

Handbook for Dual Degree Rice-Unicamp BRAZILIAN STUDENTS COMING TO RICE

IMPORTANT DATES FOR THE UNICAMP STUDENTS THAT WANT TO COME TO RICE

Application deadline is **December 15** each year.

To prepare for this application, please follow the timeline bellow:

APPLICATION PROCESS FOR THE DUAL DEGREE PROGRAM BETWEEN RICE AND UNICAMP:

JULY

Step 1 - The student that wants to join Dual degree Program in History, needs to have his/her advisor's approval and needs to contact the co-advisor at Rice University.

Step 2 – To apply for the Graduate Program in History at Rice, you will need to provide the following documents:

- a) *Research Statement*;
- b) *Statement of Purpose*;
- c) *Exame TOEFL* (minimum 90 at IBT) or IELTS (minimum score 7);
- d) *Exame GRE*;
- e) Three recommendation letters;
- f) *Writing Sample* (Can be the research statement.)

See more instructions at: (<http://history.rice.edu/grads/dual-degree>)

Important:

Sign up for TOEFL and GRE tests. The results must be available and sent directly to Rice for the test administrators before December 15th.

1. TOEFL score must be 90 (the Rice University minimum) or above <http://www.ets.org/toefl/ibt/about/>
2. GRE score - no minimum. The GRE score does not determine participation in Dual Degree program.

JULY

Link: <http://www.ets.org/gre>

You will need the following codes to send your scores to us:

Rice University code is 6609

History department code is 2799

AFTER THAT, BEGIN TO FILL OUT THE ONLINE RICE UNIVERSITY APPLICATION FOR ADMISSION TO THE GRADUATE STUDY PROGRAM IN HISTORY: <https://histgradapps.rice.edu/>. There is no charge for UNICAMP students.

AUGUST/
SEPTEMB

Please let us know when you will apply so we can give you the fee waiver (DDBrazil@rice.edu). REMEMBER, THE DEADLINE IS DECEMBER 15TH.

Step 3. Prepare the co-advisor process at Unicamp

- a) Letter from the Unicamp advisor asking to begin the application process;
- b) Research project of the dissertation;
- c) Plan of the activities at Rice University (research and courses).

Step 4. Request grant (CNPq, CAPES or FAPESP) to fund one year at Rice. Please check with the agencies about deadlines, documents and processes for the application.

IMPORTANT: The agencies may have a grant for the Health Insurance. For the Dual Degree Program, the student must choose one of the Graduate Student Health Insurance options at Rice. More information at: <http://studenthealthinsurance.rice.edu/>

OCTOBER
/

Begin to fill out the online Rice University application for admission to the graduate program in History. There is no charge for UNICAMP students. Please let us know when you will apply so we can give you the fee waiver (DDBrazil@rice.edu). Remember, the deadline is December 15th. Application and instructions are available at this link: <http://history.rice.edu/grads/application-process>

Here is what you will need:

- a writing sample in English
- GRE scores
- TOEFL score
- 3 letters of recommendation
- transcripts – this must come directly from the university, or the transcript must be sealed by the university and sent by airmail.

ALSO, you will need to schedule a Skype interview with a faculty member in History Department. This can be arranged with us (DDBrazil@rice.edu) or directly with the professor.

DECEMB
ER

Finish your online application and submit by the deadline.

JANUAR
Y

Consider how you will finance this degree and begin to collect financial documentation that is necessary to obtain the U.S. Visa.

You must prove you can fund this degree before a visa will be released. EXAMPLE:

Example (2015-2016)

Expense	Cost AS ESTIMATED BY THE US GOVT.	Amount Required	Paid by whom?
Rice Tuition	\$41,560	\$41,560	Rice (waiver)
Fees	Inc. above	\$541	Student must provide proof he/she can pay this amount
Books & Supplies	\$800	\$800	Student must provide proof he/she can pay this amount
Room and board	\$14,000	\$14,000	Brazilian state funding* (student must provide proof of this amount)
Transportation	\$800	\$800	Student must provide proof he/she has this amount
Rice Health Ins (est)	\$1,854	\$1,854	Brazilian state funding (student must provide proof of this amount)*
Personal	\$1,550	\$1,550	Student must provide proof he/she has this amount
Total	\$57,794	\$61,105	

Student must prove he or she has this amount of money available	\$3,691
Rice's commitment:	\$41,560
Brazilian state's funding:	\$15,854
Total:	\$61,105

* In the above example, the student provided proof of Brazilian state funding in the amount of \$15,854. In addition the student provided proof that she had personal funds or support in the amount of \$3,680. This amount of personal funds required will be higher for 2015-2016.

JANUAR

HOW DO I PROVE THESE THINGS?

1. Proof of Rice tuition waiver will be provided by the university offer letter;
2. Proof of Brazilian state funding must be in the award letter from funding authority;
3. Proof of personal funds may be a snapshot of your savings account or a letter from a sponsor in Brazil.

If you will purchase *Rice health insurance* with your own funds, you will need to show proof of additional fund in the amount of \$1,854.

TOTAL EDUCATION COST AS ESTIMATED BY THE US GOVERNMENT AND TOTAL PROOF PROVIDED **MUST MATCH** or you will not be able to get your visa. If the government says you need \$57,794 for everything, you have to show you have access to \$57,794 (from Rice, from Brazil, from your own bank account etc.).

FEBRUAR

Step 5. Acceptance decision by Rice (an acceptance letter or email will be sent to you). After that you should be in touch with the Graduate Program Administrator (DDBrazil@rice.edu) and get these documents:

- a) *Student Health Form* (<http://health.rice.edu/>). Click on “General Information”; then in “Forms”; and in “Health Data Form”, then fill out this form completely.

Fill out Student Health Data form by **July 1st**. If you do it late, there is a fee.

You do not need proof of MENINGITIS VACCINE unless you are under 22 years of age. But you will need to prove all the other vaccines so make an appointment to see your doctor. The doctor has to fill out this form and sign it.

All students must purchase health insurance. Cost is about \$1,854 per year. You should buy Rice SAS. DUAL DEGREE STUDENTS QUALIFY FOR DOCTORAL SUBSIDY.

Complete Brazil @ Rice initial assessment form:
<http://oiss.rice.edu/content.aspx?id=102>

Read OISS website carefully: <http://oiss.rice.edu/student/>

OISS is the Office for International Students and Scholars at Rice. OISS will work on your student visa, based on the information that you will provide to the History Department. You must send or email all of the visa documents listed below to the History Department. You will be contacted when it is time to send the documents. After that, the Graduate Program Administrator sends them to OISS and OISS will Fed-Ex you the information that you will need to apply for the US visa in Brazil.

IMPORTANT:

You must formally accept your offer from Rice. Once you have accepted the admission offer, you will receive information on how to establish an account at Rice. This account is known as your Esther account. (Esther is the name of the secure web site where you will conduct your personal business with Rice.)

FEBRUARY

Step 6. Apply for the student Visa at US Embassy or Consulate

- 6.1.** Send all the documents listed below to the Graduate administrator (DDBrazil@rice.edu) at the History’s Department at Rice University. After that you will receive the documents to apply for your visa (F-1 or J-1).

Your visa type will be defined by OISS.

Information you will need to send to History Department for the Visa:

- Financial declaration form (will have been sent to you by Rice)
- Copy of passport ID page
- Proof of funding from Brazilian source (scholarship, bank statement)
- Offer letter from Rice (sent to you by Rice)
- Completed acceptance form with your mailing address (this acceptance form will have been sent to you by Rice)
- TOEFL score or proof of English language proficiency

Submit all visa documentation above to History Department (the department will then submit it to OISS, who will be in touch with you)

6.2. As soon as the documents from Rice arrive, you should apply for your J-1 or F-1 visa at the US Embassy or Consulate. See information at: <http://portuguese.saopaulo.usconsulate.gov/pt/visas.html>

FEBRUARY
/ MARCH

Step 7. Housing search in Houston

- a) Information about housing in and off-campus please see: <http://graduate.rice.edu/housing/>
- b) You can get information about Rice University and about Houston from the Brazil@Rice Office: <http://brazil.blogs.rice.edu/services/>

Fill the form of the Brazil @ Rice

<http://oiss.rice.edu/content.aspx?id=102>

FEBRUAR
Y /

Important things to do:

- ✓ You need to decide if you are going to live in or off campus. The OISS can help you a little bit, but not so much. Please see the instructions and suggestions bellow.
- ✓ Purchase a Health Insurance
- ✓ You should schedule a visit to your doctor to fill the Rice student health form and you can send it to Rice (see the instructions bellow)
- ✓ Purchase your airline ticket. You should arrive in Houston around August 15. You will need to do your registration and be installed in your housing before the classes begin.

HOUSING PROCESS FOR GRADUATE HOUSING ON THE RICE CAMPUS:

Make an application in February – this is not a firm deadline but it is best to make the application early. Housing is assigned by lottery starting in May.

<http://campushousing.rice.edu/graduate/>

Request History department to guarantee deposit.

Question – how much does electricity cost? Find the answer to this and many other questions at: <http://campushousing.rice.edu/gradresources/>

HOUSING PROCESS FOR HOUSING OFF CAMPUS:

An *efficiency* is one room apartment with a kitchen and bed, only the bathroom is behind a closed door. A *single bedroom apartment* (1BR) has one bedroom separated from the living room and kitchen, as well as a separate bathroom. A *two bedroom apartment* (2BR) has two separate bedrooms separated from the living room and kitchen, as well as a separate bathroom.

You can see these places if you use Google maps street view. Learn how to use this tool and find a place to live: <http://offcampus.rice.edu/>

Contact the people directly and make your own arrangements.

Sample results below in US dollars using the tool – I am not suggesting you need to live at these places, these are just sample results for places less than one mile from the campus.

[Lurie Apartments, LP](#)

5001 Montrose
Lease lengths: Flexible
Efficiency: \$450 per month
1 BR: \$500 per month
2 BR: \$600 per month
3 BR: 0

[Arden Property](#)

4823 Jackson Street
Lease lengths: one year
Efficiency:
1 BR: \$745 per month
2 BR:
3 BR:

Also if you check the GSA (Graduate Student Association) weekly announcements you might find a place to live. Write to gsa@rice.edu and ask to be put on the mailing list for the weekly announcements. If they will not do it then ask our Graduate Administrator (DDBrazil@rice.edu) to forward you the weekly announcements.

FEBRUARY
/ JULY

HEALTH INSURANCE

Fill out Student Health Data form by July 1. If you do it late, there is a fee.

You do not need proof of MENINGITIS VACCINE unless you are under 22 years of age. But you will need to prove all the other vaccines so make an appointment to see your doctor. The doctor has to fill out and sign this form.

Link: <http://health.rice.edu/>

All students must purchase health insurance. Cost is about \$1,854 per year. You should buy Rice SAS. DUAL DEGREE STUDENTS QUALIFY FOR DOCTORAL SUBSIDY.

AUGUST

Review OISS checklist of things to do upon arrival.

Link: <http://oiss.rice.edu/content.aspx?id=104>

Plan to arrive around August 15th

ARRIVING: Houston IAH is the international airport. There is no public transportation from the airport to downtown. Your best option is to take a taxi. It will be expensive: around \$75.00. There is also a shuttle, but you will need a reservation in advance.

Once on Campus:

- ✓ SCHEDULE CHECK-IN WITH OISS
- ✓ ATTEND MANDATORY INTERNATIONAL STUDENT ORIENTATION
- ✓ ATTEND MANDATORY UNIVERSITY ORIENTATION
- ✓ ATTEND DEPARTMENT ORIENTATION

Before doing your registration, you need to:

1. Online trainings about responsible conduct of research and preventing sexual harassment. See Preventing Sexual Harassment Training e Responsible Conduct of Research Training online at <http://graduate.rice.edu/training>
2. Choose your courses only after discussing the options with your advisor at Rice.

BASIC INFORMATION:

Once you become part of the dual degree program, you will need to register at Rice for every semester until you graduate. Rice has 3 semesters, Fall, Spring and Summer. Register in April to attend school in the Fall, register in November to attend school in the Spring. Summer registration is usually in March. Registration is done online, and it is free, so long as you register before the deadline. If you miss the deadline, you will have to pay a fine. This fine is \$75. To avoid this fine, register ON TIME.

RICE REGISTRATION

(find the dates here: <http://registrar.rice.edu/calendars/>)

Your first semester, which will begin in August, you will register for HIST 575 and 2 more courses. Please discuss with your advisor about what courses to take. Your first semester ONLY, you will register the first week of semester. The second semester, you will register for three courses, using the online registration system. Please discuss with your advisor what you should take.

Look for courses here:

<https://courses.rice.edu/admweb/swkscat.main>

After you have completed your coursework during your year at Rice, you will still always register for HIST 800 for 12 credits, every single semester, even during the summer. The course never meets; rather it is your dissertation research and writing seminar. The credits are adjustable so when you register you must make be sure to make the credits go up to 12. You will see how to do this when you register in Esther.



AUGUST /

DUAL DEGREE PHD PROGRAM REQUIREMENTS FOR UNICAMP STUDENTS:

Take *HIST 575 – Introduction to Doctoral Studies*, offered in the fall semester only

5 additional courses (2 more in Fall and 3 in Spring): a mix of 500 level graduate seminars and Directed Readings (which are individual meetings with faculty) or undergraduate classes with graduate credit (HIST 591) as discussed with your Rice advisor. You should have 12 credits each semester.

If you plan to stay for another Fall semester, you must register for Summer even if you are not here in the USA. Register for HIST 800 for 12 credits. Do this in March.

If you plan to stay for one more Fall semester, you must take 12 credits of courses after you have discussed courses with your advisor.

Complete 2 semesters professional development service to the History department (approx. 4 hours per week); this will be crafted to fit your interests

The dissertation will be written in Portuguese—the language of the home institution (UNICAMP) and the article-length summary of the major findings of the dissertation will be written in English—the language of the host institution (RICE).

There will be one defense, accepted by both institutions, held at the home institution that will be attended by five committee members, including the two thesis advisors (one from the host and one from the home institution).

Before the single defense, the article-length summary of the major findings of the dissertation will be presented at the host institution, in that language of that institution.



CONTACT
US

2015-2016

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RESOURC
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RESOURCES AT RICE FOR UNICAMP STUDENTS

[UNIV 602](#): Academic Writing for International Graduate Students

Many more English language resources here: <http://oiss.rice.edu/content.aspx?id=102>



IMPORTANT
NOTES

Try to maintain your US bank account after you finish your first year at Rice. This will make things easy if you need some money to travel to your research. We can do a direct deposit to your personal bank account.

HOW TO GET A SOCIAL SECURITY NUMBER:

PLEASE DISCUSS THIS WITH OISS (Office of International Students and Scholars) DURING YOUR CHECK IN WITH OISS IN AUGUST. Not every student qualifies for an SS number, but it is not impossible to get one.

US banks have safety deposit boxes which are available for a nominal fee, which can keep important documents secure.

Several US banks offer free credit cards with no foreign transaction fees. Several banks offer the ability to deposit money by taking a photo of a check, so there is no need to be physically present to deposit money to pay a credit card bill.

US TAX ISSUES:

What to do if Rice awards you some travel or research money but then keeps some of it? This happens because the Internal Revenue Service requires the university to withhold tax. This can be as much as 1/5 to 1/3 of your research award. You may get this funding back, but you must do the following:

- You must file a US tax return to get your money back. US tax returns must be filed by **April 15**. Do not be late.
- First, you will receive a form called 1042.
- It will be mailed to your permanent address you registered on Esther so make sure you have the correct mailing address.
- You can change/update from Esther account if necessary.
- You are probably a non-resident alien for tax purpose and if so, you may use *Glacier Tax Prep Software* to make your tax filing easy.
- You need to sign-up at OISS and pay \$2, but you can have your friend do it on your behalf.
- There are forms such as 8843 and 1040 that you need to complete and send it to IRS. Glacier Tax Prep will guide you through and provide the mailing instruction as well.

- Your tax will be adjusted and you will be reimbursed by either direct deposit or check. This is where having a US bank account is helpful.
- For more information, please visit <http://oiss.rice.edu/tax/> The presentation from the workshop is also posted here.
- Form 1042 is mailed from the Payroll Department and the Glacier Tax Prep sign-up will start from **March 9**.