

Required Documents for New International Students

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

Name of International Student _____ Dept. _____

1. _____ Copy of Passport identity page (if not available, name must be spelled exactly as it will be written on passport)
2. _____ Financial Declaration Form
3. _____ Offer Letter
4. _____ Acceptance response with mailing address
5. _____ Physical address in home country, if different than mailing address
6. _____ Proof of Language Proficiency Requirement
7. _____ Proof of Financial Support, if not provided by Rice University
8. _____ Transfer Report Form for international students transferring within the U.S.
9. _____ Confirmation that student record has been created in Banner (required for all grads, undergrads, exchanges, and MBAs)

Packet is to be mailed by: Regular mail FedEx (packet must be picked up from OISS to be mailed by dept.)

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.

Signature: _____ Extension: _____ Date: _____
Dept. Administrator/Coordinator

Required Documents for New Scholars

(For J-1 Visa – Scholar or Visiting Faculty/Lecturer)

Name of International Scholar _____ Dept. _____

1. _____ Copy of Passport identity page (if not available, name must be spelled exactly as it will be written on passport)
2. _____ Dean's Offer Letter (two copies and one original)
3. _____ Proof of financial support, if not provided by Rice University (e.g. letter from organization providing support, bank statement, etc.)
4. _____ CV
5. _____ Copy of the PA form
6. _____ DS-2019 Request Form (fully completed)

**** NOTE:** In the event that additional information or documentation is requested, I would like the original offer letter to be sent to the scholar prior to sending the immigration forms packet: Yes No

If yes, please send the original offer letter via: Regular mail FedEx (letter must be picked up from OISS to be mailed by dept.)

Packet is to be mailed by: Regular mail FedEx (packet must be picked up from OISS to be mailed by dept.)

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.

Signature: _____ Extension: _____ Date: _____
Dept. Administrator/Coordinator