the individual an emeritus faculty or a retired faculty/staff member with a CMU ID card that grants access to certain CMU facilities (e.g. athletic facilities)?

Yes → Is the individual at CMU as a participant in a human subjects research study?

Yes → Does the individual have a separate written agreement that permits the individual to access university facilities, resource, or intellectual property (e.g. a consortium agreement)?

Yes → Is a collaborating visitor

No → Not a collaborating visitor