



## INSTRUCTIONS FOR COMPLETING THE DS-2019 REQUEST FORM

This form includes instructions on how to complete the DS-2019 Request Form and provides a list of supplemental documents required for successful submission of the DS-2019 Application. Information is subject to change depending on types of visitors. Visit the DCISS website for regularly updated information. If you have further questions, please contact a J-1 Exchange Visitor Advisor at (310) 825-1681.

### A. PURPOSE OF THE DS-2019

**Begin New Program** or change visa to J-1: Applies to an Exchange Visitor (EV) coming from abroad, or someone in the U.S. on another non-immigrant visa to whom a UCLA department offers an opportunity to conduct/collaborate on a project. Change of visa status requires additional forms, available at DCISS. If family member(s)<sup>1</sup> will enter the U.S. **with the EV**, indicate the number and complete **part G**.

**Transfer of J-1 status to UCLA from another U.S. institution:** This option enables an EV to transfer to UCLA to continue a program (study, research, or teach) started at another institution in the U.S. An EV may transfer to UCLA if:

- a. the J-1 visa category (student or scholar) will not change
- b. time spent, both at UCLA and the previous institution, will not exceed the length of time allowed<sup>2</sup> for the respective J-1 visa category,
- c. the Responsible Officer at previous institution approves the transfer

The *Transfer-In Request Form* (see website) and a copy of the current DS-2019 form and J-1 visa stamp are required before DCISS can issue the new DS-2019. Changes of J-1 visa category, i.e. from student to research scholar/professor, require approval of the U.S. State Department and may be difficult to obtain.

**Extension of Stay:** An EV can apply for extension of stay if he/she will continue doing the same activity. A request must be submitted to DCISS **at least 10 business days** prior to the expiration of the DS-2019, but no earlier than 6 months prior to expiration date. DCISS approves extension of stay only for EVs whose I-94 forms show "D/S" as ending date of authorized stay. In all other instances, INS (form I-539 and fee(s) required) processes the extension request. When extension is processed, DCISS will contact the EV.

**J-1 visa students** on authorized post-graduation Academic Training must apply for extension of their stay for the duration of such training even if they are not physically present at UCLA. The length of the training, which is authorized by DCISS, is limited to up to 18 months for Bachelors and Master's degree students and 18-36 months for Ph.D. graduates on a case-by-case basis.

### B. EXCHANGE VISITOR BIOGRAPHICAL INFORMATION

Complete ALL the information requested. Missing data such as date of birth, place of birth, address, are essential for the U.S. Consul to issue the J-1 visa. Incomplete Request Forms will **delay** the DS-2019 issuance process. Enter Exchange Visitor's name as appears on passport. Exclude hyphens and special characters. All Extension requests must include the Exchange Visitor's U.S. home address.

### C. PROGRAM INFORMATION

**Appointment date:** dates of Appointment are the starting/ending dates of the activity at UCLA. For extension requests, the start date should be the date after current DS-2019 expires. The period of appointment shall not exceed the length of time allowed for the category. UCLA must have **Evidence of Adequate Funds**. This evidence **must be made available to DCISS** at the time a DS-2019 is requested.

**Specify** the **department name** and **subject of study, research, or teaching** as clearly as possible. For example, if the EV will teach Biology, be sure to indicate the specialty within that field. *No more than 15 words.*

---

<sup>1</sup> Spouse and unmarried children under 21 years of age.

<sup>2</sup> Researcher/Professor-5 years; Short Term Scholar-6 months; Specialist – 12 months; Degree Student – until completion of degree and Non-degree Student – 24 months.

**Primary activity while at UCLA (J-1 Visa Category):**

Category	Primary activity at UCLA/Eligibility	Length of Stay
<b>Professor</b>	An individual whose primary activity is teaching, lecturing, observing or consulting on non-tenure track appointments. Participation in Departmental research is allowed.	Maximum 5 years. Includes time spent at another institution on J-1 status. If he/she had completed a previous J program in the U.S as A PROFESSOR or RESEARCH SCHOLAR, he/she is subject to a 24-MONTH BAR (gap) to start a NEW J PROGRAM as a PROFESSOR or RESEARCH SCHOLAR.
<b>Research Scholar</b>	An individual whose primary activity is conducting research, observing, or consulting in connection with a research project under the supervision of a UCLA faculty. Generally holds PGR or Visiting Scholar appointments.	
<b>Short-Term Scholar</b>	A professor, researcher, or person with similar education or accomplishments coming to the U.S. on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills. This category includes speakers at Conferences receiving an honorarium from UCLA.	Maximum 6 months. No extension of stay allowed beyond 6 months.
<b>Specialist</b>	An individual who is an expert in a specialized field of knowledge or skill coming to the U.S. for observing, consulting, or demonstrating special skills. Generally holds SRA or equivalent appointment.	Maximum 1 year. No extension of stay allowed beyond 1 year.
<b>Non-degree Student</b>	An individual participating in non-degree objectives. <i>Must be substantially funded from sources other than personal or family funds.</i>	Maximum 24 Months. No extension of stay allowed beyond 2 years.
<b>Student</b>	An individual pursuing studies leading to a degree or certificate from UCLA on full-time basis; <i>Must be substantially funded from sources other than personal or family funds.</i>	Duration of studies plus a period of authorized employment known as Academic Training.

**UCLA Appointment Title:** Use “Other” field for titles not listed on scroll down. Attach Appointment Approval Confirmation notice from corresponding departments: Academic Personnel Office (e.g. Visiting Scholar APM 430), Graduate Division (e.g. VGRs, Postdocs), Undergraduate Research Center (URC), employment offer letter, admissions letter for certificate program.

Tenure track positions are not eligible for J-1 visa status.

**Medical Insurance:** Check one box only. J-1 visa holders are required to enroll OR opt out of the Visiting Scholar Benefit Plan (VSBP) through Garnett-Powers & Associates by filling out the enrollment form at the following site: <http://www.garnett-powers.com/vs/ucla/>.\*

To waive this requirement, in addition to filling out the enrollment form, they must show Garnett-Powers an insurance plan with ‘comparable coverage’ to the insurance offered through this program. EV can enroll up to 30 days prior to the start of program, but must enroll/waive within 31 days after start date.

\* Those visitors who are required to enroll in another UCLA affiliated plan (Post-docs under the PSBP plan, degree/exchange students under UCSHIP, staff/faculty under UCLA medical benefits) are exempt from this requirement. Staff/Faculty receiving UCLA medical benefits must purchase [medical evacuation/remains insurance](#).

**UCLA Department Funds:** An additional \$300 co-payment is required to prepare the DS-2019 form for visitors whose program activities are not fully supported by department 19900/20000 funds. See the DCISS website for more information regarding [fees](#). A co-payment of \$300 is also required for “non-degree student” requests and other special programs. Only degree students not participating in self-supported programs are exempt from fees.

**Special Programs:** Requests for visitors participating in structured programs that involve remuneration for the department from the visitor or visitor’s home institution/third party must be evaluated to determine that such program meets UCLA policy. Consultation with University entities and additional supporting documentation may be required before the DS-2019 can be issued. Contact DCISS for more information.

**D. OCCUPATION AND EDUCATION**

Complete ALL the information requested. Incomplete Request Forms will **delay** the DS-2019 issuance process.

**E. PREVIOUS J VISA HISTORY AND CURRENT VISA INFORMATION**

Copies of previous DS-2019s are required if visitor has been in the U.S. under another J-1 visa within 2 years before the starting date of new program at UCLA. If he/she had completed a previous J program in the U.S as A PROFESSOR or RESEARCH SCHOLAR, he/she is subject to a **24-MONTH BAR** (gap) to start a NEW J PROGRAM as a PROFESSOR or RESEARCH SCHOLAR. If he/she had completed a previous J program under another category (non-degree student, specialist, etc.) which lasted more than 6 months, he/she is subject to a **12-MONTH BAR** (gap) to start a NEW J PROGRAM as a PROFESSOR or RESEARCH SCHOLAR.

If visitor is in the U.S. under another visa type, please inform DCISS whether visitor plans to leave the U.S. to apply for J-1 at the U.S. consul or plans to submit change of status application to USCIS. Change of visa status requires additional forms, available at DCISS.

## F. FINANCIAL SUPPORT INFORMATION

Please be as accurate as possible when completing this section of the Request Form. This section requests the specific amount(s) and **source** of funds available to the EV for the **duration of the DS-2019** form. (See item C above). Please specify all amounts in U.S. dollars. Financial documents are required for all non-UCLA funds and must be in English. The minimum amounts required for a one year appointment are specified on the following Table.

Category	Total Per Month*	Total Per Year* (12 months)
Scholars** & Non-Degree Students (VGRs, URCs)	\$2247	\$26,968
Spouse	\$500	\$6,000
Each Child	\$222	\$2,667

\*Includes Mandatory Health Insurance and allowance for Books and School supplies. Cost varies.

\*\*e.g. Scholar; Specialist; Professor

## G. DEPENDENT INFORMATION

Only list dependents that will **accompany** the exchange visitor and who are not U.S. citizens. Only spouse and unmarried children under the age of 21 are eligible for J-2 status. For each dependent: include full name, sex, relationship to the EV, his/her city of birth, country of birth, residence, and citizenship, date of birth, email address and phone number. For those dependents without an email and phone number, use email address and phone number of J-1 Holder. Include copies of their passport photo page. **A \$40 J-2 Dependent SEVIS User Fee is required per dependent per year to be paid through Departmental Recharge (P39).**

## H. EXCHANGE VISITOR'S UCLA FACULTY ADVISOR'S NAME AND SIGNATURE

This information is used by DCISS to verify information provided on the Request Form. Faculty advisor's signature is required. Adjunct Professors are prohibited from serving as Faculty Advisor.

## I. CERTIFICATION AND APPROVAL

Name, UCLA phone number, e-mail address and the signature of the Department Administrator preparing the Request Form. This person will serve as the primary department contact for DCISS and will be notified when the DS-2019 form is prepared for pick up.

## J. DEPARTMENT CHAIR'S APPROVAL

No request for a DS-2019 can be processed without the Department Chair's Signature. The signature certifies that the person named thereon will carry out the specific activity for the given time period and that the department has verified the educational credentials, source(s) and amount of funding available, health insurance coverage, English proficiency, and finds this exchange an educational benefit to the University.

## SUPPLEMENTAL DOCUMENTS CHECK-LIST

All documents listed below must be submitted together with the DS-2019 Request Form for DCISS to issue a DS-2019 form. DCISS needs at least **10 working days** to process the form. Requests should be submitted at least **2 months prior to start date** of program to give visitor enough time to apply for the J-1 visa at the U.S. Embassy and make travel arrangements.

### NEW REQUESTS

1. **Completed DS-2019 Request Form** with signatures from: Faculty Advisor, Departmental Contact person, Chairperson
2. Copy of the **picture page of the passport** including expiration date
3. If dependents are accompanying, picture pages of the passport. \$40 J-2 Dependent SEVIS User fee required per dependent.
4. Documentary evidence of **financial support in English. 51% of required funds must come from non-personal sources (e.g. scholarship, grants, UCLA funds) for J-1 degree student and non-degree student categories.** If supported by UCLA no additional documents are necessary. Acceptable financial documents include:
  - a. Personal funds: A recent bank statement no older than 3 months verifying the required amount of money. ATM receipts are not acceptable documents.
  - b. Family funds from abroad: Bank statements, sponsorship letter, and/or bank letters verifying that EV will receive the required amount of money from their family during the term
  - c. Government or other sponsoring agency: A signed copy of the scholarship or award letter on official letterhead which states the amount and duration of the award
  - d. Home country institution/employer: Copy of signed letter from employer on official letterhead indicating the amount and continuation of salary payments during program participation
5. **Departmental Recharge Form - \$300 Visa Services fee; \$40.00 SEVIS User fee** per year of appointment. DCISS cannot accept FAUs with certain fund numbers. See DCISS website for details. Visits and program activities fully supported by 19900/20000 funds are exempt from the \$300 fee. *Other fees may apply. VGR visa fees are submitted through GoGrad portal; recharge form not required for VGRs.*
6. **Resume/CV** of the applicant
7. **Memo from the faculty supervisor**, addressed to **Dashew Center, J-1 Unit, UCLA Exchange Visitor Program**. Include in the letter the exchange visitor's name, title of UCLA appointment (if applicable), and a detailed description of activities the EV will undertake, including breakdown of percentages of duties/activities, i.e., teaching, research, observation, training, attending conferences, the site where the research will take place, etc.-- *Job Offer letters with program description are also acceptable.*
8. **Appointment Approval Confirmation** notice from corresponding departments: Academic Personnel Office (e.g. Visiting Scholar), Graduate Division (e.g. VGRs, Postdocs), Undergraduate Research Center (URC), employment offer letter, admissions letter for certificate program.
9. **Certification of English Language Proficiency**
10. **Copies of previous DS-2019 forms are required if they have participated in a J-1 program within the past 2 years.**

### TRANSFER REQUESTS

In addition to the documents listed for "New Requests", the exchange visitor must provide the following documents for transfer requests:

1. Copy of current DS-2019 form
2. Copy of current J-1 visa stamp
3. Copy of most recent I-94 admissions record.
4. Transfer-In Request Form
5. Proof of current medical insurance. Acceptable documents include insurance card, verification letter or email. Document must be in English and include insurance company contact information.

### EXTENSION REQUESTS

The earliest DCISS can process an extension request is 6 months prior to DS-2019 expiration date.

1. Completed DS-2019 Request Form with signatures from: Faculty Advisor, Departmental Contact person, Chairperson
2. Documentary evidence of financial support in English.
3. [Departmental Recharge Form](#) - \$300 Visa Services fee; \$40.00 SEVIS User fee per year of appointment for J-1 and J-2 holders.
4. Appointment Approval Confirmation
5. Proof of medical insurance. Acceptable documents include insurance card, verification letter or email.