The following forms must be submitted to the International Center to request a visa document for a new international graduate student:

Forms/Documents:
- ☐ Page 3 of the New Graduate Student Request- Department Form (this form; **do not include the instructions**)
- ☐ New Graduate Student Request- Student 2024-2025 form (completed by the student)
- ☐ Copy of the student's passport biographical page
- ☐ Financial documentation
- ☐ Any additional documents the student is required to submit

Submit:
Submit the completed packet to the International Center via the Upload Tool for Graduate Coordinators: https://apps.ic.uci.edu/gradupload.aspx.

If you do not have access to the upload tool, please contact Emily Peraza at emperaza@uci.edu.

Processing Time:
The processing time for a complete packet is 15 business days.

INSTRUCTIONS for New Graduate Student Request-Department Form

SECTION A: STUDENT INFORMATION
Provide the student's personal information in this section. **Enter the student's name as it is shown on the passport.**

The following requirements must be met:
(a) Student submitted a positive Statement of Intent to Register (SIR)
(b) Student met the English proficiency requirement.

Do not submit the New Graduate Student Request packet if the student has not met these requirements.

SECTION B: PROGRAM INFORMATION
Indicate the student's first quarter at UCI and expected quarter of completion. For students in doctoral programs, the expected quarter of completion is based on the normal time to degree under the UCI Time to Degree Policy for Doctoral Programs chart. *The International Center **cannot** issue a visa document indicating summer session as the student's final quarter*.

SECTION C: FUNDING INFORMATION
- **For F-1 students**, indicate funding student will receive from the department only for one year—additional funding is not necessary at this time
- **For J-1 students**, indicate funding student will receive from the department for the entire length of the program

If the student's program begins during Summer Session, they must enroll in a minimum of 6 units. **Additional funding** is required for students with a summer session start date (**except for students in the MSBA programs**).

SECTION D: CERTIFICATION

FUNDING CHARTS

Fees based on UCI Summer Session 2024 fee schedule).

2024-2025 SUMMER START DATE FUNDING INFORMATION			
COST FOR 6 UNITS	MANDATORY CAMPUS FEE	LIVING EXPENSES	TOTAL FOR SUMMER
$2,244 ($374/unit)	$174	$7,333	$9,751
$1,122 ($187/Independent Study unit)	$174	$7,333	$8,629

The amounts listed below reflect the 2023-2024 academic year tuition/fees schedule and are subject to change. This is the tuition/fees information we will use to issue visa documents. For detailed information, please visit the website for the Office of the Registrar.

2024-2025 VISA DOCUMENT FUNDING INFORMATION			
PROGRAM	TUITION/FEES	LIVING EXPENSES	TOTAL FOR ONE ACADEMIC YEAR
Graduate (Standard)	$34,895	$23,000 REQUIRED FOR 9 MONTH ACADEMIC YEAR ($7,667 PER QUARTER)	$57,895
Biotechnology Management	$47,738		$70,738
Law (JD)	$73,709		$96,709
Law (LLM)	$64,662		$87,662
Master of Business Admin	$62,756		$85,756
Executive Master of Business Administration	$67,740		$90,740
Master of Computer Science	$40,002		$63,002
Master of Embedded Cyber-Physical Syst.	$41,937		$64,937
Master of Innovative and Entrepreneurship	$63,777		$86,777
MS Biomedical and Translational Science	$46,802		$69,802
Master of Software Engineering	$39,942		$62,942
Master of Professional Accountancy	$64,857		$87,857
Master of Public Health	$40,745		$63,745
Master of Public Policy	$41,273		$64,273
Master of Urban & Regional Planning	$38,528		$61,528
Master of Engineering	$50,322		$73,322
Master of Data Science	$39,942		$62,942
Master of Finance	$77,496	$29,333	$106,829
MS Business Analytics	$73,984		$103,317
Additional Cost Per Dependent	N/A	$4,500	$4,500

SECTION A: STUDENT INFORMATION

STUDENT INFORMATION	
LAST NAME:	FIRST NAME:
UCINetID:	UCI STUDENT ID #:
STUDENT HAS MET THE FOLLOWING REQUIREMENTS: ☐ YES, STUDENT HAS MET THE ENGLISH PROFICIENCY REQUIREMENT FOR ADMISSION TO UCI ☐ YES, STUDENT HAS SUBMITTED A POSITIVE STATEMENT OF INTENT TO REGISTER (SIR)	

SECTION B: PROGRAM INFORMATION

PROGRAM INFORMATION		
PROGRAM START DATE: ☐ FALL [9/23/2024] ☐ SUMMER I/10WK [6/24/2024]	☐ SUMMER II [8/5/2024] ☐ MBA PROGRAM [8/29/2024]	☐ LAW [8/19/2024] ☐ BIOTECH MANAGE [8/29/2024] ☐ ECONOMICS [9/3/2024]
*STUDENT MUST BE ENROLLED FULL-TIME (6 UNITS) TO BEGIN PROGRAM DURING A SUMMER SESSION		
PROGRAM END DATE: ☐ FALL, YEAR: _____ ☐ *LAW FALL, YEAR:* _____	☐ WINTER, YEAR: _____ ☐ *LAW SPRING, YEAR:* _____	☐ SPRING, YEAR: _____ ☐ OTHER[**Specify Date**]: _____
MAJOR:		
EDUCATION LEVEL STUDENT WILL BE PURSUING AT UCI: ☐ MASTERS	☐ DOCTORATE	☐ EAP/RECIPROCITY STUDENT

SECTION C: FUNDING INFORMATION Please confirm the amount of funding **if** the student is receiving from the department.

*F-1 Students: Show amount of funding provided to the student for one academic year.
*J-1 Students: Show amount of funding provided to the student for the **entire duration of the program.**

DEPARTMENT FUNDING SOURCE	AMOUNT (IN US DOLLARS):
☐ **UNIVERSITY OF CALIFORNIA, IRVINE** • PROVIDE COPY OF AWARD LETTER • COMPLETE INFORMATION BELOW DEPARTMENT PROVIDING FUNDS: _____ SCHOOL OF: _____ DEPARTMENT CONTACT NAME & TITLE: _____	 $:_____

SECTION D: AUTHORIZATION

DEPARTMENT	
I verify that this student has been admitted to the University of California, Irvine. I understand that the academic department is responsible for notifying the International Center of any changes to the above named student's academic plans, such as: withdrawal, deferring enrollment, change of program, change of funding, cancellation, etc.	
PRINT NAME:	TITLE:
DEPARTMENT:	TELEPHONE:
EMAIL:	ZOT CODE:
SIGNATURE:	TODAY'S DATE: