Bringing a Visiting International Undergraduate Researcher

Flow Chart

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.**

**Academic Department:**
1) reviews and uploads **required documents** into RiceBox 2) Requests and uploads into RiceBox **Offer Letter from Dean**; 3) Instructs OTR to register student in a 0-credit research course.*

**Dean’s office creates Offer Letter and sends it to Academic Department**

**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 question 9**

**Academic Department picks up packet from OISS, sends it to Visiting International Undergraduate Researcher and 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 sends an EPAF to Payroll, prior to starting the program.**

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

Note: * Students cannot directly add documents into Ricebox.

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