VISITING STUDENT RESEARCHER APPLICATION PROCESS
STEP-BY-STEP GUIDE

Visiting student researchers can access the application on the Visiting Student website, under the Application Instructions for Visiting Student Researchers: https://visitingstudents.rice.edu/visiting-student-researchers

This is the landing page for the Visiting Student Research Application:

Application for Visiting Student Researchers

Fee: $100.00

Welcome to Rice University's application for Visiting Student Researchers

Visiting student researchers should first work with an academic department to apply for the specific research program. Questions regarding acceptance should be directed to the department.

Upon approval from the department and completion of the Visiting Student Researcher application (including submission of the documents listed below), the Office of the Registrar will complete the registration procedures.

Submit to the Office of the Registrar:
- Online Visiting Student Researcher Application
- $100 non-refundable application fee

Submit to the Department:
- Official college transcript(s) from all colleges or universities attended
- Dean of Students Recommendation Form
- Proof of Meningococcal Vaccination Record or Waiver (required if under the age of 22)

Click the green button to complete your application, and submit it with the $100.00 non-refundable application fee.

Apply Now
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After selecting “Apply Now” on the VSR Application landing page, researchers will be taken to a screen that looks like this:

New Users: Visiting researchers who have not started an application will need to complete the items in the “I am a new user” section on the right. They will type in their email address twice and select the “Start Application” button on the right side of the screen.

Returning: Visiting researchers who have already started an application can login in with the “I have an account already” section and click the “Start Application” button on the left. Upon login, they can find their started application in “My Applications” (jump to page 5 of instructions).
The researcher will then be taken to the “My Profile” section of the application system, where they will input their information.
After they input their information, they will reach the bottom of the screen, where they will select the green “Continue Checkout” button:
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They will then be directed to the “My Applications” page where they will see an instance of an application with a status of “In Progress”. To access the application, they will need to select the green “Start Button”.

![My Applications page screenshot](image-url)
The next screen will show them all of the Pages included in the application that they will need to complete. To access the application, they will select the green “Start” button:
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The next screen will be instructions for the application (same instructions as the application landing page). After they select the green “Next Page” button, they will be taken to the next step of the application, and a green check mark will be on the left of the section that they just completed:
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The next screen will cover the researcher’s demographic information (name, email, DOB, address, citizenship, ethnicity, etc.):

After they have completed their Demographic Information, they will select the green “Next Page” button at the bottom of the screen.
The next screen will cover the researcher’s emergency contact information:

After they have completed the Emergency Contact information, they will select the green “Next Page” button at the bottom of the screen.
The next screen will cover the Educational Background:

After they have completed the Education Background information, they will select the green “Next Page” button at the bottom of the screen.
The next screen will cover the Department Information:

After they have completed the Department Information, they will select the green “Next Page” button at the bottom of the screen.
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The next screen covers information on submitting the application” next steps in the application:

After they have reviewed the information, they will select the green “Submit Application” button at the bottom of the screen.
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The next screen will take them back to the beginning of the application, with a “Notice” box on the top of the page.

The “Notice” states: This application will be submitted after you provide details for the required fee(s). The fee(s) have been added to your shopping cart. Click here to check out.” They will want to select the “Click here to checkout” link in the Notice box to be taken to the application fees page.
The student will then click the green “Checkout” button:
They will then be directed to a screen that will ask them to understand the policies:

They will select the green “Continue Checkout” button to be directed to the payment information screen.
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The researcher will then be directed to the payment screen where they will input their card information:

After the researcher puts in their information, they will select the “Continue” button at the bottom to complete the transaction and submit their application.