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)

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