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

1. **Academic Department advises Visiting International Undergraduate Researcher to fill out the Rice Visiting Research Student Application and pay the Visiting Student Application Fee.**
2. **Academic Department uploads required documents into RiceBox. (See list of required documents below)**
   - Note: Student cannot directly add documents into RiceBox.
3. **OISS and Office of the Registrar (OTR) review uploaded documents and application materials.**
4. **If approved, OTR uploads Visiting International Undergraduate Researcher’s file into the Banner system.**
5. **OISS is able to access the student’s record in their visa management system 24 hours after student’s information is uploaded into Banner.**
6. **OISS approves and prepares the immigration documents for the Visiting International Undergraduate Researcher in approximately 1 week.**
7. **OISS processes immigration documents**
8. **If not approved, OISS follows up with the Academic Department.**
9. **Academic Department picks up packet from OISS and sends to Visiting International Undergraduate Researcher.**
10. **Academic Department instructs OTR to register student in a 0-credit research course. Make Check-in appointment with OISS.**
11. **Visiting International Undergraduate Researcher Checks in at OISS upon arrival in the USA. (Academic Department schedules check-in)***
12. **If Visiting International Undergraduate Researcher is paid by Rice, scholar should go to Payroll and Academic Department should fill out an EPAF prior to starting the appointment.**
13. **Upon completion of program/course, Academic Department must send OISS a completed evaluation form for compliance purposes.**