

## **Checklist for Working with International Visitors & Penalties for Non-Compliance**

### Steps to Follow to Invite an International Visitor

The following checklist is designed to help identify what steps must be taken to invite an international visitor to the Rice and to ensure that the University remains in compliance with federal regulations governing the visitor. Following this checklist is a description of the penalties to which the Rice is subject, if found to be in non-compliance with federal law.

- Contact the Office of International Student, and Scholar (OISS) to determine the appropriate visa status for the incoming international visitor. A staff member in the office will provide you with information about what forms need to be completed, timeline and procedures.
- Require the international visitor to visit the OISS upon arrival for check-in.
- Remind the international visitor to obtain an official Social Security Number or an official Individual Taxpayer Identification Number (ITIN).
- Check to be sure the department and/or the international visitor complete the appropriate payroll forms and tax withholding forms (Form I-9, etc).
- Remind the international visitor that health insurance is mandatory while the visitor is present in the U.S and they may refer questions about insurance to the OISS.
- Remind the international visitor of visa status expiration dates and visa extension requirements.
- Assist the international visitor in completing extension documents in a timely manner.
- Remind the international visitor to communicate any changes in address, phone number, or e-mail to the OISS.
- Remind international visitor that they must bring immigration documents to the OISS before short trips outside of the USA.
- Notify the OISS when the international visitor terminates with Rice or departs the USA.
- Contact the OISS with any questions or concerns regarding the international visitor.

### Penalties for Non-Compliance

If the Rice is found to be in non-compliance with U.S. federal regulations governing international visitors, the University is subject to the following penalties:

- Inability to admit international visitors in F-1 or J-1 status.
- Excessive fines ranging from civil penalties to the revocation of all federal grants and contracts.

*If violations occur, Rice University stands to lose thousand of dollars in research grants and other funds.*