

PROCESSING TIME: 5 BUSINESS DAYS

ATTACH THE FOLLOWING TO THIS REQUEST FORM:

- If you are traveling outside the U.S. for 30 days or more: Department letter (see instructions below)

PERSONAL INFORMATION	
STATUS: <input type="checkbox"/> J-1 SCHOLAR <input type="checkbox"/> J-2 DEPENDENT	TODAY'S DATE [MM/DD/YYYY]:
LAST NAME:	FIRST NAME:
DATE OF BIRTH [MM/DD/YYYY]:	SEVIS NUMBER: N
TELEPHONE:	UCI EMAIL:

TRAVEL PLANS	
APPROXIMATE START DATE OF TRAVEL [MM/DD/YY]:	APPROXIMATE END DATE OF TRAVEL [MM/DD/YY]:
LIST THE NAMES OF DEPENDENTS [SPOUSE/CHILDREN] THAT ARE REQUESTING A TRAVEL SIGNATURE:	
WILL YOU (AND/OR DEPENDENTS) BE APPLYING FOR A U.S. VISA? <input type="checkbox"/> YES <input type="checkbox"/> NO	

TRAVEL REMINDERS AND RESPONSIBILITIES
<ul style="list-style-type: none"> ▪ Review travel information on the International Center website, including Recommended Documents for Travel ▪ The travel signature on your DS-2019 (for J-1) verifies your J-1 status. ▪ Each travel signature is valid for <u>one year</u>. ▪ You must be sure that you have valid travel documents to re-enter the U.S., including a valid J-1/J-2 visa. ▪ Your passport must be valid a minimum of six months into the future. ▪ Be sure to verify entry requirements for each country you will visit. ▪ If you will apply for a new visa, be aware of processing times at the U.S. Consulate and possible delays due to administrative review. ▪ Delays in returning to the U.S. may affect your ability to continue your employment at UCI. If you are delayed in returning to the U.S., contact the International Center for guidance. ▪ Review information on Sanctioned and Embargoed Countries, if you are a citizen, resident or will travel to one of these countries, you will need to consult with the Export Control Office, in advance of your trip.

TRAVELING OUTSIDE THE U.S. FOR 30 DAYS OR MORE
<p>Travel outside the U.S. for 30 days or more requires approval from the International Center before departure. Scholar must provide a department letter signed by the PI and co-signed by the Dean outlining the following:</p> <ul style="list-style-type: none"> ▪ Confirm scholar will maintain a UCI academic appointment during time outside the U.S. ▪ Confirm scholar will maintain health insurance coverage during time outside the U.S. ▪ Explain need for scholar to conduct this portion of the research away from UCI and how it's related to the UCI project ▪ Approximate dates the scholar will be outside the U.S. (departure and return date) ▪ Complete foreign address where the research will be conducted while outside the U.S. ▪ Proposed schedule scholar and UCI PI will follow to stay in routine, consistent contact during time outside the U.S.

SIGNATURE
<p>I certify that the information I have provided is accurate. I reviewed the travel information available on the International website and am aware of the reminders and responsibilities outlined above.</p> <p>Scholar Signature: _____ Date: _____</p>