Bringing a J-1 Visiting International Undergraduate Researcher Flow Chart
Rev. 03/20/2017

The entire process needs to be completed at least **90 days prior to the visitor’s arrival.**

- **Academic Department advises student to fill out the Rice Visiting Research Student Application and pay the Application Fee**
- **Academic Department uploads required documents into RiceBox. (see list of required documents below)**
  
  Note: Student cannot directly add documents into RiceBox.

- **OISS and Office of the Registrar (OTR) review uploaded documents and application materials**

- If approved, OTR uploads student into the Banner system

- **24 hours after student is uploaded into Banner, OISS is able to access the student’s record in their visa management system**

- **OISS approves and prepares the immigration documents for the J-1 Visiting International Undergraduate Researcher**

- **Academic Department picks up packet from OISS and sends to Visiting Int’l Undergraduate Researcher**

- **If not approved, OISS follows up with the academic department**

- **Academic Department instructs OTR to register student in a 0-credit research course**

- **Visiting UG Research Student Checks in at OISS upon arrival in the USA (Academic Department schedules check-in)**

- **If Visiting UG Research Student is paid by Rice, scholar should go to Payroll and Academic Department should fill out an EPAF/SPAF prior to starting the appointment**

- **Upon completion of program/course, academic department must send OISS a completed evaluation form for compliance purposes**