

GENERAL CHECKLIST FOR NEW INTERNATIONAL STUDENTS & SCHOLARS

Revised 01/10/08

Office of International Students & Scholars (OISS) - For foreign nationals only

Lovett Hall, Entrance A, 2nd Floor

- Check-in: Immigration Responsibilities
- Orientation
- J-1 visa insurance requirements

Human Resources (HR) - Scholars and Visiting Graduate Students only

1st Floor; Allen Center

- Benefits discussion (if applicable) – Make appointment to see a Benefits Analyst
- Process I-9
- Obtain card with employee number to take to Rice Police (Building 51)
- Register for New Orientation (Staff)

Payroll – For students/scholars paid by Rice

2nd Floor; Allen Center

- Sign up for direct deposit
- Tax Issues (Process I-9 - for Students only)
- Other payment issues

Home Department (*below is a sample guide, not all checkpoints apply to every dept.*)

- Department instructions
- Registration instructions (for students)
- Department procedure on telecommunications (Phone set up and long distance)
- Department details, forms, and account setup
 - ESTHER login information
 - University PCard
 - Cohen House Membership
 - Key Administration and contact information
 - Security access forms
 - Time and attendance forms
 - Research Scientist – Select current year Exempt Form
 - Faculty
 - Other – Staff
 - Business cards
 - Banner access forms
 - Banner training (*if applicable*)
 - Other short courses that might be applicable

Rice Police

- Rice ID
- Parking permits
- Bicycle registration
- Personal property, i.e. Computers
- Spouse ID

Online Accounts

- ❑ Net ID visit <http://apply.rice.edu> for policy and application form
- ❑ Rice email – apply online at <http://apply.rice.edu> or go to Mudd Building in person

Subscribe to OISS Listserves

- ❑ Must have Rice e-mail account.
Options:
 - 1) OISS-Announce: <https://mailman.rice.edu/mailman/listinfo/oiss-announce>
 - 2) OISS-Market: <https://mailman.rice.edu/mailman/listinfo/oiss-market>
 - 3) OISS-Forum: <https://mailman.rice.edu/mailman/listinfo/oiss-forum-l>

Telecommunications – as needed

Mudd Building, Room 107 (713) 348-5555, tele@rice.edu

- ❑ Phone set up, <http://www.rice.edu/it/telecom/officetelephones.html>
- ❑ Voicemail Setup, <http://www.rice.edu/it/telecom/voicemail.html>

Cashiers Office – Students only

1st Floor; Allen Center

- ❑ Payment of semester bills, fees, etc

Registrar’s Office – Students only

1st Floor; Allen Center

- ❑ Full time registration, if not handled through home department

ESTHER

Rice’s online campus database, <http://esther.rice.edu>

- ❑ Maintain US local address in ESTHER – extremely important for F-1 and J-1 visa holders who are reported via SEVIS.
- ❑ Personnel profile (Print pay stubs, tax forms, view retirement information, update address information, etc.)
- ❑ For questions about your account, please contact people@rice.edu (scholars) or registrar@rice.edu (students).

Social Security Administration (SSA) - 10 days after arrival into USA

- ❑ Students - Get SSA letter from OISS upon showing proof of full-time registered status ***and*** proof of employment.
- ❑ Map to SSA in OISS

New to Houston

- ❑ Check out OISS’s new-arrival information at <http://www.ruf.rice.edu/~ois/arrival.html>
- ❑ Visit Department of Public Safety (DPS) to apply for driver’s license or ID card
- ❑ Find housing or accommodations close to Rice <http://www.ruf.rice.edu/~ois/arrival.html>
- ❑ Set up banking – variety of banks near Rice, Chase bank ATMs located on-campus

Helpful Websites and Information

- ❑ Benefits website: <http://people.rice.edu/benefits.cfm>
- ❑ Rice Shuttle schedule: <http://park-trans.rice.edu/campus.cfm>
- ❑ Metro: http://www.ridemetro.org/Schedules_and_Maps/index.asp
- ❑ Scholars - Join the Faculty Club, visit <http://club.rice.edu>
- ❑ Check out the Recreation Center’s fitness classes and activities, www.rice.edu/recreation

Important Side Notes:

Students only:

- All students arriving for Fall semester must attend **international orientation**
 - ⇒ Graduate Students Orientation 8/18/2008-8/20/2008
 - ⇒ Undergraduate and Exchange students; Friday, 8/15/2008
- Must have **Health Data Form** submitted before registration. Contact Rice Health Services for questions.
- For any **registration “holds”** see appropriate department.
- **Late students** must check in with the Graduate Studies Office – *3rd floor Allen Center*

J-1 Visa Holders:

- Rice employee insurances do not meet the **required insurance coverage requirements** necessary for the J-1 visa holders in these areas:
 - ⇒ Medical evacuation
 - ⇒ Repatriation
- J-1 scholars must buy **supplemental insurance** (Brochures in the OISS)

Procedure to Update Address in Esther: *(must be done within 10 days of address change)*

- a) Go to <http://esther.rice.edu>
- b) Login to your account
- c) Click on Update Addresses and Phones
- d) Update the information in the "Mailing Address"
- e) Enter your new address and only enter the effective date in the "From" field, leaving the "To" date field blank.
- f) Click on Submit
- g) OISS will then receive an electronic update of your address and that is submitted to SEVIS. The SEVIS submission of your address update satisfies the address reporting requirement.

** Note: The information the OISS receives from the Registrar regarding local addresses comes from the "Mailing Address" field. If you update the "Permanent Address" field, the OISS will **NOT** receive that information.

** If you are on a visa type other than F-1 or J-1, please complete the AR-11 form and submit it to the address indicated on the form. <http://uscis.gov/graphics/formsfee/forms/ar-11.htm>