

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, 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)
- ❑ 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