

## Required Documents for New International Students

(For F-1/J-1 Student Visas)

Name of International Student \_\_\_\_\_ Dept. \_\_\_\_\_  
(Last name, First name)

- \_\_\_\_\_ 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)

### Degree Type:

- Undergrad
- Exchange student
- MBA
- Professional Masters
- Masters
- Doctorate
- Artist Diploma

**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

## 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)

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

**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