CHECKLIST FOR NEW INTERNATIONAL STUDENTS & SCHOLARS

VISIT IN PERSON

1. **Office of International Students & Scholars (OISS)**
   - Complete OISS Check-In form
   - Provide copies of immigration documents
   - Schedule required check-in session
   - Attend mandatory orientation (students only): oiss.rice.edu/orientation
   - Health insurance requirement for F and J students (oiss.rice.edu/studenthealth) and J scholars (oiss.rice.edu/scholarhealthinsurance)

2. **Academic Department** – Graduate students and scholars
   - Meet department coordinator or administrator
   - Department orientation, forms, account set-up, building access, mail, keys, telecommunications

3. **Human Resources (HR)** – Only scholars paid by Rice
   - **Cambridge Office Building (Behind the Allen Center), 3rd floor; 9:00am – 4:00pm (ext. 2514)**
   - **Must visit before or on first day of employment and bring original documents**
   - Obtain card with employee number to take to police station for Rice ID
   - Speak to a Benefits Analyst if eligible for Rice benefits (people.rice.edu/benefits-rewards)
   - Process I-9 form

4. **Payroll** – Anyone paid by Rice (Required to receive payment)
   - **Cambridge Office Building (Behind the Allen Center), 3rd floor; 9:00am – 4:00pm (ext. 3410)**
   - **Must visit before or on first day of employment and bring original documents**
   - Complete I-9 form (students only)
   - Complete tax information forms
   - Sign up for direct deposit
   - Go back to Payroll with Social Security Number

5. **Rice University Police (RUPD)**
   - **Dial 6000 from campus phones, 713-348-6000 from cell phones, or use blue light emergency phones**
   - Rice ID (spouse ID available for extra fee)
   - Bicycle and personal property registration
   - Night safety escort service

6. **Cashiers Office** – Students only
   - **Allen Center, 1st Floor; 11:00am – 3:00pm**
   - Payment of semester bills, fees, etc.
   - Metro Q card
7. Around Houston
   - Banking: Chase bank ATMs on-campus; some banks may require a letter from OISS for any international opening an account
   - Department of Public Safety (DPS, tx dps.state.tx.us) for Texas driver license or ID card (must be a Texas resident for at least 30 days to apply, see oiss.rice.edu/driving)
   - Social Security Number (SSN): Must have offer of employment and be in U.S. for over 10 business days (Social Security Regulations handout available under oiss.rice.edu/forms); students must secure employment authorization and obtain OISS letter of support

DO ONLINE

1. I-94 – cbp.gov/i94 to print your Arrival/Departure Record from U.S. Customs and Border Protection

2. Net ID – mynetid.rice.edu for policy and application form

3. Rice email – mynetid.rice.edu or visit Mudd Building

4. Connect with OISS
   - Subscribe to OISS-Announce Listserv: mailman.rice.edu/mailman/listinfo/oiss-announce (required)
     Immigration updates, workshops, events, social activities, and other special issues
   - Subscribe to OISS-Market Listserv: mailman.rice.edu/mailman/listinfo/oiss-market (optional)
     Buy and sell items
   - Read the OISS newsletter: oiss.rice.edu/news
     Biannual immigration updates, cultural activities, announcements
   - Visit the OISS Facebook page: facebook.com/groups/riceoiss
   - Subscribe to the OISS Events Calendar: oiss.rice.edu/events
     Information about OISS events, office closures, etc. You can subscribe, or add individual events to your calendar
   - Read the OISS blog: oiss.blogs.rice.edu
   - Learn about some practical aspects of living in the U.S.: oiss.rice.edu/practicalresources

5. ESTHER (esther.rice.edu) – Rice’s account system for students, scholars, staff, faculty
   - Update your local Houston address and emergency contact information within two days
   - Update U.S. address (required within 10 days of address change): 1) Log in, 2) Click “Update Addresses and Phones, 3) Update “Mailing Address” section
     * Visa holders other than F-1 or J-1 must also submit an AR-11 form (uscis.gov/ar-11)
   - Course registration for students
   - See “holds” on your account (students only)
   - Personnel profile: Pay stubs, tax forms, retirement earnings

6. Learn More
   - Rice Parking and Shuttle Bus: parktrans.rice.edu
   - Rice Health Services (students only): health.rice.edu regarding Health Data Form and meningitis vaccination requirement for students under 22 years
   - Housing: oiss.rice.edu/housing
   - Recreation Center (graduate students and scholars need to sign up for membership): rice.edu/recreation
   - Phone and voicemail set-up: it-dev.rice.edu/telephone
   - Houston Metro Rail and Bus: ridemetro.org
   - Faculty Club (scholars only): club.rice.edu