

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)

Degree Type:

- Undergrad
- Exchange student
- MBA
- Professional Masters
- Masters
- Doctorate
- Artist Diploma

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)

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

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