

## INSTRUCTIONS

Congratulations on behalf of the UCI International Center for your admission to the University of California Irvine!

If you are planning to study at UCI in F-1 or J-1 status, complete all sections of this form to request a new visa document (I-20/DS-2019). Follow the instructions for each section of the form and include any required documents, as indicated.

**You will SUBMIT YOUR COMPLETED FORMS TO YOUR ADMITTING ACADEMIC DEPARTMENT.** For instructions on how to submit the required documentation to your academic department, contact your academic department.

Your academic department will provide additional information and submit your request for a visa document to the International Center (IC). Once the International Center receives your packet and verifies that it is complete, the **processing time** for your document will be **3 WEEKS (15 business days)**.

### Submit the following documentation to your department:

- Pages 4 and 5 of this form (do not send the instructions section).
- Pages 6 and 7, if applicable
- Copy of your passport biographical page. If you are bringing dependents, include a copy of each of their passport biographical pages)
- Copy of current visa (H-1B, H-4, L-2, F-2, J-1 scholar, etc.) if you are changing your status to F-1 in the United States.
- Financial documentation showing that you have sufficient financial support (see Section 4).

You must activate your UCI netID before submitting these documents to your department. Please visit this website: <https://activate.uci.edu/activate/menu.php> and follow the directions to activate your UCI netID. The start date of your academic program will determine when you are able to activate your UCI email address. **It is important to note that the International Center will utilize email as the primary form of communication.**

If your packet is incomplete or changes occur, then there will be a delay in processing your request. **Due to high volume of document requests, the International Center is unable to expedite individual requests.**

### SECTION 1: PERSONAL INFORMATION

Information in this section must be completed exactly as it appears in your passport—including symbols and spacing. You must include a **copy of your passport biographical page** (passports must be valid a minimum of 6 months beyond your intended start date at UCI).

### SECTION 2: VISA INFORMATION

This section will provide the International Center with information about your individual visa document needs. For more information about the F-1 and J-1 visas, please visit the International Center website: <https://www.ic.uci.edu/students/newStudents.php>.

- **J-1 students only:** you must indicate your position title in your home country
- **If you are changing your status to F-1 or J-1 from another type of visa/status (example: H1-B, H-4, L-2, F-2, etc.)** – You must submit a copy of the documents showing your current visa status.

### SECTION 3: ADDRESS INFORMATION

This must be a physical street address. **P.O. Box addresses will not be accepted.** If you are TRANSFERRING your SEVIS record to UCI, you **must** also provide a U.S. address to complete the transfer.

### SECTION 4: FUNDING INFORMATION

UCI must verify that you have sufficient financial support to meet your educational and living expenses. Indicate all funding sources for the 2022-2023 academic year by selecting the appropriate categories. You may select and provide multiple funding sources. For each source you select, you must write in the amount in USD in the column to the right and provide the additional requested items with your complete packet.

- F-1 students, indicate funding for at least **one** academic year
  - If requesting a document for a dependent, you must provide additional financial support of \$4,500 *per* dependent
- J-1 students, indicate funding for the **entire length of your program**
  - If requesting a document for a dependent, you must provide additional financial support of \$4,500 *per* dependent for the entire length of your program. For example, if you are in a 5 year program, you must provide \$22,500 per dependent (\$4,500 x 5 years = \$22,500)

Providing insufficient funds will delay processing time. The International Center will accept a scan/copy of your financial document; however, if the document provided is illegible or difficult to read, we will request a replacement. The U.S. consulate/embassy will require original financial documents.

All Financial documents must meet the following criteria:

- Must be less than 3 months old (from the date the International Center receives your request).
- Must be in English or have an English translation.
- Must be in U.S. Dollars (USD). You can also provide currency conversion for total amount shown (you can provide a printout of a currency conversion site, such as OANDA).
- Total funding amount must be written in the designated field.
- Name on bank document must match listed sponsor(s).
  - If the financial documents are not under your name, provide an Affidavit of Financial Support completed and signed by the person providing funds. **See Section 4 of the form for sample affidavit text.**
- Financial documents must show liquid assets that can be easily converted to cash
  - THE INTERNATIONAL CENTER WILL **ONLY** ACCEPT:
    - **BANK STATEMENTS/LETTERS FOR SAVINGS/CHECKING ACCOUNTS AND DEPOSIT CERTIFICATES**
    - **APPROVED STUDENT LOAN LETTERS** (The letter must state that the loan has been approved)
    - **UCI FUNDING LETTERS**
    - **SCHOLARSHIP LETTERS**
- For more information regarding financial documents, you can visit: <https://ic.uci.edu/resource-pages/financial-doc-faq.php>

If your program begins during Summer Session, you must enroll in a minimum of 6 units and provide the following amount of **additional funding** (except for students in the MS Business Analytics program):

Fees based on UCI Summer Session 2022 fee schedule)

2022-2023 SUMMER START DATE FUNDING INFORMATION			
COST FOR 6 UNITS	MANDATORY CAMPUS FEE	LIVING EXPENSES	TOTAL FOR SUMMER
\$2,094 (\$349/unit)	\$185	\$7,000	\$9,279

The amounts listed below are a reflection of the 2021-2022 academic year tuition/fees schedule and are subject to change. This is the tuition/fees information we will use to issue your visa document. For detailed information, please visit the website for the [Office of the Registrar](#).

2022-2023 VISA DOCUMENT FUNDING INFORMATION			
PROGRAM	TUITION/FEES	LIVING EXPENSES	TOTAL FOR ONE ACADEMIC YEAR
Graduate (Standard)	\$33,139	\$21,000 REQUIRED FOR 9 MONTH ACADEMIC YEAR (\$7,000 PER QUARTER)	\$54,139
Biotechnology Management	\$44,523		\$65,523
Law (JD)	\$64,812		\$85,812
Law (LLM)	\$63,757		\$84,757
Master of Business Administration	\$57,516		\$78,516
Master of Computer Science	\$36,037		\$57,037
Master of Embedded Cyber-Physical Syst.	\$39,157		\$60,157
Master of Innovative and Entrepreneurship	\$57,871		\$78,871
MS Biomedical and Translational Science	\$43,674		\$64,674
Master of Software Engineering	\$36,037		\$57,037
Master of Professional Accountancy	\$56,851		\$77,851
Master of Public Health	\$38,173		\$59,173
Master of Public Policy	\$38,659		\$59,659
Master of Urban & Regional Planning	\$36,771		\$57,771
Master of Engineering	\$48,157	\$21,000 REQUIRED FOR 9 MONTH ACADEMIC YEAR (\$7,000 PER QUARTER)	\$69,157
Master of Data Science	\$36,037		\$57,037
Master of Finance	\$68,601	\$28,000	\$96,601
MS Business Analytics	\$67,303		\$95,303
Additional Cost Per Dependent	N/A	\$4,500	\$4,500

**SECTION 5: MAILING/DELIVERY and DOCUMENT STATUS CHECK INFORMATION****F-1**

F-1 visa documents (I-20) will be sent electronically via DocuSign to the email address you provide on this form. **Please make sure you provide a valid email address.**

**J-1**

J-1 visa documents (DS-2019) need to be mailed. Please arrange for mailing via eShipGlobal: <https://ic.uci.edu/resource-pages/mailling-information-uems-eshipglobal.php>. **After you pay for mailing, enter the order number in this section of the form.**

**You can check the status of your I-20/DS-2019** on the International Center website **AFTER your UCINetID has been activated:** <https://ic.uci.edu/students/newStudents.php>. The International Center is unable to modify document-processing times to accommodate individual travel plans.

**J-1 STUDENTS HEALTH INSURANCE REQUIREMENT INFORMATION**

The U.S. Department of State requires all J-1 students (and J-2 dependents) have health insurance throughout the duration of their academic program. As a J-1 student at UC Irvine, all your accompanying dependents and you are **required** to have medical insurance that meets the minimum J-1 requirements. For detailed information regarding the minimum J-1 insurance requirements, please visit: <https://j1visa.state.gov/wp-content/uploads/2015/03/Brochure-The-Exchange-Visitor-Program.pdf>.

**SEVIS RECORD TRANSFER INFORMATION [IF APPLICABLE]**

This section needs to be completed by students who are **currently attending a school in the U.S. in active F-1 or J-1 student status.**

You will need to inform the school that currently holds your active SEVIS record that you were admitted and plan to transfer your SEVIS record to UCI. Show the school codes below and an admission letter to the (P)DSO/(A)RO at your current school to have your SEVIS record transferred.

**IMPORTANT REMINDERS:**

- To be eligible to transfer your SEVIS record to UCI**, you must be in legal F-1/J-1 status and your SEVIS record must be in ACTIVE status.
- Your SEVIS record should not be transferred** if you are unable to provide your previous school with an admission letter verifying you have been admitted to UCI.
- If you are NOT in status**, you will need to request a NEW initial I-20/DS-2019 from UCI. **Your school should NOT transfer an inactive or terminated SEVIS record to UCI.**

The International Center cannot begin processing your new student request until your SEVIS record has been released to UCI. **Processing time is 3 weeks (15 business days) from your SEVIS record release date.**

SEVIS School Codes for UNIVERSITY OF CALIFORNIA, IRVINE	
F-1: LOS214F01962000	J-1: Please email <a href="mailto:internationalcenter@uci.edu">internationalcenter@uci.edu</a> for school code.

**DEPENDENT INFORMATION [IF APPLICABLE]**

Complete this section if you will be requesting a visa document for a spouse and/or child under the age of 21. Enter the information for each person exactly as it appears in their passport(s).

In addition, submit the following items for each dependent:

- A copy of their passport biographical page (passports must be valid a minimum of 6 months beyond your intended start date at UCI)
- Make sure the funding provided includes dependent expenses (see **Section 4** for funding requirements).

**SECTION 1: PERSONAL INFORMATION**

PERSONAL INFORMATION	
LAST NAME:	FIRST NAME(S):
DATE OF BIRTH [MM/DD/YYYY]:	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
UCI STUDENT ID #:	UCINETID:
CITY OF BIRTH:	COUNTRY OF BIRTH:
COUNTRY OF CITIZENSHIP:	COUNTRY OF PERMANENT RESIDENCE:

**SECTION 2: VISA INFORMATION**

VISA INFORMATION : I AM REQUESTING	
<input type="checkbox"/> <b>F-1 (I-20)</b>	<input type="checkbox"/> <b>J-1 (DS-2019)</b>  <b>POSITION TITLE IN HOME COUNTRY (Required for J-1 students):</b> <input type="checkbox"/> PROFESSOR/TEACHER <input type="checkbox"/> RESEARCHER <input type="checkbox"/> GRADUATE STUDENT <input type="checkbox"/> UNDEGRADUATE STUDENT <input type="checkbox"/> PHYSICIAN <input type="checkbox"/> OTHER: _____
CHOOSE THE TYPE OF I-20/DS-2019 YOU ARE REQUESTING:	
<input type="checkbox"/> <b>INITIAL I-20/DS-2019</b> (Choose this option if you do not have an active SEVIS record or if this is your first time applying for an F-1 or J-1 visa at a U.S. embassy/consulate).	
<input type="checkbox"/> <b>CHANGE OF EDUCATION/DEGREE LEVEL I-20</b> (for students who currently attend UCI or on UCI-sponsored OPT).	
<input type="checkbox"/> <b>TRANSFER I-20/DS-2019</b> (for students who currently have an active F-1 or J-1 student SEVIS record and plan to transfer it to UCI). <i>Complete SEVIS Record Transfer Information Section (page 6)</i>	
<input type="checkbox"/> <b>CHANGE OF STATUS I-20</b> (for students who are currently in the U.S. on a different non-immigrant visa and who plan to change their status to F-1 in the United States through USCIS).	
What type of non-immigrant visa do you currently have (for Change of Status I-20 option only)? : _____ <b>*Provide a copy of your current non-immigrant visa.</b>	

**DEPENDENT REQUEST [IF APPLICABLE]**

<input type="checkbox"/> I AM REQUESTING F-2 VISA DOCUMENTS FOR DEPENDENT(S) [attach the <u>Dependent Information</u> sheet on page 6 and the required items listed on the <u>Instructions</u> page]
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**SECTION 3: ADDRESS INFORMATION**

PERMANENT ADDRESS (IN YOUR HOME COUNTRY)		CURRENT/MOST RECENT U.S. ADDRESS (Required for SEVIS Transfers)	
ADDRESS:		ADDRESS:	
CITY:		CITY:	
PROVINCE:		STATE:	
POSTAL CODE:		ZIP CODE:	
COUNTRY:		COUNTRY: UNITED STATES	
PHONE # (INCLUDE COUNTRY CODE):	<input type="checkbox"/> CELL <input type="checkbox"/> HOME	PHONE #:	<input type="checkbox"/> CELL <input type="checkbox"/> HOME
NON-UCI EMAIL:		UCI EMAIL:	

**SECTION 4: FUNDING INFORMATION****REMINDERS:**

- If an affidavit of financial support is required but not included with your documents, **your request cannot be processed.**
- You must include a currency conversion printout, if the funding amount(s) in your financial document(s) is/are not in USD.

FUNDING SOURCE(S) [SELECT ALL THAT APPLY]	FUNDING AMOUNT:
<input type="checkbox"/> PERSONAL/FAMILY FUNDS <ul style="list-style-type: none"> <li>• Attach bank statement/letter</li> <li>• <b>Include an Affidavit of Financial Support</b> from the sponsoring family member (if applicable) Sample Text: <i>"To Whom It May Concern, I (fill in name), (relationship to student), am willing and able to provide the educational and living expenses in the amount of (\$\$\$\$\$) for (name of student), during their studies at UCI." (Signature) (Print Name) (Date)</i></li> </ul>	\$: _____
<input type="checkbox"/> UNIVERSITY OF CALIFORNIA, IRVINE <ul style="list-style-type: none"> <li>• No additional documents needed—department will provide verification</li> </ul>	\$: _____
<input type="checkbox"/> GOVERNMENT FOUNDATION, AGENCY, HOME UNIVERSITY, OR CORPORATE FELLOWSHIP <ul style="list-style-type: none"> <li>• Attach official award letter (must clearly state terms and conditions of your award including; duration of award, visa conditions, types of expenses covered, etc.)</li> </ul> NAME OF AGENCY: _____	\$: _____
<input type="checkbox"/> PRIVATE SPONSOR <ul style="list-style-type: none"> <li>• Include a signed and dated sponsorship letter outlining the amount and duration of your sponsorship.</li> <li>• Attach bank statement/letter</li> </ul>	\$: _____

**SECTION 5: MAILING/DELIVERY INFORMATION**

MAILING INFORMATION	
<input type="checkbox"/> <b>SECURE EXPRESS MAIL (J-1 Students Only)</b> I have paid for eShipGlobal—my <b>order number</b> is: <div style="background-color: yellow; width: 200px; height: 15px; margin-top: 5px;"></div>	<b>F-1 Students-</b> Your visa document (I-20) will be sent to you via DocuSign email. You do not need to pay for mailing.

**SECTION 6: SIGNATURE**

SIGNATURE
<p>The information I provided is true and complete to the best of my knowledge. I verify that I can meet all expenses while attending UC Irvine. I understand that the International Center will only process complete applications for an I-20/DS-2019. I understand that the processing time for a new visa document is 3 weeks from the date the International Center receives my completed application. I am required to notify the following offices of any changes to my academic plans:</p> <ul style="list-style-type: none"> <li>• My admitting academic department, and</li> <li>• The International Center at UCI</li> </ul> <p>STUDENT SIGNATURE: _____ TODAY'S DATE: _____</p>

**SEVIS RECORD TRANSFER INFORMATION**

<b>SEVIS RECORD RELEASE: TO BE COMPLETED BY ADMITTED STUDENTS WHO HAVE AN ACTIVE SEVIS RECORD</b>	
I WILL BE TRANSFERRING MY SEVIS RECORD TO UCI: <input type="checkbox"/> YES <input type="checkbox"/> NO	CURRENT STUDENT VISA STATUS: <input type="checkbox"/> F-1 <input type="checkbox"/> J-1
DATE YOUR SEVIS RECORD WILL BE TRANSFERED TO UCI (MM/DD/YYYY):	
NAME OF INSTITUTION HOLDING YOUR SEVIS RECORD:	
TRAVEL PLANS: <input type="checkbox"/> No, I will not travel outside of the U.S. before the start of my program <input type="checkbox"/> Yes, I plan to travel outside the U.S. before the start of my program: Departure date: _____ Return date: _____	
I AM CURRENTLY: <input type="checkbox"/> A student, my program end date is/was: _____ <input type="checkbox"/> On OPT, my end date is/was: _____	
<b>STUDENT SIGNATURE</b>	
I VERIFY THAT MY INFORMATION PROVIDED IS ACCURATE. I AUTHORIZE THE DSO/ARO AT MY CURRENT SCHOOL TO RELEASE MY SEVIS RECORD TO UC IRVINE.	
STUDENT SIGNATURE:	TODAY'S DATE [MM/DD/YYYY]:

**IMPORTANT REMINDERS:**

- J-1 STUDENTS:** The UCI International Center will work with your current institution on the SEVIS record transfer.
- To be eligible to transfer your SEVIS record to UCI,** you must be in legal F-1/J-1 status and your SEVIS record must be in ACTIVE status.
- Your SEVIS record should not be transferred** if you are unable to provide your current/previous school with an admission letter verifying you have been admitted to UCI.
- If you are NOT in Active status,** you will need to request a NEW initial I-20/DS-2019 from UCI. **Your school should NOT transfer an inactive or terminated SEVIS record to UCI.**

**DEPENDENT INFORMATION**

Complete this section if a spouse or child(ren) will be your F-2 dependent(s) during your studies.

<b>DEPENDENT 1</b>	
LAST NAME:	FIRST NAME:
MIDDLE NAME [IF APPLICABLE]:	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
DATE OF BIRTH [MM/DD/YYYY]:	RELATIONSHIP: <input type="checkbox"/> SPOUSE <input type="checkbox"/> CHILD
EMAIL:	IMMIGRATION STATUS: <input type="checkbox"/> F-2 <input type="checkbox"/> J-2
CITY OF BIRTH:	COUNTRY OF BIRTH:
COUNTRY OF CITIZENSHIP:	COUNTRY OF PERMANENT RESIDENCE:

<b>DEPENDENT 2</b>	
LAST NAME:	FIRST NAME:
MIDDLE NAME [IF APPLICABLE]:	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
DATE OF BIRTH [MM/DD/YYYY]:	RELATIONSHIP: <input type="checkbox"/> SPOUSE <input type="checkbox"/> CHILD
EMAIL:	IMMIGRATION STATUS: <input type="checkbox"/> F-2 <input type="checkbox"/> J-2
CITY OF BIRTH:	COUNTRY OF BIRTH:
COUNTRY OF CITIZENSHIP:	COUNTRY OF PERMANENT RESIDENCE:

<b>DEPENDENT 3</b>	
LAST NAME:	FIRST NAME:
MIDDLE NAME [IF APPLICABLE]:	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
DATE OF BIRTH [MM/DD/YYYY]:	RELATIONSHIP: <input type="checkbox"/> SPOUSE <input type="checkbox"/> CHILD
EMAIL:	IMMIGRATION STATUS: <input type="checkbox"/> F-2 <input type="checkbox"/> J-2
CITY OF BIRTH:	COUNTRY OF BIRTH:
COUNTRY OF CITIZENSHIP:	COUNTRY OF PERMANENT RESIDENCE:

<b>DEPENDENT 4</b>	
LAST NAME:	FIRST NAME:
MIDDLE NAME [IF APPLICABLE]:	GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
DATE OF BIRTH [MM/DD/YYYY]:	RELATIONSHIP: <input type="checkbox"/> SPOUSE <input type="checkbox"/> CHILD
EMAIL:	IMMIGRATION STATUS: <input type="checkbox"/> F-2 <input type="checkbox"/> J-2
CITY OF BIRTH:	COUNTRY OF BIRTH:
COUNTRY OF CITIZENSHIP:	COUNTRY OF PERMANENT RESIDENCE:

<b>STUDENT SIGNATURE</b>	
I VERIFY THAT MY DEPENDENT(S) INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE.	
STUDENT SIGNATURE:	TODAY'S DATE [MM/DD/YYYY]: