INCOMING INTERNATIONAL SCHOLAR FLOW CHART

INTERNATIONAL SCHOLAR

Applies to Rice University

Submits all documentation to department including CV
http://oiss.rice.edu/scholars

Int’l scholar is chosen for position

Dept. prepares int’l scholar packet

Information packet sent to Dean’s Office or uploaded to Visitor Portal for official offer letter

OISS receives int’l scholar packet and offer letter from Dean’s office / Visitor Portal with completed checklist (be sure to include passport copies)

OISS verifies documentation received, and requests any missing pieces from Dept. or scholar
Note: All scholars must have minimum of $2000/mo. funding for J-1 visa

OISS creates record in government’s SEVIS database and prints DS-2019

OISS prepares immigration packet to be sent by Dept.

Scholar pays for SEVIS fee online after receiving immigration documents, contacts U.S. consulate / embassy to schedule visa appointment, and completes visa application forms

Scholar goes through visa interview, and may be subject to additional security clearance checks. Visa process may take between 4 – 12 weeks.

Scholar receives visa entry stamp and prepares to come to U.S.

Scholar arrives in U.S. & must check-in with OISS and other departments

Scholar & Dept. keep OISS informed of any changes to scholar’s status

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