Academic Training

EMPLOYMENT FOR J-2 (DEPENDENTS)

SOCIAL SECURITY NUMBER (SSN)

COMPLETION OF PROGRAM

Grace Period

DCISS DOCUMENTS PROCESSING TIMELINE
INTRODUCTION

The Exchange Visitor (J-1 Visa) Program was established by the U.S. Government to promote participation in Educational and Cultural programs by facilitating the visit of international scholars to the U.S. The objective of the program is to increase mutual understanding between the citizens of the U.S. and the Exchange Visitors’ country. The EV may study, conduct research, teach, or receive training. Universities, research institutes, and organizations can be recognized by the U.S. Department of State as Exchange Visitor Program Sponsors.

Exchange Visitors (EVs) are granted the J-1 visa by their program sponsors. Accompanying dependents (spouse and unmarried children of 21 years of age or younger) will receive the J-2 visa status. As an EV, you fall into one of the following categories:

- **Specialist**
  - Maximum duration 12 months
- **Short-Term Scholar**
  - Maximum duration 6 months
- **Researcher**
  - Maximum duration 60 months
- **Professor**
  - Maximum duration 60 months
- **Non-degree student**
  - Maximum duration 24 months
- **Student**
  - Maximum duration dependent on enrollment in a degree program

1. **Specialist**
   Experts in a field of specialized knowledge who visit the U.S. for the purpose of observing, consulting or demonstrating their special skills. Short-term scholars, Research Scholars and Professors are not considered Specialists for the purpose of this category. Maximum length of stay under this category is 12 months.

2. **Short-term Scholar**
   Visitors who come to UCLA for research, teaching and related academic activity for a period of six months or less. Maximum length of stay under this category is 6 months.
3. **Researcher / Professor**  
Visitors who come to UCLA for research, teaching and related academic activity for a period lasting longer than six months. Maximum length of stay under this category is 5 years.

4. **Non-Degree Students**  
A student visiting UCLA for a prescribed program of academic activity which does not lead to a degree from UCLA. Maximum length of stay under this category is 2 years.

5. **Degree Students**  
Students who will be admitted for a degree program at UCLA are authorized to be on J-1 visa status as long as they are in full time status and maintain satisfactory advancement towards completion of the degree as well as through any approved academic training period immediately following completion of the degree program (see [Enrollment](#)).
BASIC J-1 VISA TERMINOLOGIES

SEVIS (Student Exchange Visitor Information System)

Federal government database that maintains and tracks information on F-1 and J-1 visa students and scholars.

Department of Homeland Security (DHS)

The Department of Homeland Security oversees three agencies:

1. United States Citizenship and Immigration Services (USCIS) is responsible for citizenship, asylum, lawful permanent residency, employment authorization, refugee status, inter-country adoptions, replacement immigration documents, family and employment immigration related, and foreign student work authorization.
2. Immigration and Customs Enforcement (ICE) is responsible for immigration investigations, detention, removal, intelligence, and SEVIS.
3. Customs and Border Protection (CBP) is responsible for immigration inspections at U.S. Ports of entry, border patrol, and custom services.

U.S. J-1 Visa

All J-1 visa holders are referred to as an Exchange Visitor (EV). It is a computer-generated entry permit that is issued by the U.S. Embassy or Consulate abroad for you to enter the U.S. to begin your studies. The only time you are required to have a valid visa is when you are entering the U.S. from another country. For more information about visa applications please visit the U.S. Department of State at www.travel.state.gov. You can stay in the U.S. on an expired J-1 visa as long as you have maintained your valid J-1 exchange visitor status (DS2019).

I-94 Admission Record

The I-94 Admission Record, issued by CBP, documents your arrival and lawful entry to the U.S. The I-94 Admission Record could be issued either electronically or as a paper card. If you were issued an electronic I-94 Admission Record, you may retrieve and print a copy of your record from the CBP website: www.cbp.gov/i94.
Your I-94 Admission record should indicate your admission to the U.S. for the duration of status, abbreviated as “D/S”, which stands for the period that a J-1 Exchange Visitor will be participating in their research or studies. The I-94 Admission Record is required to request for state and federal benefits, such as a Social Security Number (SSN) or Driver License.

**DS2019 Form**

You receive the DS2019 form from UCLA after you are invited to the University. You need to present this form to the U.S. embassy or consulate in your home country to apply for your J-1 Visa. This form contains your study/research information such as field of research, start and end date of the program participation, and other personal information relevant to your J-1 status.

**DS2019 Extension**

In order to extend your duration of stay for further research or study, you must request an extension of your DS2019 with DCISS at least 10 business days before it expires. Failure to apply for DS2019 extension in a timely manner will result in termination of your J-1 status. You cannot extend beyond the maximum duration of your EV category.

**Transfer of J-1 Status**

This option enables you to transfer to UCLA or another institution to continue a program (study, research, or teaching) in the U.S. You may transfer if:

a. the J-1 visa category (student or scholar) will not change.

b. time spent, both at UCLA and the previous/future institution, will not exceed the length of time allowed for the respective J-1 Visa category, and…

c. the Responsible Officer at the current institution approves the transfer.

Please contact DCISS for further details regarding transfers.

**Travel Abroad**

To re-enter the U.S. after a trip abroad, you must present the following documents at the Port of Entry:

1. Valid passport (for at least 6 months)
2. Valid J-1 visa
   - If you do not have such a visa in the passport or your last visa will be expired at the time of re-entry to the U.S., you must obtain a new J-1 visa from the U.S. consulate or the embassy (preferably in your home country) before driving in or boarding a flight to the U.S.

3. Valid DS2019 endorsed for travel by DCISS (each signature is valid for one year). Contact DCISS on how to obtain the travel validation signature.

**Automatic Visa Revalidation for EVs**

Automatic Visa Revalidation allows J-1 holders to enter the U.S. from Canada, Mexico, or one of the adjacent islands to the U.S. (other than Cuba) on an expired J-1 visa if the trip is not exceeding 30 days. However, you must have a valid DS2019 endorsed for travel by DCISS, valid passport, and an expired J-1 visa stamp.

If you meet one of the following criteria, you will NOT be able to use automatic revalidation rule.

- You applied for a new J-1 visa while being out of the U.S. and it has not been issued.
- You applied for a new J-1 visa and was denied.
- You have a terminated or completed SEVIS record.
- You have been out of the U.S. for more than 30 days.
- You are a citizen from one of the following countries:
  - Cuba
  - Iran
  - Sudan
  - Syria

**Two-Year Home Country Residence Requirement**

This is a condition that applies to some Exchange Visitors (EVs) who obtain J visa status under the following circumstances:

a. the Exchange Visitor received full or partial funds from the U.S. government, his/her own government, or an international organization funded by government;
b. the education, training, or skills that the Exchange Visitor is pursuing in the U.S. appear on the Exchange Visitor Skills List for his/her legal country of residence published by the Department of State.

c. Foreign medical graduates receiving training in the U.S. under the sponsorship of the Educational Commission for Foreign Medical Graduates (ECFMG).

EVs who become subject to the Two-year Home Residence Requirement are not eligible to change their visa status from J-1 to H (temporary worker), L (intra-company transferee), or an immigrant visa ("green card"), unless they return and reside in the country of their last permanent residence for two years after completing their programs in the U.S.

EVs who become subject, but do not wish to comply with the residence requirement may apply for a **waiver** from the U.S. Department of State during or after the completion of the program.

**Note:** Information and guidelines are available at [www.state.gov](http://www.state.gov). DCISS will not be involved with the process of waiver application of EVs in any form. If an EV’s waiver application is approved by the Department of State or USCIS, DCISS will no longer issue a DS-2019 extension or transfer for a current EV.
MAINTAINING J-1 STATUS

*Mandatory Check-in (validation of arrival)*

As a newly admitted UCLA J-1 scholar/student, your arrival must be updated in SEVIS. This process is called ‘validation’ and must be completed within 30 days after the starting date stated on Box #3 on the DS2019 form. In order to do this, you are required to check-in with the Dashew Center for International Students and Scholars (DCISS) upon arrival to UCLA. Failure to validate your arrival will result in automatic termination of your J-1 EV status in the SEVIS system. You are required to bring the following documents to DCISS:

- Copy of DS-2019 (Page 1)
- Copy of I-94 Admission Record *(access at www.cbp.gov/i94)*
- Copy of J-1 Visa (except Canadian citizens)
- Copy of Passport Photo Page
- Copy of Proof of Medical Insurance
- Original Passport and DS-2019

*Valid DS2019 Form*

The DS2019 must be valid at all times. If you plan on extending your stay, you must apply for an extension of stay at least 10 business days prior to the expiration date of your DS2019. If you had provided initial information to Graduate Division, you must also request extension through Graduate Division.

*Valid Passport*

Passport must be valid for at least 6 months beyond the validity of the DS2019 form.
Health Insurance

U.S. Department of State regulations require that you as a J-1 exchange visitor obtain health, accident, medical evacuation and repatriation of remains insurance. The insurance policies must cover you and all accompanying dependents for your entire duration in the U.S. starting with the date of arrival and ending with the date of departure. Any exchange visitor who willfully refuses to comply with this requirement shall be considered to be in violation of his/her exchange visitor status. The program sponsor is obligated to inform the United States Department of State of the exchange visitor's noncompliance.

J-1 visitors at UCLA (other than those visitors who fall under the designated groups below) are required to enroll in the Visiting Scholar Injury and Sickness Insurance Plan (VSISP) through Garnett-Powers & Associates.

Information regarding eligibility, requirements, enrollment and the waiver approval process can be found on the Garnett-Powers site here. VSISP enrollment confirmation will be sent to you by email. You must print and bring confirmation email to DCISS check-in. Those approved for the waiver, must bring their waiver confirmation and proof of medical insurance used to waive.

J-1 visitors who are required to enroll in another UCLA affiliated plan are exempt from enrolling in the VSISP plan. These groups include:

(A) Postdoctoral Scholars

Postdoctoral Scholars are required to enroll in the Postdoctoral Scholar Benefits Plan (PSBP). Information regarding eligibility, requirements, and enrollment process can be found on the Garnett-Powers site.

(B) Degree, EAP, UCLA Exchange (IEO) students

Degree, EAP, UCLA Exchange students must enroll in the UCLA USHIP plan. For procedures on waiving USHIP in favor of another plan, visit www.studenthealth.ucla.edu. (Strict guidelines apply).
Medical benefits coverage for UCLA hired staff and faculty must include the following:

- repatriation of remains in the amount of $7,500
- expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of $10,000

Exchange Visitor must verify with their department administrator whether this coverage is included in their plan. Medical evacuation and repatriation of remains coverage may be purchased separately through A-G Administrators, Inc.

If you are not sure of which category above you fall into, please contact your department for clarification.

**Address Reporting**

In compliance with the U.S. Department of Homeland Security (DHS), you are required to have a valid address during your studies/research. DHS may terminate your immigration status automatically if you do not maintain your address information with UCLA in this proper format. While you are holding a UCLA-sponsored J-1 visa, you are required to provide the University the following addresses and, if a student, keep them up to date through URSA at www.ursa.ucla.edu:

1. *Mailing address*: is used as your local U.S. address for immigration purposes. This is where you are residing while UCLA is the sponsor of your visa. This address cannot be your home country address, out of state address, department address, office or post office box.
2. *Permanent address*: address in your home country. This address cannot be a U.S. address or a post office box.

DCISS will update the SEVIS system with your address. Simply email your new address to a J Visa staff member or fill out a [J-1 Address Change Request Form](#) in our office if you do not have access to URSA.
Enrollment (Students Only)

To maintain your J-1 status, you are required to pursue a full course of study and make normal academic progress towards completion of your degree program. Undergraduate students are required to register for a minimum of 12 units each quarter. Graduate students must be registered for a minimum of 8 units each quarter. Some graduate programs require students to enroll in 12 units instead of 8. Please check with your academic department for specific unit requirements. Summer enrollment is optional.

Reduced Course Load (Students Only)

J-1 students may take less than the required units for the following reasons and have prior approval by their Academic Counselor and DCISS J-1 counselor to take below full time enrollment:

1. Academic Difficulty (this reason can only be used one quarter per degree program at UCLA)
2. Taking UCLA Extension courses (can only be used in the final quarter and students need to submit proof of class registration at UCLA Extension. Undergraduates only)
3. Illness or medical condition (students must include letter from Ashe Student Health Center, Student Psychological Services, or private licensed physician)
4. Final Quarter of graduation.

Filing Fee Status – Graduate Students

J-1 graduate students who have completed all coursework requirements including their final thesis project may remain in valid J-1 status during their final quarter by paying the filing fee in lieu of enrollment units in order to submit the thesis/dissertation to Graduate Division. However, the filing fee must be paid by the quarter’s add/drop date in order for DCISS to consider you in valid J-1 status.
EMPLOYMENT FOR SCHOLARS

Employment for monetary remuneration of Visiting Scholars/Professors is limited to occasional lectures and short-term consultations incidental to the exchange visitor's primary program activity. For EVs whose DS-2019 form is issued by UCLA, the authorization to engage in employment must be granted by the Dashew Center for International Students and Scholars (DCISS). The scholar may only start the employment only after DCISS has authorized employment. Before DCISS can authorize employment, the scholar must bring the job offer letter and a letter from the sponsoring professor explaining how this employment meets the following criteria:

1. Be directly related to the objectives of the exchange visitor's program;
2. Be incidental to the exchange visitor's primary program activities; and
3. Not delay the completion date of the exchange visitor's program.

Acceptance of employment with an organization or institution other than the visa sponsor without written authorization is a violation of the EV's visa status and deems him/her subject to termination from participation in the exchange visitor program. Contact DCISS for specific procedures on how to obtain employment authorization.
EMPLOYMENT FOR STUDENTS

On-Campus Employment

Students on J-1 status may work on campus part time (up to 20 hours per week) while the school is in session and full time during the quarter/semester breaks and summer vacation. In order to obtain employment, students must be in good academic standing and have obtained On-Campus Work Authorization from DCISS.

Academic Training

UCLA Degree students and exchange students on J-1 visa have the opportunity to engage in paid or unpaid employment which is directly related to their major field of study, during or after completion of their studies, provided certain requirements are met. Such employment is termed Academic Training and is authorized in writing by the student's visa sponsor, e.g. the school or organization issuing the DS-2019 form.

1. Academic Training may be taken:
   a) after maintaining valid J-1 status for at least one academic year (Note: Students in degree programs that have a MANDATORY internship requirement are exempted from the one year valid J-1 status requirement); and
   b) during your annual vacation (e.g. Summer break) if you are eligible and intend to register for the next term; or
   c) after completion of all course requirements if you are working on your thesis or dissertation; or
   d) upon graduation, but it may not start more than 30 days after.

2. Time limitations:
   1. Undergraduate, Masters and pre-doctoral training: no more than 18 months, or the
duration of the program, whichever is less. For example: an MBA student, 2-year program, would be eligible for 18 months; but an LLM student, 1-year program, would qualify for a 9-month period only.

2. Post-doctoral training: up to 36 months or the duration of the student's doctoral program, whichever is less. For example: a Ph.D. student completing the degree in 2 years, would qualify for no more than 24 months.

3. Full time EAP/UCLA Exchange students: up to 9 months or the duration of the student's program, whichever is less (e.g. students enrolled in one quarter are only allowed 3 months of academic training).

4. Non-degree Certificate Students: up to 12 months or the duration of the student's program, whichever is less.

Any period of Academic Training (full or part-time) taken before graduation is deducted from the total allocation indicated above in full. Procedures to apply are available at the DCISS.

**EMPLOYMENT FOR J-2 (DEPENDENTS)**

All J-2 visa holders are eligible (subject to any existing labor regulations) to apply for a work permit in the U.S. The J-2 holder must apply for a work permit through USCIS. DCISS is not involved in the J-2 work permit procedure, but you may use the following guidelines to help with the application process: [J-2 Employment Guidelines](#)
SOCIAL SECURITY NUMBER (SSN)

An SSN is a number ID which may be required at the time of employment and allows you to apply for a driver’s license, open a bank account, etc. EVs are eligible to receive an SSN with proper authorization from DCISS. J-2 visa holders can not obtain a number unless they have received an Employment Authorization Document (EAD) card from USCIS.

COMPLETION OF PROGRAM

Upon completion of your program you do not need to inform our office of your departure unless you plan to leave earlier than 30 days prior to the expiration date on your DS2019.

Grace Period

Upon completion of your program you are allowed an additional 30-day grace period to prepare for your departure from the U.S. During this grace period, you are not allowed to work or study. Once you leave the country within these 30 days your visa automatically expires and you will not be able to re-enter the country to reclaim the rest of your grace period time.

DCISS DOCUMENTS PROCESSING TIMELINE

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<thead>
<tr>
<th>Document</th>
<th>Processing Time</th>
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<tbody>
<tr>
<td>Social Security Letter</td>
<td>1 business days</td>
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<tr>
<td>Certification of Status</td>
<td>3 business days</td>
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<tr>
<td>Invitation Letter (Family)</td>
<td>3 business days</td>
</tr>
<tr>
<td>Travel Validation</td>
<td>5 business days</td>
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<tr>
<td>Extension of DS2019</td>
<td>10 business days</td>
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<tr>
<td>New DS2019 Request</td>
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<td>Dependent(s) DS2019</td>
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