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

Name of International Student ____________________________ Dept. ____________________________

______ Copy of passport ID page (Last name, First name)
______ Financial Declaration Form, fully completed
______ Proof of funding (e.g. scholarship, bank statement, etc.), including 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 (not required for Undergraduate Research Students)
______ 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: https://signup.rice.edu/JScholarFee/)
______ (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 also submit:
1) Visiting UG Academic Placement Plan
2) Transcript
3) Letter of support & Verification of Enrollment/Good Standing from home institution

http://oiss.rice.edu/vusugresearch

Revised on 8/2/2016