Academic Department advises Visiting International Undergraduate Researcher about the process and required documents.

International Undergraduate Researcher, through the Office of the Registrar’s Website, fills out the Rice Visiting Student Application and pays the Visiting Student Application Fee.

Dean’s office creates Offer Letter and sends it to Academic Department.

International Undergraduate Researcher submits the required documents to the Academic Department.

Requests and uploads into RiceBox Offer Letter from Dean; 3) Instructs OTR to register student in a 0-credit research course.*

Office of the Registrar (OTR) reviews uploaded documents and application materials.

OISS reviews uploaded documents.

Academic Department picks up packet from OISS, sends it to Visiting International Undergraduate Researcher and schedules Check-in appointment with OISS.

Visiting International Undergraduate Researcher checks in at OISS upon arrival in the USA.

OTR uploads Visiting International Undergraduate Researcher’s file into the Banner System.

After student’s information is uploaded into Banner, OISS reviews documents, issues the immigration documents for J1 visas and prepares packet for the Visiting International Undergraduate Researcher. For F1 visas please see question 9.

Application material and docs

Application material and docs

Academic Department sends an EPAF to Payroll, prior to starting the program.

Visiting International Undergraduate Researcher goes to Payroll and fills out an I-9.

Note: * Students cannot directly add documents into Ricebox.

Upon Completion of program / course, Academic Department must send OISS the completed Evaluation Form for compliance purposes.

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