

## 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](http://oiss.rice.edu/orientation)
- Health insurance requirement for F and J students ([oiss.rice.edu/studenthealth](http://oiss.rice.edu/studenthealth)) and J scholars ([oiss.rice.edu/scholarhealthinsurance](http://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

*Memorial Hermann Professional Building, 26<sup>th</sup> 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](http://people.rice.edu/benefits-rewards))
- Process I-9 form

#### 4. Payroll – Anyone paid by Rice (Required to receive payment)

*Memorial Hermann Professional Building, 26<sup>th</sup> floor; 10:00am – 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, 1<sup>st</sup> 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, [txdps.state.tx.us](http://txdps.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](http://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](http://oiss.rice.edu/forms)); students must secure employment authorization and obtain OISS letter of support

## **DO ONLINE**

1. **I-94** – [cbp.gov/i94](http://cbp.gov/i94) to print your Arrival/Departure Record from U.S. Customs and Border Protection
2. **Net ID** – [mynetid.rice.edu](http://mynetid.rice.edu) for policy and application form
3. **Rice email** – [mynetid.rice.edu](http://mynetid.rice.edu) or visit Mudd Building
4. **Connect with OISS**
  - ❑ Subscribe to OISS-Announce Listserv: [mailman.rice.edu/mailman/listinfo/oiss-announce](http://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](http://mailman.rice.edu/mailman/listinfo/oiss-market) (optional)  
Buy and sell items
  - ❑ Read the OISS newsletter: [oiss.rice.edu/news](http://oiss.rice.edu/news)  
Biannual immigration updates, cultural activities, announcements
  - ❑ Visit the OISS Facebook page: [facebook.com/groups/riceoiss](https://facebook.com/groups/riceoiss)
  - ❑ Subscribe to the OISS Events Calendar: [oiss.rice.edu/events](http://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](http://oiss.blogs.rice.edu)
  - ❑ Learn about some practical aspects of living in the U.S.: [oiss.rice.edu/practicalresources](http://oiss.rice.edu/practicalresources)
5. **ESTHER** ([esther.rice.edu](http://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](http://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](http://parktrans.rice.edu)
  - ❑ Rice Health Services (students only): [health.rice.edu](http://health.rice.edu) regarding Health Data Form and meningitis vaccination requirement for students under 22 years
  - ❑ Housing: [oiss.rice.edu/housing](http://oiss.rice.edu/housing)
  - ❑ Recreation Center (graduate students and scholars need to sign up for membership): [rice.edu/recreation](http://rice.edu/recreation)
  - ❑ Phone and voicemail set-up: [it-dev.rice.edu/telephone](http://it-dev.rice.edu/telephone)
  - ❑ Houston Metro Rail and Bus: [ridemetro.org](http://ridemetro.org)
  - ❑ Faculty Club (scholars only): [club.rice.edu](http://club.rice.edu)