Office of the Registrar
Undergraduate International Visiting Student Research Experience

Begin

Department identifies research opportunity and solicits applications

Student applies for program through academic department

Academic dept. contacts OISS for pre-approval process

Is student approved or denied to move forward?

Approved

OTR Program Coordinator creates student record in Banner and registers student for appropriate course as indicated by OISS for terms for which registration is open. OTR Program Coordinator leaves student record active through dates that OISS has approved and inactivates record for proceeding semester

Will student be attending in future semesters for which registration is open yet?

A

No

Studies granted normal Visiting Student privileges for that semester

Student completes lab/research work

Instructor issues grade for course after each closing part of term (7 week intervals)

Grades earned noted on transcript for each course completed

B

Student and instructor submit Special Registration Form when registration opens for that term

OTR Program Coordinator or front desk staff register student for course

Denied

OISS notifies academic department of approval to move forward with the Visiting UG; departments notify OTR of course sections that need to be created if none exist yet

OISS sends Visiting Undergraduate paperwork (application, dean of students form, and vaccine proof) to OTR Program Coordinator by the Add deadline

Student pays $100 application fee through otrefees.rice.edu

End

A: Students in this program are only eligible to register for the research course. All registration done by OTR Program Coordinator.

B: At the end of the Add period of the part of term registered for, OTR Program Coordinator will send list of students and course(s) registered for to OISS for confirmation.

**OISS precertification process:**
1. Departments choose Visiting J-1 Student via OISS form, provided that student meets these requirements:
    a) is an undergraduate enrolled abroad (student submits official transcript).
    b) Provides school letter showing in good standing and approval to participate in this experiential learning.
    c) Meets one of the approved English proficiency conditions.
    d) Meets minimum funding support of $2000/month.
    e) Enrolls in the appropriate Rice departmental experiential learning course set by dean's office, or academic department, with appropriate section from faculty sponsor.
    f) Complete OTR Visiting Student packet has been received.

**Visiting Student Registration process with OTR:**
1) Complete OTR Application form
2) Current transcript/Dean's letter of good standing
3) Indicate course to be registered
4) Pay $100 OTR application fee
5) Provide proof of meningitis vaccination
6) Pay institutional fees of ($TBD)
# 2015 - 2016 Visiting Student Researcher Application

## Applicant Information

### Previous Attendance
Have you previously attended Rice University? □ Yes  □ No

### Demographic Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
</tr>
<tr>
<td>Permanent Address:</td>
<td>Birth:</td>
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<tr>
<td>City:</td>
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<td>State:</td>
<td>Postal Code:</td>
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<td>Country:</td>
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<tr>
<td>Home Phone:</td>
<td>Cell Phone:</td>
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<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Social Security Number:</td>
<td>Place of Birth:</td>
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<tr>
<td>(City, State, County)</td>
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<tr>
<td>Are you a US Citizen? □ Yes  □ No</td>
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</tbody>
</table>

If not a U.S. citizen, what is your visa type and status?

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#### Emergency Contact

Emergency Contact Name:

<table>
<thead>
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<th>Name:</th>
<th>City:</th>
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<tr>
<td>Last Name</td>
<td>First Name</td>
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<tr>
<td>State:</td>
<td>Postal Code:</td>
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<td>Country:</td>
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<tr>
<td>Day Phone:</td>
<td>Evening Phone:</td>
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<tr>
<td>Relationship:</td>
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#### Race/Ethnicity

Are you Hispanic/Latino?  □ Yes, Hispanic or Latino (including Spain)  □ No

Regardless of your answer to the previous question, select one or more of the following ethnicities that best describe you.

□ American Indian or Alaska Native (including all Original Peoples of the Americas

□ Are you enrolled? □ Yes  □ No

If Yes, please list Tribal Enrollment Number:

□ Asian (including Indian subcontinent and Philippines)  □ Native Hawaiian or Other Pacific Islander (Original Peoples)

□ Black or African American (including Africa and Caribbean)  □ White (including Middle Eastern)

Please describe your background:

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## Department Information

List the information about the department in which you will be doing research.

<table>
<thead>
<tr>
<th>Department</th>
<th>Faculty Sponsor</th>
<th>Begin Date</th>
<th>End Date</th>
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E-mail registrar@rice.edu I Office 713-348-4999 I Fax 713-348-5921 I Office of the Registrar-MS 57
6100 Main St. I Houston, TX 77005 I registrar.rice.edu
PREVIOUS COLLEGE AND UNIVERSITIES ATTENDED

List below in chronological order, beginning with the most recent, all colleges and universities you have attended.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates of Attendance</th>
<th>Major</th>
<th>Degree (if any)</th>
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</table>

Required School Documents: Visiting students must submit official transcripts from all colleges and universities attended and the Dean of Students Recommendation form.

Once admitted, students with a disability requiring accommodations may contact the Disability Support Services at 713-348-5841 at least two weeks prior to the first day of class.

Have you applied to study at Rice University? □ Yes □ No

If yes, what department?

WHY RICE?

In the space below, briefly explain why you would like to attend Rice as a visiting student.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
APPLICATION FEE AND TUITION DEPOSIT PAYMENT

Applicants are required to submit a $100 application fee. Application fees must be paid online at OTRfees.rice.edu, and are non-refundable. Please be sure to submit a copy of your payment receipt when you submit your application.

Tuition will be charged to your account upon official registration if you are registering for coursework that assesses tuition. The balance of your tuition can be paid online at esther.rice.edu or in person at the Rice University Cashier’s Office. Tuition is due immediately following completion of official registration.

MENINGITIS VACCINATION INFORMATION

To comply with Texas State law, effective January 1, 2014, Rice University requires all students under the age of 22 (as of the first day of classes) to be vaccinated against bacterial meningitis or to sign an affidavit declining vaccination.

SIGNATURE

I have read and understand the refund policy, withdrawal schedule and application process as stated on the Office of the Registrar’s website and on the academic calendar. Withdrawal requests must be received in writing. Application and late fees are nonrefundable.

I also understand that late and/or incomplete applications will not be accepted, and that all application materials (including, application, transcript(s), Dean of Students recommendation form, application fee, and vaccination record, if applicable) must be received in the Office of the Registrar by the deadline to be considered complete.

I certify that the information provided on this application is accurate and complete and acknowledge that any omission or inaccurate information could jeopardize my standing with the university.

I further certify that I will, if admitted, abide by and support the Honor System at Rice University. I understand that admission to Rice as a visiting student does not constitute admission to Rice University as an undergraduate, post-baccalaureate or graduate student.

Student Signature: ___________________________ Date: ______________

SURVEY AND SUBMISSION

How did you learn about the Rice University Visiting Student Researcher Program?

☐ Rice Website
☐ E-mail
☐ Thresher ad
☐ Radio
☐ Other: ________________________________

Submit completed application, transcript(s), Dean of Students recommendation form, and copy of OTRfees.rice.edu payment of application fee to:

Rice University
Office of the Registrar, MS-57
6100 Main Street
Houston, TX 77005

It is the policy of Rice University to attract qualified individuals of diverse backgrounds to its faculty, staff and student body. Accordingly, Rice University does not discriminate in employment against any individual on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability or veteran status.

FOR OFFICE USE ONLY

OTR Recommends: ☐ Accept ☐ Deny
Final Decision: ☐ Accept ☐ Deny

Comments: __________________________________________
Signature: __________________________________________
Date: __________________________

Comments: __________________________________________
Signature: __________________________________________
Date: __________________________
**Request to Add/Change/Inactivate a Course**

This form is to add, change or remove a course from the course catalog. To add a section of a course for registration, please contact John Martinez (x8052) or Debra Roberts (x8041). For any questions regarding this form, please contact Debra Roberts (x8041) or email registrar@rice.edu.

### ACTION REQUESTED

Check the box for the type of request.
- [x] Add Course
- [ ] New
- [ ] Reactivate
- [ ] Change Course
- [ ] Inactivate Course

### COURSE INFORMATION

If adding a course, complete all information; if changing or reactivating a course, print and handwrite all changes in red. Please be sure to indicate the semester and the year that the new course or change is to be in effect.

- **Long Title:** VISITING RESEARCH
- **Short Title:** VISITING RESEARCH
- **Effective Term:** [x] Fall  [ ] Spring  [ ] Summer
- **Repeatable for Credit:** [ ] No  [x] Yes
- **Repetetion (#):** 99
- **Effective Year:** 2016
- **Will course be taught on Rice campus:** [ ] No  [x] Yes
- **Registration Permission Required:** [ ] No  [ ] Instructor  [ ] Department
- **Course Subject Code:** PHYS
- **Course Number:** 7
- **Department:** PHYS
- **Grade Mode:** [ ] Standard  [x] Satisfactory/Unsatisfactory
- **Credit Hours:** [ ] Fixed 0  [ ] Variable ___ to ___
- **Language of Instruction:**
- **Description:**
  
  Research conducted by visiting student scholars.

### ASSOCIATED COURSES

<table>
<thead>
<tr>
<th>Course Subject and Number</th>
<th>Add</th>
<th>Delete</th>
<th>Pre-Requisite</th>
<th>Co-Requisite</th>
<th>Recommended</th>
<th>Cross-List</th>
<th>Equivalent</th>
<th>GR/UG Equivalent</th>
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### COURSE APPROVALS

- **Department Chair Signature**
- **Department Chair Printed Name**
- **Date**
- **Department Chair Signature (cross-listed course)**
- **Department Chair Printed Name (cross-listed course)**
- **Date**
- **School Dean Signature**
- **School Dean Printed Name**
- **Date**

When completed, please return the original to the Office of the Registrar, MS 57, 116 Allen Center.

Last revised 6/3/2015