

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. It is important to note that the International Center will utilize email as the primary form of communication.

If your packet is incomplete or changes occur then 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. A checklist of all required sections and documents has been included below.

- SECTION 1: VISA INFORMATION**
- SECTION 2: PERSONAL INFORMATION**
  - COPY OF PASSPORT BIOGRAPHICAL PAGE
- SECTION 3: ADDRESS INFORMATION**
- SECTION 4: FUNDING INFORMATION**
  - REQUIRED FINANCIAL DOCUMENTS
- SECTION 5: MAILING INFORMATION**
  - PAY FOR UEMS/ESHIPGLOBAL
- SECTION 6: SIGNATURE**
- J-1 STUDENT HEALTH INSURANCE REQUIREMENT INFORMATION**
  - READ THOROUGH THE SECTION (PG. 3)
- DEPENDENT INFORMATION [IF APPLICABLE]**
  - ADDITIONAL FUNDING DOCUMENTS
  - COPY OF DEPENDENT(S) PASSPORT BIOGRAPHICAL PAGE
- SEVIS RECORD TRANSFER PROCESS [IF APPLICABLE]**

## 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>.

- **J-1 students only:** you must indicate your position title in your home country

### 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

This must be a physical street address. **P.O. Box addresses will not 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 2020-2021 academic year by selecting the appropriate categories. You may select multiple funding sources. For each source you select, you must 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: \$9,277 (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 2019-2020 academic calendar year and are subject to change. For detailed 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 **ONLY** ACCEPT:
    - **BANK STATEMENTS/LETTERS FOR SAVINGS/CHECKING ACCOUNTS AND DEPOSIT CERTIFICATES**
    - **APPROVED STUDENT LOAN LETTERS**
    - **UCI FUNDING LETTERS**
    - **SCHOLARSHIP LETTERS**
- For more information regarding financial documents, you can visit: <https://ic.uci.edu/resource-pages/financial-doc-faq.php>

2020-2021 VISA DOCUMENT FUNDING INFORMATION				
PROGRAM	TUITION/FEES	LIVING EXPENSES	TOTAL FOR ONE ACADEMIC YEAR	
GRADUATE (STANDARD)	\$32,829	\$21,000 REQUIRED FOR 9 MONTH ACADEMIC YEAR (\$7,000 PER QUARTER)	\$53,829	
BIOTECHNOLOGY MGMT	\$42,891		\$63,891	
ENG. MGMT	\$44,556		\$65,556	
GENETIC COUNSEL	\$41,460		\$62,460	
LAW (JD)	\$58,006		\$79,006	
LAW (LLM)	\$63,447		\$84,447	
MBA	\$54,120		\$75,120	
MCS	\$33,381		\$54,381	
MECPS	\$32,250		\$53,250	
MIE	\$55,066		\$76,066	
MS-BATS	\$45,582		\$66,582	
MSWE	\$35,607		\$56,607	
MPAC	\$51,988		\$72,988	
MPH	\$37,137		\$58,137	
MPP	\$37,569		\$58,569	
MURP	\$36,462		\$57,462	
MEng	\$48,200		\$55,200	
MFin	\$61,168		\$28,000	\$89,168
MSBA	\$60,689			\$88,689
ADDT'L PER DEPENDENT	N/A	\$4,500	\$4,500	

## SECTION 5: MAILING/PICK-UP 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. Students will not be notified when the visa document (I-20/DS-2019) has been mailed or is ready for pick-up. You can check the status of your I-20/DS-2019 on the International Center website: <https://ic.uci.edu/students/newStudents.php>. 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>

You can also authorize a friend to pick it up for you. If you plan to have someone pick up the document for you please fill out the Authorization form, which can be found here under "General": <https://ic.uci.edu/resource-pages/forms.php>, and send it directly to me at [agomez10@uci.edu](mailto:agomez10@uci.edu). The authorized person must bring their ID to collect your document.

## J-1 STUDENTS HEALTH INSURANCE REQUIREMENT INFORMATION

The U.S. Department of State requires all J-1 students (and J-2 dependents) have health insurance throughout the duration of their academic program. As a J-1 student at UC Irvine, all your accompanying dependents and you are **required** to have medical insurance that meets the minimum J-1 requirements. For detailed information regarding the minimum J-1 insurance requirements, please visit: <https://j1visa.state.gov/wp-content/uploads/2015/03/Brochure-The-Exchange-Visitor-Program.pdf>

## 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) <b>POSITION TITLE IN HOME COUNTRY:</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: _____
<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"/> My F-1/J-1 SEVIS record is with another institution and I will transfer it to UCI (main campus) [attach the <a href="#">SEVIS Record Transfer Process</a> sheet on page 7]	
<input type="checkbox"/> My F-1/J-1 SEVIS record is currently with UCI (main campus)	
<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 #:	PHONE #:
<input type="checkbox"/> CELL <input type="checkbox"/> WORK <input type="checkbox"/> HOME	<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/PICK-UP 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>

Due to high volume of requests, students can check if the I-20/DS-2019 has been mailed or is ready for pick-up on the International Center website. <https://ic.uci.edu/students/newStudents.php>.

**SECTION 6: SIGNATURE**

SIGNATURE
The information I provided is true and complete 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 understand that the processing time for a new visa document is 3 weeks from the date the International Center receives my completed application. I am required to notify the following offices of any changes to my academic plans: <ul style="list-style-type: none"> <li>• My admitting academic department, and</li> <li>• The International Center at UCI</li> </ul> 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:	TODAY'S 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):	
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: _____	
<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:	TODAY'S DATE [MM/DD/YYYY]: