Required Documents for New International Students
(For F-1/J-1 Student Visas)

Name of International Student ____________________________ Dept. ____________________________

(Last name, First name)

☐ Copy of passport ID page
☐ Financial Declaration Form, fully completed
☐ Proof of funding (e.g. scholarship, bank statement, etc.),
☐ Letter of Support from financial sponsor (if applicable)
☐ Offer letter from Rice
☐ Acceptance response with mailing address
☐ Proof of English Language Proficiency (TOEFL score or Degree from English speaking country or Approved Admissions Waiver from the Dean of Graduate and Postdoctoral Studies)
☐ Confirmation that student record has been created in Banner
☐ (if applicable) Transfer Report Form for International Students transferring from another U.S. institution
☐ (if applicable) Copies of student’s dependents’ passport ID page, U.S. visas, immigration documents, proof of extra funding and proof of relationship (marriage certificate and/or birth certificate)

You will be notified once the packet is ready. All packets must be mailed by the Academic Department.

OISS needs all the above documents before the student’s SEVIS I-20/DS-2019 can be issued.

Missing any of these documents will indefinitely delay the visa process.

I have verified that the enclosed packet is complete and I may be contacted for any additional information.

Name: ____________________________ Phone: x ______ Email: ____________________________@rice.edu Date: ____________

Dept. Administrator/Coordinator

Required Documents for New Scholars
(For J-1 Visa – Scholar or Visiting Faculty/Lecturer)

Name of International Scholar ____________________________ Dept. ____________________________

☐ Copy of passport ID page (if not available, name must be spelled exactly as it will be on passport)
☐ Copy of all previous U.S. visas and immigration documents (if applicable)
☐ Dean’s Offer Letter (two copies and one original)
☐ C.V.
☐ Copy of the PA Form/Hiring Proposal from RiceWorks
☐ Proof of funding (e.g. bank statement, sponsoring organization, etc.)
☐ DS-2019 Request Form Part I & Part II, including the J-1 Scholar Statement of Understanding and the English Proficiency Determination Form
☐ Proof of paid $300 J-1 EV Rice administrative fee (Website for payment by scholar: https://signup.rice.edu/JScholarFee/; If your department chooses to pay the administrative fee, please send a budget transfer to the Budget Office.)
☐ (if applicable) Copies of scholar’s dependents’ passport ID page, U.S. visas, immigration documents, proof of extra funding and proof of relationship (marriage certificate and/or birth certificate)

You will be notified once the packet is ready. All packets must be mailed by the Academic Department.

OISS needs all the above documents before the scholar’s SEVIS DS-2019 can be issued.

Missing any of these documents will indefinitely delay the visa process.

I have verified that the enclosed packet is complete and I may be contacted for any additional information.

Name: ____________________________ Phone: x ______ Email: ____________________________@rice.edu Date: ____________

Dept. Administrator/Coordinator

Please note: For Undergraduate Research Students, please see http://oiss.rice.edu/vsugresearch

Revised on 5/30/2017