

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, letter from 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 submit an IDT to A1/698000/58100.)
- _____ (*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/sugresearch>

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 Revised on 6/4/2019

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