OISS Department Training 2014
Inviting F Students & J Scholars

November 13, 2014
Farnsworth Pavilion
Agenda

- Introductions / General Overview/ OISS staff point persons
- OISS Statistics to Date
- Admitting Graduate Students
- Inviting International Scholars
  - J scholars
  - Foreign Faculty
  - H1-B scholars
  - One-time Visitors
- OISS Programs
- Spring Training Dates
- Advisor Breakouts (optional)
General Overview

General Contact Information
Lovett Hall Entrance A  -  713.348.6095  -  http://oiss.rice.edu

OISS Services:
- Immigration and visa advising for Rice non-immigrant students and scholars including requirements for working in the U.S.
- Documentation for I-20s (F students) & DS-2019s (J students & scholars)
- Compliance with the Department of Homeland Security, Department of State via the SEVIS system
- Logistical and Cultural Adjustment
  - Including transitioning to life in Houston (DPS, Banking, Social Security, etc.)
  - Cultural events (throughout the year and during vacation breaks)
- Training and workshops for internationals
- Support departments with international delegations and special visitors, as requested http://oiss.rice.edu/gateway.aspx?id=234
- Services to support campus internationalization priorities
Introductions & Roles

OISS Key Contacts

http://oiss.rice.edu/gateway.aspx?id=1168

Advising Team:

- **Adria Baker, Ed.D**: Oversight; Back-up for all functions
- **Sandra Bloem-Curtis**: Compliance; Systems Management; Quality Control
- **Jenny Brydon**: J scholars; Undergraduates
- **Ben Colston**: Graduates; Exchange students; Non-J scholars
- **Matt Stein**: Part-time; all above; special groups
Other OISS specializations:

- **Andy Meretoja**: International Education Week; receive and pick admissions and scholar packets
- **Agnes Vajtai**: J insurance compliance; admissions processing; J Student Intern evaluations; oiss@rice.edu; Summer International College, Winter Events
- **Elmira Ganiyeva**: International delegations & special visitors; student insurance questions; compliance
- **Aki Shimada**: One-time visitors; J scholar entry/extension dates
Total International Population at Rice
Total population = 3008

- Graduate Students = 1037 (35%)
- Undergrad Students = 462 (15%)
- Exchange & Visiting Students = 109 (4%)
- Research Scholars/Faculty = 736 (24%)
- Practical Training = 312 (10%)
- Dependents* = 352 (12%)

OISS provided services for over 3000 internationals in 2014.
Rice’s international community represents 89 countries/regions.
Graduate vs. Undergraduate International Student Enrollment (1999-2014)
International Population Regional Composition Changes (2004-2014) and Fall 2014 Snapshot

- Oceania: 1%
- Africa: 1%
- Middle East: 3%
- America: 10%
- Europe: 8%
- Asia: 77%
International Research Scholar/Faculty Population Growth at Rice (1994-2013)
Forms & Handouts

http://oiss.rice.edu/forms

Forms/Handouts

ADMISSIONS AND NEW SCHOLARS
Undergraduate - International Financial Declaration Form
* Fall only Undergraduate Exchange Student - International Financial Declaration Form
* Spring only Undergraduate Exchange Student - International Financial Declaration Form
Graduate Student (general) - International Financial Declaration Form
* Graduate Music Student - International Financial Declaration Form
* Graduate Architecture Student - International Financial Declaration Form
* Professional Masters Students in Natural Science - International Financial Declaration Form
* Professional Masters Students in Engineering - International Financial Declaration Form
* MBA Student - International Financial Declaration Form
Foreign Student Transfer Release Form (transfers from a U.S. institution)
DS-2019 Request Form
Special Regulations for J-1 Exchange Visitors
Addendum A
Addendum B
DS-7002
J Student Intern Evaluation Form
SEVIS Fee Handout for F-1 Students
SEVIS Fee Handout for J-1 Exchange Visitors
Special Considerations for Canadian Citizens
Brazil@Rice Initial Assessment

NEW ARRIVALS
Housing Resources
Opening a U.S. Bank Account Handout
Honor Code for Int'l Students
English Language Resources
Resources on the Responsible Conduct of Research (RCR)

CURRENT STUDENTS and SCHOLARS
Requesting Letters of Support
Program Extension Request Form
Reduced Course Load Authorization Form
Health Insurance Tips
Maintaining your address in ESTHER
ITIN Application Process

EMPLOYMENT
Social Security (SSN): Regulations for Students and Map to Social Security Office
On-Campus Employment Verification Form - for student SSN requests
RA/TA Graduate Employment Verification Form - for graduate student SSN requests
Checklists & Flowcharts

http://oiss.rice.edu/content.aspx?id=104

Admissions/New Scholars
- Checklist – Required Documents for I-20/DS-2019
- Checklist – Working with International Visitors & Penalties for Non-Compliance
- Flowchart – International Students Admissions
- Flowchart – Incoming International Scholars
- Flowchart – Visiting International Research “Students”
- Flowchart – J-1 Special Considerations/Regulations

New Arrivals
- Checklist – Newly-Arrived International Students & Scholars
- Flowchart – Student Health Insurance Enrollment Process

Part-time Approval
- Flowchart – Undergraduate Part-time Approval
- Flowchart – Graduate Part-time Approval
- Reduced Courseload Authorization Form
Preparing for graduate international admissions:

- **Download forms** from OISS website under:
  - Admissions for International Students: [http://oiss.rice.edu/student](http://oiss.rice.edu/student)
  - OR Forms & Handouts: [http://oiss.rice.edu/forms](http://oiss.rice.edu/forms)

- **Admission packet** including admissions letter, passport ID page, Financial Declaration Form, funding proof (if student is in the U.S., may need Foreign Student Transfer Form). Incomplete packets will cause delay in processing.

- Be sure to submit necessary **documentation to GPS**. Record must be first approved and uploaded to Banner. Only then can OISS bridge the student record to visa managing system.

- Specify who to call for pick-up to **FedEx** immigration packet (include extension and email address).
Preparing for undergraduate international admissions:

- **Download forms** from OISS website under:
  - Admissions for International Students: [http://oiss.rice.edu/student](http://oiss.rice.edu/student)
  - OR Forms & Handouts: [http://oiss.rice.edu/forms](http://oiss.rice.edu/forms)
- **Admission packet** (see next slide)
- Record must be first approved by Admissions and uploaded by EMOC to Banner. Only then can OISS bridge the student record to visa managing system.
- **iPREP required**
  - One-time fee for all incoming freshmen non-immigrants to pay for room and board
Required Documents for New International Students
(For F-1/J-1 Student Visas)

Name of International Student ___________________________ Dept. ___________

(Last name, First name)

☐ Copy of passport ID page
☐ Financial Declaration Form, fully completed
☐ Proof of funding (e.g. bank statement, scholarship, financial sponsor letter of support)
☐ Offer letter from Rice
☐ Acceptance response with mailing address
☐ Proof of English Language Proficiency (TOEFL score or Degree from English speaking institution or Language Justification Letter from Dept. Chair)
☐ Confirmation that student record has been created in Banner
☐ (if applicable) Transfer Report Form for International Students transferring from another US institution
☐ (if applicable) Copies of student’s dependents’ passport ID page, US visas, immigration documents, proof of extra funding and proof of relationship (marriage certificate or birth certificate), if student’s dependents will be accompanying student.

Packet is to be mailed by:
☐ Regular mail (Sent by OISS)
☐ FedEx (packet must be picked up from OISS to be mailed by dept.)

OISS needs all the above documents before the student’s SEVIS I-20/DS-2019 can be issued. Missing any of these documents will indefinitely delay the visa process.

I have verified that the enclosed packet is complete and I may be contacted for any additional information.

Name: ___________________________ Phone: x ___________ Email: ___________________________ @rice.edu Date: ___________
Required Documents

Copy of Passport ID Page

- Need student’s name EXACTLY as it is printed on the passport
- Other information collected: date of birth, country of birth, citizenship and residency, and gender
- Passport must be valid for at least 6 months into the future
Required Documents

**Proof of Funding**

- Bank statements (from student or sponsor) Scholarship letter or proof
- **Letter of support** (if needed) from financial sponsor must be signed and clearly state relationship to student (e.g. mother/father/uncle/friend)
- **Not accepted**: stocks, bonds, property, income statements—must be liquid assets
Required Documents

Financial Declaration Form

- Lists funding amounts and also breakdown of how student plans to fund his/her education at Rice
- Has student ever been in the U.S. before under another visa or a student visa? Perhaps student needs J visa vs. F visa
- Is student still in the U.S.? If so, we need to transfer his/her SEVIS record from current institution to Rice
- Student must **SIGN** the first page
- If bringing dependents, student must provide passports, marriage and/or birth certificates in English, and proof of extra funding ($4000 per dependent)
- Foreign/Permanent address MUST be filled in on 2\textsuperscript{nd} page of form
Offer Letter from Rice

Offer letter must state:

- Stipend amount and for how many months per year (9 months vs. 12 months)

- English language follow-up, if required and who will pay for it (student or department)

Acceptance Response with Mailing address

- Ensure student has accepted and is coming to Rice

Confirmation that Student record has been created in Banner

- OISS can’t process immigration documents until students’ records are in Banner
Proof of English Language Proficiency

One of the following documents must be submitted:

- TOEFL Score (90 or above) or IELTS Score (7 or above) printed out OR
- Proof of a degree from an institution in a country where the Official language is English (e.g. Canada, New Zealand, Australia, the UK etc.) OR
- Language Justification letter (explaining why we are admitting student w/o TOEFL/IELTS minimum score) signed by department chair submitted to OISS with admissions packet
- Students who do not meet the minimum TOEFL/IELTS score must take UNIV 601/602
Required Documents (if applicable)

Transfer Release Form

- Needed if student is currently attending school in the U.S. and will transfer to Rice
- Student’s current school needs to fill out TRF and send back to OISS so student’s SEVIS record can be released to Rice
  - Please work with OISS on timeline for I-20 issuance and mailing
- Do you want to have the transfer student start working in the lab over the summer? If so, they need work authorization (OPT) or early matriculation.

Dependents’ Documents

- Required if student plans to bring dependents on F-2 visa
- Passport ID page, any U.S. visas, immigration documents, proof of extra funding, proof of relationship (i.e. marriage certificate or birth certificate)
All International Students

Special considerations:

- All F-1 or J-1 student must have health insurance:
  - Rice’s student plan (Aetna), OR
  - Approved alternate plan (SAS)

- All students under 22 years of age must have meningitis immunization to live on campus, including RGA and RVA, or to take classes on campus.
Timelines for Processing Immigration Documents

- Typical turnaround time for complete packets received in OISS is **five business days** from the day it is in Banner pending no SEVIS technical problems.

- Incomplete packets will take longer, as immigration documents cannot be processed without appropriate supporting documentation.

- Rush processing may be done in special cases only, pending SEVIS is up and running.
Common Causes for Delays

- Packet is missing information (passport, financial declaration form, etc.)
- Not enough funding (in the form of bank statements, scholarships and liquid assets. Income statements, stocks and bonds will **NOT** be accepted.)
  - Letters of support from financial sponsors (parents, relatives, etc.)
  - For Graduates: CSC scholarship always gives a range but we must take the lowest amount; please ask CSC to put an exact amount if possible
  - **Note**: funding for F-2 dependents is different than J-2 dependents
  - $2000 extra for summer funding is needed if student is getting stipend for 12 months (vs. 9 months)
- Dependent information is incomplete
  - marriage certificate in English for spouse
  - birth certificate in English for child
- Proof of English proficiency is not provided
Re-Admits and Students returning from Leave of Absence

- Re-admitted students need to have the same documents as an initial admissions packet (offer letter, passport, financial declaration form, funding, etc.) from the department.

- The offer letter must be a new, updated offer letter and not the same one from initial admission.

- Re-admitted students or students returning from Leave of Absence are not required to attend international orientation.
J Scholars

Types of J Scholars:

- **Short-term scholars**: six months or less
- **Student intern**: one year or less, for researchers who are currently enrolled at home institution as an undergraduate student. Requires additional documentation.
- **Research Scholar/Professor**: five years or less, non-tenured positions
- **Specialist**: one year or less, for non-research positions requiring specialized skills

*Bars & restrictions can apply, so we need to choose carefully*
Getting the DS-2019

- Copy of the passport ID page
  - For dependents, we also need this and proof of marriage/birth certificate
- Completed DS-2019 Request Form
- We will call the name at the bottom for pick-up
  - Make sure to save the webpage as a favorite, not the form
- PAF
- Financial support proof
  - If not by department, letter with actual amount or bank statement with sponsor letter
  - $2000/month; $405/month for spouse; $150/month for each child
- Offer letter from the Dean’s Office + 2 copies
  - Needs to include information about Rice funding, dates of offer
- CV
- **(NEW)** J-1 Statement of Understanding (needed for DS-2019 creation starting January 1, 2015)
Common Causes for Delays

- Packet is missing information
- NEW! Not receiving J-1 Statement of Understanding
- Not enough funding
- Dependent information is incomplete
- Dean’s letter doesn’t match the PAF information
- Inconsistencies on documentation (e.g. DS-2019 Request Form and CV)
- Verification of future intent
- The start date is not realistic (Packets from departments should arrive 3 months before scholar’s start date)
- The wrong visa is initially pursued
Scholars are required to attend a one-hour Immigration Check-in upon arrival. OISS offers Scholar Immigration Check-ins M-F at 2:00 p.m. (Additional 10:00 a.m. check-ins available in January, June, July & August) Please call 713.348.6095 to schedule a Scholar Check-in.

J-1 Scholars must submit required insurance verification upon arrival

- Renewals
- Requirements are increasing
- Possible termination if failure to comply
- Updated website and PowerPoint

12 mo. And 24 mo. Bars
- Bars on repeat participation
- [http://www.yale.edu/oiss/immigration/common/j1scholars/bar.html](http://www.yale.edu/oiss/immigration/common/j1scholars/bar.html)

212e 2-Year Home Residency Requirement
- Based on funding and Skills list
- [http://travel.state.gov/visa/temp/types/types_1267.html#twoyear](http://travel.state.gov/visa/temp/types/types_1267.html#twoyear)
Scholars are required to complete an evaluation of their experience at Rice.

If the scholar will be at a site other than Rice, and that site is a medical facility, please verify that the scholar will have no patient care/patient contact (On DS-2019 form).

All J scholars and students are REQUIRED to attend cultural programming.

J Dependents
- Must have insurance
- Costs to bring dependents are $405/mo. Spouse, $150/mo. for child
Required Documentation for J-1 Undergraduate Student Intern Category

- General J-1 Visa Requirements: Copy of Passport ID page; Dean’s Offer Letter (two copies and one original); Proof of financial support of at least $2000 per month, if not provided by Rice University (e.g. letter from organization providing support, bank statement, etc.); CV; Copy of the PA form, J-1 Statement of Understanding
- DS-2019 Request Form (fully completed)
- NEW DS-7002 (fully completed & signed – pages 1 and 2)
- Addendum A – completed by Student Intern
- Addendum B – completed by Academic Department intern supervisor
- Verification of student's English language ability

**NOTE:** If student indicates he/she has not taken a recognized English language test, the student’s English language ability must be verified through a sponsor-conducted interview accompanied by signed documentation from that sponsor attesting that the intern has English language skills sufficient to function on a day-to-day basis in the internship environment

- Proof of good academic standing in home institution.
- Proof of home institution advisor approval
Evaluations
- J intern lasting longer than 6 months: mid-point evaluation and program ending evaluation
- J intern lasting less than 6 months: program ending evaluation
- Please go to OISS website for a suggested evaluation form: http://oiss.rice.edu/WorkArea/linkit.aspx
- PI’s are required to fill out an evaluation – a requirement to maintain the J program.

7002 Form Helpful Hints
- Jenny has a step-by-step guide
- Rice’s EIN is 74-1109620
- We do have a Worker’s Comp policy, but it is through Travelers (see http://riskmanagement.rice.edu/workerscomp.cfm)
- FTE is 3,100 benefits-eligible
- Revenue – 25 Million or More
Scholars: What worked this last year/what needs tweaking for 2015?

- Rush J (EV-Exchange Visitor) visa paperwork
- Amending for delayed entry for a J EV
- Transferring scholars from another school
- Funding the $2000 minimum for a J EV
- Visa delay issues
- Discussion
Upcoming Changes

- New J-1 Regulations Coming January 5th
  - Health Insurance minimum coverage requirements are increasing
  - Standardized English proficiency requirements
  - Required cultural component
  - Email addresses to Department of State for all J-1s and J-2s

- On-line visitor system for externally funded scholars to go online in Spring 2015...
NEW FAQs for “Hiring a Foreign National as a Rice Faculty Member” have been developed [http://oiss.rice.edu/h1b](http://oiss.rice.edu/h1b) (see IX.5)

Feel free to send more questions and we will continue to update FAQs.
**H1-B Visas**

- Granted for 3 years at a time, for a maximum of 6 years
- Processing time generally takes 6-7 months.
- Estimated cost: $3000-4000

Follow process on H-1B/PERM Manual at: [http://oiss.rice.edu/content.aspx?id=258](http://oiss.rice.edu/content.aspx?id=258)

For **Postdocs**, first contact: OISS

For **Faculty** and **Staff**, first contact: HR
H-1B Visas for Postdocs

- Rice Legal Fund maybe available to pay fees and expenses for postdocs needing an H-1B visa to start or continue their appointment.
  - Covers legal and processing fees, including dependents.
  - Does not include premium processing.
  - Appointment must be for at least one year beyond current employment authorization.

- Rice Department should contact OISS to determine if scholar is eligible for H1-B.

- Complete request form to Initiate/Extend H-1B and Export Control Form.
Inviting One-Time Visitors

Procedures for inviting one-time visitors

http://oiss.rice.edu/gateway.aspx?id=790

OISS must be contacted prior to visitor's arrival when department will pay an honorarium.

We need the following information from the department to start processing:

- Visitor's name & email address
- Offer letter or invitation letter/email
- Please contact Aki Shimada at as115@rice.edu
OISS Programs

- August: Graduate Orientation and iPREP (Undergraduate Orientation)
- Fall: FISS, International Education Week, Midterm Break NASA Trip, Advanced Immigration Workshops, F-1 Work Authorization Workshops
- Winter Break: Winter Events
- Spring: Tax Workshop, F-1 Work Authorization Workshops
- English and Culture Classes
- Summer: Summer Events
- Information about upcoming events? [http://oiss.rice.edu/events](http://oiss.rice.edu/events), OIIS-Announce, Facebook, OIIS Website
February Breakout Sessions

- **F-1 Sessions:**
  - Monday, February 9th, 9:00 a.m.
  - Thursday, February 12th at 3:00 p.m.

- **J-1 Sessions:**
  - Monday, February 9th, 3:00 p.m.
  - Thursday, February 12th, 9:00 a.m.

- **One-Time Visitors:**
  - Tuesday, February 10th, 3:00 p.m.

- **H-1B Sessions:**
  - Tuesday, February 10th, 3:00 p.m.
  - Wednesday, February 11th, 10:00 a.m.

**All Sessions will take place in Lovett Hall, Entrance A, 3rd Floor**

Agenda will include:
- 2014 OISS Admission Process
- Student/Scholar Updates
One-on-One Training (optional)

Discussion and Time for Questions