Bringing a Visiting International Undergraduate Researcher Flow Chart

[Diagram showing the process]

1. **Start**
   - Academic Department advises Visiting International Undergraduate Researcher about the process and required documents.

2. **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.

3. **Dean’s office**
   - Creates Offer Letter and sends it to Academic Department.

4. **Office of the Registrar (OTR)**
   - Reviews uploaded documents and application materials.

5. **Application material and docs approved**
   - OTR uploads Visiting International Undergraduate Researcher’s file into the Banner System.

6. **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 question 9.

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

8. **Visiting International Undergraduate Researcher goes to Payroll and fills out an I-9**
   - Academic Department sends an EPAF to Payroll, prior to starting the program.

9. **Paid by Rice**
   - Academic Department sends an EPAF to Payroll, prior to starting the program.

10. **End**
    - Visiting International Undergraduate Researcher goes to Payroll and fills out an I-9.

Note: * Students cannot directly add documents into RiceBox. Add comment “not required to meet minimum course requirement” in EPAF.

**Upon Completion of program / course, Academic Department must send OISS the completed Evaluation Form for compliance purposes.**

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