J-1 EXCHANGE VISITOR (EV) CONTRACT

Please review each item below carefully. Your sponsor is the school/agency official who signed your DS-2019 form. You are responsible for adhering to these rules and regulations. By signing at the bottom, you declare that you understand the consequences if you fail to do so. If you need further clarification of any issues stated below, please ask a J-1 counselor.

STATEMENT BY THE EXCHANGE VISITOR

I understand it is my responsibility as a J-1 Exchange Visitor that:

1. I can only engage in activities as specified on my DS-2019 form.

2. In the case of a transfer to another university, I must process my visa transfer on or before the ending date of the program which is stated at #3 on the DS-2019 form. I will meet with a DCISS counselor at least 10 business days before I transfer out of UCLA.

3. I must file an extension – at least 10 business days prior to the expiration date – if I can’t complete my research/studies by the end date specified on my DS-2019 form.

4. I am NOT eligible to work off-campus unless I fall under one of the following circumstances and have obtained prior written authorization from DCISS:
   a. Research Scholars/Professors/Specialists are limited to short-term consultations and lectures related to research. Employment must be incidental to primary objectives at UCLA.
   b. Degree seeking students and UCLA Exchange Students that have completed 3 academic quarters are eligible for academic training off-campus.

5. I may not accept employment at UCLA in a department other than the one stated on my DS-2019 form without authorization from my sponsor.

6. I will keep my passport valid at all times.

7. I must have a valid J-1 visa stamp in my passport as well as a travel signature on my valid DS-2019 to enter the U.S. after a temporary visit abroad.

8. I will report any change of field of studies, funding source or name change to DCISS within 10 days of such change.

9. I will provide UCLA & my sponsor with any change in my (and my dependents’) place of residence in the U.S. within 10-days of such change. The address I provide will be the actual physical location where I reside.

Signature of Exchange Visitor                         Name (Print)                                                Date
SUMMARY OF IMPORTANT INFORMATION FOR J-1 VISA HOLDERS

1. EXTENSION OF STAY: Your authorized stay on J-1 (or J-2) visa expires on the date stated at Box #3 of the DS-2019 form. If you need to stay longer, your department needs to submit a request for an Extension of Stay to DCISS about two months prior to expiration of the DS2019 form.

You are **NOT ELIGIBLE FOR J-1 EXTENSION** if any of the following situations exist:
   a. If you have received a waiver of the 2-year home residency requirement from the U.S. Department of State or United States Citizenship and Immigration Service (USCIS).
   b. If an application for PR or H-1 visa has been filed at the USCIS on your behalf.
   c. If you have exceeded maximum allowable time under the current J-1 category (see #11 below).

2. HEALTH INSURANCE: All J-1/J-2 Exchange Visitors must have adequate health insurance during their stay at UCLA. Information and applications are available at DCISS.

3. EMPLOYMENT: Non-students are authorized to work at UCLA only in their respective departments. However, other incidental employment may be approved by DCISS with written recommendations from the faculty supervisor. Students must always obtain authorization from DCISS to work on-campus. Employment requests must be filed with DCISS prior to the start of the employment. USCIS authorizes employment requests for J-2 visa holders. Applications are available at DCISS.

4. ACADEMIC TRAINING: Only degree students and exchange students who have completed 3 academic quarters are eligible. Information is available at the DCISS.

5. RE-ENTRY TO THE U.S. AFTER A TRIP ABROAD: Exchange Visitors and their dependents must have a valid travel signature from DCISS on page 1 of the DS-2019 as well as a valid J-1/J-2 visa stamp in their passport. (If visiting Mexico or Canada for a period less than 30-days, the visa stamp need not be valid to re-enter; only re-validation of the DS-2019 form is required. The passport and DS-2019 form are the required documents for re-entry).

6. FAMILY ENTRY: If a family member (spouse or minor children) is planning to join you, request a separate DS-2019 form for each member from DCISS.

7. 2-YEAR HOME COUNTRY RESIDENCE REQUIREMENT WAIVER: You may obtain information from the U.S. Department of State at www.state.gov.

8. CHANGE OF VISA STATUS or NEW J-1 PROGRAM: Restrictions may apply. Information is available at DCISS.

9. CHANGE OF PROGRAM ACTIVITIES AND/OR THE DEPARTMENT: This is possible only with recommendation letters from the current advisor and the advisor of the new department. Information available at DCISS.

10. TRANSFER TO ANOTHER UNIVERSITY: If you intend to transfer to a different exchange visitor program, complete the “Transfer Out Data Sheet” (available at DCISS) and return it to DCISS with the signature of the new school. DCISS will then process the transfer.

11. MAXIMUM ALLOWABLE DURATION OF STAY ON J-1 STATUS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Research Scholar, Professor: 5 years</th>
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<tbody>
<tr>
<td></td>
<td>Student:</td>
</tr>
<tr>
<td></td>
<td>Short Term Scholar: 6 months</td>
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<tr>
<td></td>
<td>Specialist:</td>
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<td>Non-degree student: 24 months</td>
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</tbody>
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12. PASSPORTS: Must be valid for six months beyond the duration of the J-1 status.

13. DEPARTMENT OF STATE: The Department of State’s e-mail address for its Exchange Visitor Program is: jvisas@state.gov. Feel free to contact them any time with any concerns that you may have regarding your J-1 visa status.