Bringing a Visiting International Undergraduate Researcher

http://oiss.rice.edu/vsugresearch/

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.

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

- Dean’s office creates offer letter and sends it to Academic Department
- Academic Dept.: 1) reviews/uploads required documents into RiceBox (including Dean’s offer letter), 2) instructs OTR to register student in a 0-credit research course, 3) communicates w/Payroll about proper payment method if researcher is paid by Rice.

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

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 FAQs.

Application material and docs

- OISS reviews uploaded documents.
- OISS and/or OTR informs Academic Department about missing or invalid information.

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

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

Paid by

- Visiting International Undergraduate Researcher goes to Payroll and fills out an I-9
- Academic Department communicates with Payroll about payment method prior to arrival of the undergrad.

Notes:
1. Students cannot directly add documents into RiceBox.
2. The Academic Department will send OISS an Evaluation Form at the end of the undergraduate researcher’s stay.

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