Required Documents for New International Students
(For F-1/J-1 Student Visas)

Name of International Student ___________________________ Dept. ___________________________

- Copy of passport ID page
- Offer letter from Rice
- Acceptance response with mailing address
- Financial Declaration Form, fully completed
- Proof of funding if not indicated on the offer letter (e.g. bank statement, etc.)
- Letter of Support from financial sponsor (e.g. if not student’s own personal funds)
- Proof of English Language Proficiency (TOEFL score or Completed Degree from English speaking country or Approved Admissions Waiver from the Dean of Graduate and Postdoctoral Studies)
- Confirmation that student record has been created in Banner
- (if applicable) Transfer Form and copy of previous I-20 for International Students transferring from another U.S. institution
- (if applicable) Copies of student’s dependents’ passport ID page, U.S. visas, immigration documents, proof of extra funding and proof of relationship (copy of marriage certificate and/or birth certificate)

You will be notified once the packet is ready. All packets must be mailed by the Academic Department.

OISS needs all the above documents before the student’s SEVIS I-20/DS-2019 can be issued.

Missing any of these documents will indefinitely delay the visa process.

I have verified that the enclosed packet is complete and I may be contacted for any additional information.

Name: ___________________________ Phone: x________ Email: _________________@rice.edu Date: ___________

Dept. Administrator/Coordinator

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Required Documents for New J-1 Scholars

Name of International Scholar ___________________________ Dept. ___________________________

- Copy of passport ID page
- Copy of all previous U.S. visas and immigration documents (if applicable)
- Dean’s Offer Letter (two copies and one original, not required when processed through the Visitor Portal)
- C.V.
- Copy of the PAF/Hiring Proposal from RiceWorks (not required when processed through the Visitor Portal)
- Proof of funding if not indicated on the offer letter (e.g. bank statement, sponsoring organization, etc.)
- DS-2019 Request Form Part I, including the J-1 Scholar Statement of Understanding
- DS-2019 Request Form Part II, including the English Proficiency Determination Form and English Proficiency proof
- Proof of paid $300 J-1 EV Rice administrative fee (Website for payment by scholar: https://signup.rice.edu/JScholarFee/)
- If your department chooses to pay the administrative fee, please send a budget transfer to the Budget Office.
- (if applicable) Copies of scholar’s dependents’ passport ID page, U.S. visas, immigration documents, proof of extra funding and proof of relationship (copy of marriage certificate and/or birth certificate)

You will be notified once the packet is ready. All packets must be mailed by the Academic Department. Please note that the DS-2019 form should not be copied and may not under any circumstances be sent electronically (e.g. scanned or faxed).

OISS needs all the above documents before the scholar’s SEVIS DS-2019 can be issued.

Missing any of these documents will indefinitely delay the visa process.

I have verified that the enclosed packet is complete and I may be contacted for any additional information.

Name: ___________________________ Phone: x________ Email: _________________@rice.edu Date: ___________

Dept. Administrator/Coordinator

Please note: For Undergraduate Researchers, please see http://oiss.rice.edu/vsugresearch

Revised on 6/28/2018