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/gateway.aspx?id=198
   - Health insurance requirement for F and J students (oiss.rice.edu/gateway.aspx?id=208) and J scholars (http://oiss.rice.edu/gateway.aspx?id=228)

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)
   - Process I-9 form

4. Payroll – Anyone paid by Rice
   - 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
   - Sign up for direct deposit

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; other banks may require a letter from OISS
   - 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/content.aspx?id=130)
   - Social Security Number (SSN): Must have offer of employment and be in U.S. for over 10 business days (oiss.rice.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=404); 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** – apply.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, free tickets, workshops, 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/content.aspx?id=78
     - Biannual immigration updates, cultural activities, announcements
   - Visit the OISS Facebook page: facebook.com/groups/riceoiss
   - Read the OISS blog: oissblogs.rice.edu
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: park-trans.rice.edu/campus.cfm
   - Rice Health Services (students only): health.rice.edu regarding Health Data Form and meningitis vaccination requirement for students under 30 years
   - Housing: oiss.rice.edu/content.aspx?id=128
   - Recreation Center (graduate students and scholars need to sign up for membership): rice.edu/recreation
   - Phone and voicemail set-up: it.rice.edu/telephone.aspx
   - Houston Metro Rail and Bus: ridemetro.org/schedulesmaps
   - Faculty Club (scholars only): club.rice.edu