

You must complete all sections of this form to request a new visa document (I-20/DS-2019) from UC Irvine. Follow the instructions for each section and include any required documents indicated.

You will submit your completed packet to your admitting academic department. **DO NOT** submit pages 1-3 of this form. Your academic department will include additional information and deliver the entire packet to the International Center (IC). Once the International Center receives your packet, and verifies that it is complete, the **processing time** for your document will be **3 weeks**.

You must activate your UCI NetID before mailing these documents to your department. Please visit this website: <https://activate.uci.edu/activate/menu.php> and follow the directions to activate your UCI NetID. The start date of your academic program will determine when you are able to activate your UCI email address. Please note that the International Center will utilize email as the primary form of communication.

If your packet is incomplete or changes are needed 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.

As you complete each section, please check the corresponding box in the checklist.  
If applicable, please ensure you include all requested additional documents with the packet.

<b>STUDENT CHECK LIST</b>	
<input type="checkbox"/>	<b>VISA INFORMATION</b>
<input type="checkbox"/>	<b>PERSONAL INFORMATION</b>
<input type="checkbox"/>	<input type="checkbox"/> COPY OF PASSPORT BIOGRAPHICAL PAGE
<input type="checkbox"/>	<b>ADDRESS INFORMATION</b>
<input type="checkbox"/>	<b>FUNDING INFORMATION</b>
<input type="checkbox"/>	<input type="checkbox"/> REQUIRED FINANCIAL DOCUMENTS
<input type="checkbox"/>	<b>MAILING INFORMATION</b>
<input type="checkbox"/>	<input type="checkbox"/> PAY FOR UEMS/ESHIPGLOBAL
<input type="checkbox"/>	<b>SIGNATURE</b>
<input type="checkbox"/>	<b>DEPENDENT INFORMATION [IF APPLICABLE]</b>
<input type="checkbox"/>	<input type="checkbox"/> ADDITIONAL FUNDING DOCUMENTS
<input type="checkbox"/>	<input type="checkbox"/> COPY OF DEPENDENT(S) PASSPORT BIOGRAPHICAL PAGE
<input type="checkbox"/>	<b>SEVIS RECORD TRANSFER PROCESS [IF APPLICABLE]</b>

## INSTRUCTIONS

### SECTION 1: 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, please visit the International Center website: <https://www.ic.uci.edu/students/newStudents.php>.

### SECTION 2: PERSONAL INFORMATION

Information in this section must be completed exactly as it appears in your passport—including symbols and spacing. You must 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 3: ADDRESS INFORMATION

Must be a physical street address. P.O. Box addresses cannot be accepted. If you are TRANSFERRING your SEVIS record to UCI, you **must** provide a local address to complete the transfer.

### SECTION 4: FUNDING INFORMATION

UCI must verify that you have sufficient financial support to meet your educational and living expenses. Indicate all funding sources for the 2018-2019 academic year by selecting the appropriate categories. You may select multiple funding sources. For each source you select, please write in the Funding Amount in the column to the right and provide the additional requested items with your complete packet.

- 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; however, if the document provided is illegible or difficult to read, we will request a replacement. The U.S. consulate will require original financial documents.

If you will begin your program during Summer Session, you must enroll in a minimum of 6 units and provide the following amount of additional funding: \$8,952 (except for students in the MFin and MSBA programs). This amount includes the cost of enrolling in six units and your summer living expenses—this amount is subject to change.

The amounts listed below are a reflection of the 2017-2018 academic calendar year and are subject to change. For more information, please visit the website for the Office of the Registrar: <http://www.reg.uci.edu/navigation/fees.html>.

All Financial documents must meet the following criteria:

- Less than 3 Months old (from date the International Center receives packet)
- Must be in English or have an official notarized English translation
- Must be in U.S. Dollars (USD) or provide currency conversion for total amount shown
- Total funding amount must be written in the designated field
- Name on bank document must match listed sponsor(s)
- Financial documents must show liquid assets that can be easily converted to cash
  - **THE INTERNATIONAL CENTER WILL NOT ACCEPT DEEDS, TRUSTS, TAX DOCUMENTS, SALARY OR INVESTMENT ACCOUNT STATEMENTS, ETC.**

**SECTION 4: FUNDING INFORMATION (Continued)**

2018-2019 FUNDING INFORMATION			
PROGRAM	TUITION/FEES	LIVING EXPENSES	TOTAL FOR ONE ACADEMIC YEAR
GRADUATE (STANDARD)	\$32,433	\$20,000 REQUIRED FOR 9 MONTH ACADEMIC YEAR (\$6,667 PER QUARTER)	\$52,433
BIOTECHNOLOGY MGMT	\$41,880		\$61,880
ENG. MGMT	\$42,807		\$62,807
GENETIC COUNSEL	\$39,996		\$59,996
LAW (JD)	\$55,580		\$75,580
LAW (LLM)	\$58,370		\$78,370
MBA	\$51,480		\$71,480
MECPS	\$33,933		\$53,933
MS-BATS	\$41,145		\$61,145
MPAC	\$44,982		\$64,982
MPH	\$36,075		\$56,075
MPP	\$36,465		\$56,465
MURP	\$35,577		\$55,577
MCS	\$43,000		\$26,668
MFin and MSBA	\$55,000	\$81,668	
ADDT'L PER DEPENDENT	N/A	\$4,500	\$4,500

**SECTION 5: MAILING INFORMATION**

You have two options to receive your new student visa document: (a) pay for mailing through eShipGlobal, or (b) pick-up the document in-person from the UCI International Center. The International Center *strongly* encourages all students to pay for mailing. Failing to select an option, or changing a selection, will delay the release of your immigration document. The International Center is unable to modify document processing times to accommodate individual travel plans.

For instructions or more information, please visit our website:

<https://ic.uci.edu/resource-pages/mailling-information-uems-eshipglobal.php>

**DEPENDENT INFORMATION [IF APPLICABLE]**

Complete this section if you will be requesting a visa document for a spouse and/or child. All information must be completed exactly as it appears in their passport(s). You must submit the following items for each dependent:

- A copy of their passport biographical page (passports must be valid a minimum of 6 months beyond your intended start date at UCI)
- Financial support, please see **Section 4** for funding requirements.

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

This section is to be completed by students who are currently attending school in the U.S. in F-1/J-1 student status. This information will be used to complete the transfer of your current SEVIS record to UCI.

You will need to inform your current school who issued your I-20/DS-2019 that you have been admitted and plan to transfer your SEVIS record to UCI. To be eligible to transfer 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. If you meet these requirements, you are eligible to transfer your SEVIS record to UCI. You will need to show the school codes below and an admission letter to the (P)DSO/(A)RO at your current school to have your SEVIS record transferred. **Your SEVIS record should not be transferred if you are unable to provide your previous school with an admission letter verifying you have been admitted to UCI.**

The International Center cannot begin processing your new student request until your SEVIS record has been released to UCI. Processing time is **3 weeks** 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.

**SECTION 1: VISA INFORMATION**

VISA INFORMATION	
I AM REQUESTING:	<input type="checkbox"/> F-1 (I-20) <input type="checkbox"/> J-1 (DS-2019)
<input type="checkbox"/> I AM CURRENTLY OUTSIDE THE U.S. AND WILL APPLY FOR AN F-1/J-1 VISA IN MY HOME COUNTRY	
<input type="checkbox"/> I AM CURRENTLY INSIDE THE U.S. [select one of the following options]	
<input type="checkbox"/> I currently attend another institution in the U.S. and will transfer my F-1/J-1 SEVIS record to UCI [attach the <a href="#">SEVIS Record Transfer Process</a> sheet on page 7]	
<input type="checkbox"/> I currently attend UCI as an F-1/J-1 student	
<input type="checkbox"/> I need to change my current visa type to F-1 or J-1 student [complete section below: Change of Visa Status]	
CHANGE OF VISA STATUS [IF APPLICABLE]	
CURRENT VISA TYPE:	
HOW DO YOU PLAN TO CHANGE YOUR VISA TYPE:	
<input type="checkbox"/> Stay in the US and apply through USCIS	
<input type="checkbox"/> Apply for visa in home country	
DEPENDENT REQUEST [IF APPLICABLE]	
<input type="checkbox"/> I AM REQUESTING VISA DOCUMENTS FOR DEPENDENT(S) [attach the <a href="#">Dependent Information</a> sheet on page 6 and the required items listed on the <a href="#">Instructions</a> page]	

**SECTION 2: PERSONAL INFORMATION**

PERSONAL INFORMATION	
LAST NAME:	FIRST NAME(S):
DATE OF BIRTH [MM/DD/YYYY]:	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
UCI STUDENT ID #:	UCINETID:
CITY OF BIRTH:	COUNTRY OF BIRTH:
COUNTRY OF CITIZENSHIP:	COUNTRY OF PERMANENT RESIDENCE:

**SECTION 3: ADDRESS INFORMATION**

PERMANENT ADDRESS (IN YOUR HOME COUNTRY)		LOCAL ADDRESS [IN THE U.S.—IF APPLICABLE]	
ADDRESS:		ADDRESS:	
CITY:		CITY:	
PROVINCE:		STATE:	
POSTAL CODE:		ZIP CODE:	
COUNTRY:		COUNTRY:    UNITED STATES	
PHONE #:	<input type="checkbox"/> CELL <input type="checkbox"/> WORK <input type="checkbox"/> HOME	PHONE #:	<input type="checkbox"/> CELL <input type="checkbox"/> WORK <input type="checkbox"/> HOME
EMAIL:		UCI EMAIL:	
CURRENT ADDRESS: <input type="checkbox"/> YES <input type="checkbox"/> NO		CURRENT ADDRESS: <input type="checkbox"/> YES <input type="checkbox"/> NO	

**SECTION 4: FUNDING INFORMATION**

FUNDING SOURCE(S) [SELECT ALL THAT APPLY]	FUNDING AMOUNT:
<input type="checkbox"/> PERSONAL/FAMILY FUNDS <ul style="list-style-type: none"> <li>• Attach bank statement/letter</li> <li>• Include an Affidavit of Financial Support from the sponsoring family member (if applicable) Sample Text: <i>"To Whom It May Concern, I (fill in name), (relationship to student), am willing and able to provide the educational and living expenses in the amount of (\$\$\$\$\$) for (name of student), during their studies at UCI." (Signature) (Print Name) (Date)</i></li> </ul>	\$: _____
<input type="checkbox"/> UNIVERSITY OF CALIFORNIA, IRVINE <ul style="list-style-type: none"> <li>• No additional documents needed—department will provide verification</li> </ul>	\$: _____
<input type="checkbox"/> GOVERNMENT FOUNDATION, AGENCY, HOME UNIVERSITY, OR CORPORATE FELLOWSHIP <ul style="list-style-type: none"> <li>• Attach official award letter (must clearly state terms and conditions of your award including: duration of award, visa conditions, types of expenses covered, etc.)</li> </ul> NAME OF AGENCY: _____	\$: _____
<input type="checkbox"/> PRIVATE SPONSOR <ul style="list-style-type: none"> <li>• Include a signed and dated sponsorship letter outlining the amount and duration of your sponsorship.</li> <li>• Attach bank statement/letter</li> </ul>	\$: _____

**SECTION 5: MAILING INFORMATION**

MAILING INFORMATION [SELECT ONE]	
<input type="checkbox"/> SECURE EXPRESS MAIL I have paid for eShipGlobal—my <b>order number</b> is: <div style="background-color: yellow; width: 200px; height: 20px; margin-top: 5px;"></div>	<input type="checkbox"/> IN-PERSON PICK-UP <i>I understand that I must personally pick up my visa document from the International Center. I am aware of the International Center's hours of operation and am aware of all public holidays that may influence my ability to pick-up my document.</i>

**SECTION 6: SIGNATURE**

SIGNATURE	
I VERIFY THAT ALL INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE. I VERIFY THAT I CAN MEET ALL EXPENSES WHILE ATTENDING UC IRVINE. I UNDERSTAND THAT THE INTERNATIONAL CENTER WILL ONLY PROCESS COMPLETE APPLICATIONS FOR AN I-20/DS-2019. I AM AWARE THAT THE PROCESSING TIME FOR A NEW VISA DOCUMENT IS 3 WEEKS FROM THE DATE THE INTERNATIONAL CENTER RECEIVES MY COMPLETED APPLICATION. IT IS MY RESPONSIBILITY TO NOTIFY BOTH MY ADMITTING ACADEMIC DEPARTMENT AND THE INTERNATIONAL CENTER OF ANY CHANGES TO MY ACADEMIC PLANS AT UCI.	
STUDENT SIGNATURE: _____	TODAY'S DATE: _____

**DEPENDENT INFORMATION**

<b>DEPENDENT 1</b>	
LAST NAME:	FIRST NAME:
MIDDLE NAME [IF APPLICABLE]:	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
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:	FIRST NAME:
MIDDLE NAME [IF APPLICABLE]:	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
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:	FIRST NAME:
MIDDLE NAME [IF APPLICABLE]:	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
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:	FIRST NAME:
MIDDLE NAME [IF APPLICABLE]:	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
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:	DATE [MM/DD/YYYY]:

**SEVIS RECORD TRANSFER PROCESS**

<b>SEVIS RECORD RELEASE: TO BE COMPLETED BY ADMITTED STUDENT</b>	
I WILL BE TRANSFERRING MY SEVIS RECORD TO UCI: <input type="checkbox"/> YES	CURRENT STUDENT VISA STATUS: <input type="checkbox"/> F-1 <input type="checkbox"/> J-1
SEVIS RECORD RELEASE DATE (MM/DD/YYYY):	
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: _____	
<b>STUDENT SIGNATURE</b>	
I VERIFY THAT MY INFORMATION PROVIDED IS ACCURATE. I AUTHORIZE THE DSO/ARO AT MY CURRENT SCHOOL TO RELEASE MY SEVIS RECORD TO UC IRVINE.	
STUDENT SIGNATURE:	DATE [MM/DD/YYYY]: