

Office of International Education
International Scholar and Student Services (ISSS)
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<http://oie.ucsc.edu/is3>



Pre-arrival Information for New J-1 Visiting Scholars

Please read this pre-arrival guide, the *ISSS Scholar Handbook* and information for scholars on our website at <http://oie.ucsc.edu/is3>. Contact ISSS if you have questions prior to arrival and plan to check in with ISSS when you arrive.

DS-2019 Instructions and Visa

Enclosed is Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status. Carefully read Pages 1 and 2, sign and complete the EXCHANGE VISITOR CERTIFICATION at the bottom of Page 1. Do not separate copies.

Important! Please check your DS-2019 Certificate of Eligibility immediately and notify ISSS immediately before you apply for your visa if there are any errors. We will send you a corrected DS-2019 to use to apply for your visa.

SEVIS FEE

U.S. Immigration and Customs Enforcement (ICE) charges a \$100 fee to new J-1 scholars. **This fee is IN ADDITION TO the visa fees charged by the U.S. consulate or embassy.** The SEVIS fee must be paid and a receipt obtained before you apply for the visa if you are outside the U.S. or before you apply for change of status if you are in the U.S. The fee can be paid over the internet by credit card, and you must have a printer ready to print the electronic receipt immediately. The fee can also be paid by mail with Form-I-901. See the ICE website at <http://www.ice.gov/sevis/i901/index.htm>.

Arriving From Abroad

If abroad, pay SEVIS fee (see above) plus visa fees, and present the DS-2019 and your passport to the nearest U.S. consulate or embassy to apply for the J-1 Exchange Visitor visa. (Canadian citizens are visa-exempt and do not need to apply for a visa at a U.S. consulate. Canadians do need pay the SEVIS fee and present the DS-2019 and passport to enter the U.S. with J-1 status.)

Plan ahead as the visa application may take longer than in the past. Because most visa applicants are now required to appear for a personal interview *you should expect processing delays.* In addition, security checks can delay visa issuance by *several weeks or months.* Check the website of the U.S. embassy or consulate you are planning to visit for hours and instructions for obtaining a visa. You can access visa information and U.S. embassy or consulates at:

<http://travel.state.gov/visa/index.html>. After you obtain the visa you must use the DS-2019 with your passport to enter the U.S. within 30 days before the "From" date in Part 3 of the DS-2019. If your entry will be delayed beyond this date please contact ISSS for instructions and a new DS-2019 form. When you enter the U.S. the immigration officer will stamp and annotate your documents with "J-1" and "D/S" (Duration of

Status). Information on what to expect at the port of entry is available at

http://www.ice.gov/sevis/factsheet/100104ent_exchng_fs.htm

Family Members - The enclosed Forms DS-2019 should be used with their passports to apply for J-2 visas for immediate family members (spouse or dependent children under 21 years of age). For children over 21, family members born in the U.S., or family members other than legal spouses, please consult with the U.S. consulate for the correct visa.

Arriving From Within U.S.

If you are already in the United States, please contact ISSS immediately to arrange for change of status or transfer of J-1 program sponsors. Please note that a change of status application for you and any dependent family members may take many months to be processed by the U.S. government agencies, and a fee is charged. After consultation with our office, sometimes it is more practical to leave the U.S., apply for the J-1 visa, and reenter with J-1 status.

Arrival and Check-In

IMPORTANT! You must check in with ISSS within 10 days of your arrival in the U.S. If your visit is very short please check in within a day or two of arrival. ISSS must validate your arrival in the U.S. Department of Homeland Security (DHS) database called SEVIS (Student and Exchange Visitor Information System). Note: ISSS is NOT located at your UCSC department or divisional business office. We are in Room 107 Classroom Unit. You must see the International Scholar Adviser in ISSS in addition to other relevant staff in other offices. ***Only ISSS can validate your arrival/address in SEVIS, which is required before you can get a U.S. Social Security Number for employment.***

Failure to be validated in SEVIS within 30 days of your arrival in the U.S. (or end of your visit if your stay is less than 30 days) may result in losing your legal J-1 status., having to leave the U.S., being subject to deportation, or possibly barred from the U.S. for three years or longer. The DHS is very strict about the requirements. Because SEVIS is an electronic database, it instantly detects late dates and scholars who fail to report their arrival and current U.S. address.

Bring your passport, DS-2019 form, I-94 departure record (small white card stapled in passport at port of entry), and proof of medical insurance with you when you come to meet

with the ISSS Scholar Adviser. If you have family members, please bring their documents and proof of insurance also.

Purpose of Program

In accepting the J-1 visa, you obligate yourself to all terms and conditions stated on Form DS-2019 and will be admitted to the U.S. for the sole purpose of carrying out the program stated on Form DS-2019. The two-year home country residence requirement will be ascertained by the U.S. Government and entered, if applicable, on your DS-2019. Please read the J-1 Frequently Asked Questions at <http://oie.ucsc.edu/is3/scholar/j1faqs.shtml> for benefits and limitations of your J-1 status. **Contact ISSS at visa@ucsc.edu if you have questions.**

Requests for teaching, research or consulting outside the UCSC campus must be reviewed by ISSS in advance. Please read the additional information on the ISSS website at <http://oie.ucsc.edu/is3> under the Scholars heading and ISSS Handbook heading.

The International Scholar Adviser in ISSS is the campus officer responsible for the administration of the University J-1 Exchange Visitor Program at UCSC and is here to assist you.

Check our website: <http://oie.ucsc.edu> . Please contact ISSS at visa@ucsc.edu if you have questions.

The address, telephone, fax, website and email for the U.S. Department of State Exchange Visitor Program is: United States Department of State, Office of Exchange, Coordination and Designation, ECA/EC/AG - SA-44, Room 732, 301 4th St., S.W., Washington, D.C. 20547, Tel: (202) 203-5029, Fax: (202) 453-8640; <http://exchanges.state.gov/education/jexchanges/about.htm> ; jvisas@state.gov .

Medical (Health) Insurance

Medical (Health) Insurance requirements - Government regulations require all J-1 exchange visitors and their dependents to carry medical insurance throughout the period of participation in the Exchange Visitor Program as a condition of maintaining legal status. Minimum acceptable coverage required is: medical benefits of at least \$50,000 per accident or illness; deductible not to exceed \$500 per accident or illness; repatriation of remains in the amount of \$7,500; expenses associated with medical evacuation in the amount of \$10,000. To assist in the transition from your current medical insurance to insurance for your stay in the U.S. we recommend you purchase a travel medical insurance coverage for yourself (and family members if any) for at least the first 30 days in the U.S. Medical insurance may be available to you in several ways depending on your type of employment at UCSC and your length of stay. Please carefully review the Insurance Options on our website at <http://oie.ucsc.edu/is3/scholar/j1insurance.shtml> . Contact ISSS if you have questions.

Expenses and Housing

Due to the high cost of living in the Santa Cruz area, we require that you have a minimum of \$1800 per month of financial support for yourself for basic expenses. For family members an additional \$1000 per month for spouse and \$500 per month for each child are required.

Scholars are responsible for arranging their own housing. See the Community Rentals website at <http://www.housing.ucsc.edu/housing/offcampus.html> More information on preparing to live in Santa Cruz is available at <http://oie.ucsc.edu/is3> under Useful Links.

Pre-arrival Summary

- Read the *Scholar Handbook* and Scholars information at <http://oie.ucsc.edu/is3/scholar/scholars.shtml> .
- Be sure you and your academic department at UCSC have the same understanding about your arrival and stay at UCSC.
- Make financial arrangements before you come to UCSC to have sufficient funds upon arrival.
- Obtain medical insurance for at least 30 days. Be prepared to pay for medical insurance for the length of your visit after you arrive.
- Make temporary housing arrangements.
- Be sure you and your family have passports, DS-2019 forms, and visas to enter the U.S.

Post-arrival Checklist– First Things to Do

- Read the *Scholar Handbook* and Scholars information at http://oie.ucsc.edu/is3/scholar/sch_handbook.shtml .
- Visit your UCSC department.
- Visit ISSS for mandatory SEVIS validation and orientation required for all J-1 visiting scholars. Bring your passport, DS-2019, I-94, and proof of medical insurance (bring same for family member if any).
- Apply for your U.S. Social Security Number (SSN). If you already have a SSN from a previous visit you do not need a new one.
- Visit your academic division for employment sign-up, information on medical benefits eligibility, ID card and bus pass.
- Enroll in medical insurance for the length of your visit. Choose either UCSC medical benefits if eligible or other insurance plus supplementary medical evacuation/repatriation insurance.
- Arrange for long-term housing, schooling for children, English language lessons, etc.