

INSTRUCTIONS FOR COMPLETING THE “DS-2019 REQUEST FORM”

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A PURPOSE OF THE DS-2019

1. Begin New Program or Change to J Status...: 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 in a project. Please attach a resume, copy of picture page of the passport to the Request Form. Change of visa status requires additional forms, available at DCISS. If family member(s)¹ will enter the U.S. **with the EV**, indicate the number and complete **part G**.

2. 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 teaching) 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 allowed² for the respective J-1 visa category,
- c] the Responsible Officer at the other institution approves the transfer.

A copy of the current DS-2019 form is 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.

3. 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 30 days** prior to the expiration of the DS-2019. 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.

4. Separate Entry of Family Members... Select this category when an EV's immediate family will join him/her at a later date. Provided that **Sufficient Funds** are available, a DS-2019 form is required for them to obtain the J-2 visa at a U.S. Consulate abroad.

B BIOGRAPHICAL DATA

Please complete ALL the information requested. Missing data such as date of birth, place of birth, occupation and employer in the home country, are essential for the U.S. Consul to issue the J-1 visa. Incomplete Request Forms **delay** the DS-2019 issuance process.

C DATES OF APPOINTMENT

Dates of Appointment usually are the starting dates of the activity at UCLA. 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.

D PRIMARY ACTIVITY, AND SUBJECT OF STUDY, RESEARCH, OR TEACHING

Please **Specify** the subject of studies, research, or teaching as clearly as possible. For example, if the EV will teach Biology, be sure to indicate the specialty within that field.

¹ Spouse and unmarried children under 21 years of age.

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

E FINANCIAL SUPPORT

Please be as accurate as possible when completing this section of the Request Form. This section requests the specific amount(s) and **source** of the 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. The minimum amounts required are specified in the following Table.

CATEGORY	Tuition & Fees	Living Expenses (9-months)	Living Expenses (Summer)	Total (12-months)
UNDERGRADUATE STUDENTS	32,453.00	19,430.00	7,172.00	**59,055.00
GRADUATE STUDENTS ADVANCED TO CANDIDACY	25,809.00 10,767.00	21,516.00 21,516.00	7,172.00 7,172.00	**54,497.00 39,455.00
NON-DEGREE STUDENTS	Cost Varies	19,430.00	7,172.00	Total Varies
NON-STUDENT CATEGORIES (E.G. SCHOLAR; SPECIALIST; PROFESSOR)	0.00	21,000.00	7,000.00	**28,000.00
SPOUSE	0.00	4,500.00	1,500.00	6,000.00
EACH CHILD	0.00	2,000.00	667.00	2,667.00

Includes Mandatory Health Insurance and allowance for Books and School supplies. Cost varies. A qualifying insurance policy **MUST provide:

- a) At least \$50,000 per accident or illness.
- b) No less than \$7,500 for repatriation of remains
- c) No less than \$10,000 for medical evacuation to the home country
- d) Maximum deductible \$500 per accident or illness

F HEALTH INSURANCE

All EVs must comply with this requirement in order to be eligible or to maintain **J-1** status. As soon as you arrive at UCLA complete and sign the **Certification of Compliance Form** available at the DCISS.

G DEPENDENTS

Include only dependents who are not U.S. citizens. For each dependent: include full name, sex, relationship to the EV, his/her city of birth, country of birth, residence, and citizenship and date of birth. (Include copies of their passport picture page).

H SELF-SUPPORTING PROGRAMS

For self-supporting programs (Exchange Visitors pay a fee to participate in the UCLA program), in addition to the regular \$40 visa processing fee, a fee of \$300 is required to prepare the DS-2019 form. See the DCISS website for more information regarding fees. (Degree students are exempt from any fees).

I EXCHANGE VISITOR'S UCLA FACULTY ADVISOR'S NAME AND SIGNATURE

This information is used by DCISS to verify (if necessary) information provided in the Request Form. Faculty advisor's signature is required.

J CERTIFICATION AND APPROVAL

Name, UCLA phone number, e-mail address and the signature of the person preparing the Request Form.

K DEPARTMENT CHAIR'S APPROVAL

No request for a DS-2019 can be processed without the signature of the Department's Chair. 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, and finds this exchange an educational benefit to the University.

If you have further questions, please call a **J-1 Exchange Visitor Advisor** at [310] 825-1681.