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
   Memorial Hermann Professional Building, 26th 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)
   Memorial Hermann Professional Building, 26th 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, 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](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](http://oiss.rice.edu/forms) 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](http://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)