Instructions for Making an Appointment for a J-1 Visa English Proficiency Interview

1) Log on to the CWOVVC’s scheduling system.
   a. Visit cwovc.rice.edu
   b. Click “Schedule an Appointment”
2) The first time you visit the scheduling system, you must register.
3) Once you have registered, every time you log in you will want to choose the schedule titled J-1 Visa Interviews + the current semester. (Ex: “J-1 Visa Interviews – Fall 2015”)
4) Now you should be at the calendar for interviews for the current semester. Click on the day and time that your J-1 candidate is available. In the example below, you will Monday at 9:00 a.m. circled.
5) Clicking a time slot will open a window where you can enter the required information about the J-1 applicant.
   a. Your name should auto-fill in the field labeled “Client.”
   b. Before filling out this form, you must have the Skype account name of the J-1 applicant, or we will not be able to call this person at the appointed time.
   c. The name of the person at the top of this box (in this case, “Jessica Davenport”) is the name of the person who will be conducting the interview, in case you want to let the J-1 applicant know this information. However, it is not critical for them to have this information before the interview, and it is possible it might change.
6) After the interview is successfully scheduled, the selected time will appear green. You also will receive an email confirmation. If neither of these actions occurs, please try again to schedule your desired time. If you are still having difficulty scheduling an interview, please contact Shar’-Lin Anderson at x.4932.
   a. You will receive a reminder email two days before the interview. You can either delete that message or forward it to the J-1 applicant.

NB: This service is being provided to the Rice community on behalf of OISS by the CWOVC. Departments will be charged $30 per interview, and an invoice will be sent to departments three times per year.

**If you encounter any problems when scheduling an English proficiency interview for a J-1 visa applicant, please contact Shar’-Lin Anderson at x.4932.**