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, 26th floor; 9:00am – 4:00pm (ext. 2514)
   - **Must visit within 2 business days of arrival 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.aspx](http://people.rice.edu/benefits.aspx))
   - 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 within 2 business days of arrival and bring original documents**
   - Complete I-9 form (students only)
   - Complete tax information forms (To receive minimum taxation MUST visit Payroll first!)
   - 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, letter from OISS needed for J scholars; other 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)