

EXCHANGE VISITOR (J-1) CONTRACT

Check off on each item below after reviewing carefully and provide your signature at the end of this document. You are responsible for adhering to these rules and regulations. Not following these mandatory requirements will lead to the termination of your appointment at UCLA and your J-1 visa status. By providing your signature, you certify that you have read and understand the information. If you need further clarification on any of the requirements outlined below, please ask a J-1 advisor.

Documents

- I have verified that all of the information on my DS-2019 form is correct.
- My SEVIS # is located on the top right corner of my DS-2019 form and begins with N00...
- I will keep my passport valid at all times.

Maintaining my J-1 Status

- I can only engage in activities as specified on my DS-2019 form.
- I will provide DCISS with any change in my (and my dependents') place of residence in the U.S. within 10-days of such change by submitting the online *Address Change Request Form*. The address I provide will be the physical location where I reside.
- I will report any change of field of studies, funding source or name change to DCISS within 10 days of such change.

Health Insurance

- I am aware of the U.S. Department of State's health insurance requirements and I will enroll in a health insurance plan that meets these requirements.
- I will provide DCISS with proof of my health insurance coverage.

Extensions

- I must file an extension at least 10 business days prior to the expiration date if I require more time to complete my research/studies by the end date specified on my DS-2019 form
- DCISS can only extend my DS-2019 form. It is not possible to renew a J-1 visa stamp inside the U.S., but I am allowed to continue my activity at UCLA with a valid DS-2019 form as long as I do not have plans to travel outside of the U.S. If I travel outside the U.S., I will need to visit my nearest U.S. Embassy/Consulate to renew my J-1 visa stamp before returning.

Travelling Outside of the U.S

- 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. Canadians are exempt from applying for a J-1 visa stamp.
- I will request a travel signature on my DS-2019 from DCISS at least 5 business days prior to departure. The travel signature is valid for 1 year and may be used for multiple trips abroad.
- I am allowed to enter the U.S. from Canada, Mexico, or one of the adjacent islands to the U.S. (other than Cuba) with an expired J-1 visa stamp if the trip is not exceeding 30 days and I hold a valid DS-2019 form with travel signature. Citizens of Iran, Iraq, Cuba, Sudan, Syria, and North Korea are exempt.

Transfer

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

Employment

- 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:
- Research Scholars/Professors/Specialists are limited to short-term consultations and guest lectures related to their UCLA program activity. Employment must be incidental to primary objectives at UCLA.
 - Certificate Students are eligible for academic training off-campus after completion of their program.
 - Visiting graduate student researchers (VGRS) and visiting undergraduate student researchers are not eligible to work off-campus under any circumstances.
- I may not accept employment at UCLA in a department other than the one stated on my DS-2019 form without consulting with DCISS.

Program Completion

- Upon completion of my program, I do not need to inform DCISS of my departure, unless I plan to leave earlier than 15 days before the expiration date on my DS2019.
- I am allowed an additional 30-day grace period after my DS-2019 expires to prepare for my departure from the U.S. During this grace period, employment or study is not allowed. Upon departure of the U.S. within these 30 days, my J Visa status automatically expires and I will not be able to re-enter the country to reclaim the rest of my grace period time.

NAME

SIGNATURE

DATE