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 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 receives immigration packet

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

---

Revised 07.02.2018