

Congratulations on behalf of the UCI International Center for your admission to the University of California Irvine!

Complete all sections of this form to request a **student visa document (I-20/DS-2019)**. Follow the steps to successfully submit your request for a visa document.

**1. Complete this form and collect all required documents**

**2. SUBMIT YOUR COMPLETED FORM AND ADDITIONAL DOCUMENTS TO YOUR ADMITTING ACADEMIC DEPARTMENT. DO NOT submit to the International Center.**

**Items to Submit to Your Academic Department:**

- Pages 4 and 5 of this form (do not send the instructions section).
- Pages 6 and 7, if applicable
- Copy of your passport biographical page. If you are bringing dependents, include a copy of each of their passport biographical pages)
- Copy of current visa (H-1B, H-4, L-2, F-2, J-1 scholar, etc.) if you are changing your status to F-1 in the United States.
- Financial verification (see Section 4).
- Award letter from UC Irvine academic department

**3. Your academic department will send this information to the International Center. The International Center receives your packet and verifies that it is complete, the **processing time** for your I-20/DS-2019 will be **3 WEEKS (15 business days)**. If your packet is incomplete or changes occur, there will be a delay in processing your request. **Due to high volume of document requests, the International Center is unable to expedite individual requests.****

**IMPORTANT:**

You must activate your UCInetID before submitting these documents to your department. Visit this website:

<https://activate.uci.edu/activate/menu.php> and follow the directions to activate your UCInetID. The start date of your academic program will determine when you are able to activate your UCI email address. **The International Center will use email as the primary form of communication.**

## INSTRUCTIONS FOR THIS FORM

### SECTION 1: PERSONAL INFORMATION

Information in this section must be completed exactly as it appears in your passport—including symbols and spacing. Include a **copy of your passport biographical page** (passports must be valid a minimum of 6 months beyond your intended start date at UCI).

### SECTION 2: VISA INFORMATION

This section will provide the International Center with information about your individual visa document needs. For more information about the F-1 and J-1 visas, visit the International Center website: <https://ic.uci.edu/welcome-students/students-new-students/requesting-a-visa-document/>

- **J-1 students only:** you must provide your position title in your home country
- **If you are changing your status to F-1 or J-1 from another type of visa/status (example: H1-B, H-4, L-2, F-2, etc.):** you must submit a copy of the documents showing your current visa status (copy of visa in your passport, approval notice, etc.).

### SECTION 3: ADDRESS INFORMATION

- This must be a physical street address.
- **P.O. Box addresses can not be accepted.**
- If you are TRANSFERRING your SEVIS record to UCI, you **must** provide a U.S. address.

### SECTION 4: FUNDING INFORMATION

UCI must verify that you have sufficient financial support to meet your educational and living expenses. Include all funding sources for the 2024-2025 academic year by selecting the appropriate categories. You may select and provide multiple funding sources. For each source you select, you must write in the amount in USD and provide the additional requested items.

- F-1 students, indicate funding for at least **one** academic year
  - If requesting a document for a dependent, you must provide additional financial support of **\$4,500 per dependent**
- J-1 students, indicate funding for the **entire length of your program**
  - If requesting a document for a dependent, you must provide additional financial support of **\$4,500 per dependent for the entire length of your program**. For example, if you are in a 5-year program, you must provide \$22,500 per dependent (\$4,500 x 5 years = \$22,500).

Providing insufficient funds will delay processing time. The International Center will accept a scan/copy of your financial document. The U.S. consulate/embassy will require original financial documents.

All Financial documents must meet the following criteria:

- All documents must be dated within 3 months of submission to the International Center. Must be in English or have an English translation.
- Must be in U.S. Dollars (USD). You can also provide currency conversion for total amount shown (you can provide a printout of a currency conversion site, such as OANDA).
- Total funding amount must be written in the designated field.
- Name on bank document must match listed sponsor(s).
  - If the financial documents are not in your name, provide an Affidavit of Financial Support completed and signed by the person providing funds. **See Section 4 of the form for sample affidavit text.**
- Financial documents must show liquid assets that can be easily converted to cash
  - THE INTERNATIONAL CENTER WILL **ONLY** ACCEPT:
    - **BANK STATEMENTS/LETTERS FOR SAVINGS/CHECKING ACCOUNTS AND DEPOSIT CERTIFICATES**
    - **APPROVED STUDENT LOAN LETTERS** (The letter must state that the loan has been approved)
    - **UCI FUNDING LETTERS**
    - **SCHOLARSHIP LETTERS**
- For more information regarding financial documents, you can visit: <https://ic.uci.edu/resources-2/financial-documentation/>

If your program begins during Summer Session, you must enroll in a minimum of 6 units and provide the following amount of **additional funding** (except for students in the MS Business Analytics program):

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
\$2,224 (\$374/unit)	\$174	\$7,333	\$9,751
\$1,074 (6 units of Independent Study)	\$174	\$7,333	\$8,629

The amounts listed below reflect the 2023-2024 academic year tuition/fees schedule. This is the tuition/fees information we will use to issue your visa document. 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 Administration	\$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 5: MAILING/DELIVERY and DOCUMENT STATUS CHECK INFORMATION**

**F-1/ J-1:** F-1 visa documents (I-20) and J-1 visa documents (DS-2019) will be sent electronically via DocuSign to the email address you provide on this form. **MAKE SURE TO PROVIDE A VALID EMAIL ADDRESS.**

**You can check the status of your I-20/DS-2019** on the International Center website **AFTER your UCINetID has been activated:** <https://ic.uci.edu/welcome-students/students-new-students/>. The International Center is unable to modify document processing times to accommodate individual travel plans.

**J-1 STUDENTS HEALTH INSURANCE REQUIREMENT INFORMATION**

The U.S. Department of State requires all J-1 students (and J-2 dependents) to have health insurance throughout the duration of their academic program. Detailed information about minimum J-1 insurance requirements is available in the [The Exchange Visitor Welcome Brochure](#).

**SEVIS RECORD TRANSFER INFORMATION [IF APPLICABLE]**

This section needs to be completed by students who are **currently attending a school in the U.S. with an active SEVIS record.**

You will need to inform the school that currently holds your active SEVIS record that you were admitted to UCI and plan to transfer your SEVIS record. Contact your current school to follow their process for transferring out your SEVIS record.

**IMPORTANT REMINDERS:**

- To be eligible to transfer your SEVIS record to UCI,** you must be in legal F-1/J-1 status and your SEVIS record must be in ACTIVE status.
- If you are NOT in status,** you will need to request a NEW initial I-20/DS-2019 from UCI. **Your school should NOT transfer an inactive or terminated SEVIS record to UCI.**

The International Center will begin processing your new student request after your SEVIS record has been released to UCI. **Processing time is 3 weeks (15 business days) from your SEVIS record release date.**

SEVIS School Codes for UNIVERSITY OF CALIFORNIA, IRVINE	
F-1: LOS214F01962000	J-1: Please email <a href="mailto:internationalcenter@uci.edu">internationalcenter@uci.edu</a> for school code.

**DEPENDENT INFORMATION [IF APPLICABLE]**

Complete this section if you will be requesting a visa document for a spouse and/or child under the age of 21. Enter information for each person exactly as it appears in their passport(s).

In addition, submit the following items for each dependent:

- Copy of their passport biographical page (passports must be valid a minimum of 6 months beyond your intended start date at UCI)
- Make sure the funding provided includes dependent expenses (see **Section 4** for funding requirements).

**SECTION 1: PERSONAL INFORMATION**

PERSONAL INFORMATION	
LAST NAME:	DATE OF BIRTH [MM/DD/YYYY]:
FIRST NAME(S):	
UCI STUDENT ID #:	UCINETID:
CITY OF BIRTH:	COUNTRY OF BIRTH:
COUNTRY OF CITIZENSHIP:	COUNTRY OF PERMANENT RESIDENCE:

**SECTION 2: VISA INFORMATION**

VISA INFORMATION (SELECT THE TYPE OF VISA YOU WILL REQUEST):	
<input type="checkbox"/> <b>F-1 (I-20)</b>	<input type="checkbox"/> <b>J-1 (DS-2019)</b> <b>POSITION TITLE IN HOME COUNTRY (Required for J-1 students):</b> <input type="checkbox"/> PROFESSOR/TEACHER <input type="checkbox"/> RESEARCHER <input type="checkbox"/> GRADUATE STUDENT <input type="checkbox"/> UNDEGRADUATE STUDENT <input type="checkbox"/> PHYSICIAN <input type="checkbox"/> OTHER: _____
CHOOSE THE TYPE OF I-20/DS-2019 YOU ARE REQUESTING: <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>INITIAL I-20/DS-2019</b> (Choose this option if you do not have an active SEVIS record or if this is your first time applying for an F-1 or J-1 visa at a U.S. embassy/consulate).</li> <li><input type="checkbox"/> <b>CHANGE OF EDUCATION/DEGREE LEVEL I-20</b> (for students who currently attend UCI or on UCI-sponsored OPT).</li> <li><input type="checkbox"/> <b>TRANSFER I-20/DS-2019</b> (for students who currently have an active F-1 or J-1 student SEVIS record and plan to transfer it to UCI). <i>Complete SEVIS Record Transfer Information Section (page 6)</i></li> <li><input type="checkbox"/> <b>CHANGE OF STATUS I-20</b> (for students who are currently in the U.S. on a different non-immigrant visa and who plan to change their status to F-1 in the United States through USCIS).</li> </ul> <p>What type of non-immigrant visa do you currently have (for Change of Status I-20 option only)? : _____  <i>*Provide a copy of your current I-94, visa document, or Approval Notice.</i></p>	

**DEPENDENT REQUEST [IF APPLICABLE]**

<input type="checkbox"/> I AM REQUESTING F-2 VISA DOCUMENTS FOR DEPENDENT(S) (attach the <a href="#">Dependent Information</a> sheet on page 7 and the required items listed on the <a href="#">Instructions</a> page)
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**SECTION 3: ADDRESS INFORMATION**

PERMANENT ADDRESS (IN YOUR HOME COUNTRY)		CURRENT/MOST RECENT U.S. ADDRESS (Required for SEVIS Transfers)	
ADDRESS:		ADDRESS:	
CITY:		CITY:	
PROVINCE:		STATE:	
POSTAL CODE:		ZIP CODE:	
COUNTRY:		COUNTRY: UNITED STATES	
PHONE # (INCLUDE COUNTRY CODE):	<input type="checkbox"/> CELL <input type="checkbox"/> HOME	PHONE #:	<input type="checkbox"/> CELL <input type="checkbox"/> HOME
NON-UCI EMAIL:		UCI EMAIL:	



**SEVIS RECORD TRANSFER INFORMATION**

<b>SEVIS RECORD RELEASE: TO BE COMPLETED BY ADMITTED STUDENTS WHO HAVE AN ACTIVE SEVIS RECORD</b>	
I WILL BE TRANSFERRING MY SEVIS RECORD TO UCI: <input type="checkbox"/> YES <input type="checkbox"/> NO	CURRENT STUDENT VISA STATUS: <input type="checkbox"/> F-1 <input type="checkbox"/> J-1
DATE YOUR SEVIS RECORD WILL BE TRANSFERED TO UCI (MM/DD/YYYY):	
CURRENT SEVIS ID:	
NAME OF INSTITUTION HOLDING YOUR SEVIS RECORD:	
TRAVEL PLANS:	
<input type="checkbox"/> No, I will not travel outside of the U.S. before the start of my program <input type="checkbox"/> Yes, I plan to travel outside the U.S. before the start of my program: Departure date: _____ Return date: _____	
I AM CURRENTLY:	
<input type="checkbox"/> A student, my program end date is/was: _____ <input type="checkbox"/> On OPT, my end date is/was: _____	

**IMPORTANT REMINDERS:**

- J-1 STUDENTS:** The UCI International Center will work with your current institution on the SEVIS record transfer.
- To be eligible to transfer your SEVIS record to UCI,** you must be in legal F-1/J-1 status and your SEVIS record must be in ACTIVE status.
- If you are NOT in Active status,** you will need to request a NEW initial I-20/DS-2019 from UCI. **Your school should NOT transfer an inactive or terminated SEVIS record to UCI.**

**DEPENDENT INFORMATION**

Complete this section if a spouse or child(ren) will be your F-2 dependent(s) during your studies.

<b>DEPENDENT 1</b>	
LAST NAME:	MIDDLE NAME [IF APPLICABLE]:
FIRST NAME:	
DATE OF BIRTH [MM/DD/YYYY]:	RELATIONSHIP: <input type="checkbox"/> SPOUSE <input type="checkbox"/> CHILD
EMAIL:	IMMIGRATION STATUS: <input type="checkbox"/> F-2 <input type="checkbox"/> J-2
CITY OF BIRTH:	COUNTRY OF BIRTH:
COUNTRY OF CITIZENSHIP:	COUNTRY OF PERMANENT RESIDENCE:

<b>DEPENDENT 2</b>	
LAST NAME:	MIDDLE NAME [IF APPLICABLE]:
FIRST NAME:	
DATE OF BIRTH [MM/DD/YYYY]:	RELATIONSHIP: <input type="checkbox"/> SPOUSE <input type="checkbox"/> CHILD
EMAIL:	IMMIGRATION STATUS: <input type="checkbox"/> F-2 <input type="checkbox"/> J-2
CITY OF BIRTH:	COUNTRY OF BIRTH:
COUNTRY OF CITIZENSHIP:	COUNTRY OF PERMANENT RESIDENCE:

<b>DEPENDENT 3</b>	
LAST NAME:	MIDDLE NAME [IF APPLICABLE]:
FIRST NAME:	
DATE OF BIRTH [MM/DD/YYYY]:	RELATIONSHIP: <input type="checkbox"/> SPOUSE <input type="checkbox"/> CHILD
EMAIL:	IMMIGRATION STATUS: <input type="checkbox"/> F-2 <input type="checkbox"/> J-2
CITY OF BIRTH:	COUNTRY OF BIRTH:
COUNTRY OF CITIZENSHIP:	COUNTRY OF PERMANENT RESIDENCE:

<b>DEPENDENT 4</b>	
LAST NAME:	MIDDLE NAME [IF APPLICABLE]:
FIRST NAME:	
DATE OF BIRTH [MM/DD/YYYY]:	RELATIONSHIP: <input type="checkbox"/> SPOUSE <input type="checkbox"/> CHILD
EMAIL:	IMMIGRATION STATUS: <input type="checkbox"/> F-2 <input type="checkbox"/> J-2
CITY OF BIRTH:	COUNTRY OF BIRTH:
COUNTRY OF CITIZENSHIP:	COUNTRY OF PERMANENT RESIDENCE:

<b>STUDENT SIGNATURE</b>	
I VERIFY THAT MY DEPENDENT(S) INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE.	
STUDENT SIGNATURE:	TODAY'S DATE [MM/DD/YYYY]: