Request for Issuance of Student Visa Documents

In order to obtain visa documents to study at UC Irvine you are required to provide personal and financial information, as explained below.

(The following five-page document is also available on-line at www.ic.uci.edu/)

Please provide the information requested on pages 3-5 of the Confidential International Applicant Questionnaire (CIAQ). Then print a copy of all three pages; send them, along with a photocopy of your passport bio page, to the following address as soon as possible:

Graduate Student Affairs Office
School of Social Sciences
3151 Social Sciences Plaza A
University of California, Irvine
Irvine, California 92697-5100
USA

Please do not mail your documents to any other campus address.

We recommend that you use a delivery service for your documents—DHL or FedEx, for example—rather than international airmail.

Your documents, when we receive them, will be forwarded to the UCI International Center for processing.

Visa documents—both the I-20 (for the F1 student visa) and the DS-2019 for the J-1 exchange visitor visa—are prepared in the International Center, not the School of Social Sciences. Document preparation takes time, in most cases at least one month from the date they are received on campus. Delivery to the student’s home address can easily add another week or two to the time line.

Please be patient while your visa documents are being processed. Your document, if submitted properly as explained above, will reach you in time for arrival on campus in the fall.
Important Information for International Applicants
(This page to be retained by admitted student)

On behalf of the International Center, congratulations on your admission to the University of California, Irvine (UCI). The International Center is here to assist you with your immigration and visa needs and questions, as well as to provide important orientation and resource information about UCI and the community. Be sure to visit the IC website to review information about upcoming events and activities for Fall Quarter 2010.

As an international student you are required to obtain the proper visa status that will allow you to study in the U.S. In order to apply for the F-1 visa you must request a Form I-20 from UCI. Under certain circumstances, you might need to apply for a J-1 visa (for example: students enrolled at UCI through the UC Education Abroad Program, or if you are receiving sponsorship from a government source that requires the J-1 visa), in this case you will be requesting Form DS-2019 from UCI.

Once the International Center receives a completed request form from your academic department, it will usually take a minimum of 15 business days to issue you the Form I-20 (or DS-2019). Once you receive the form, you will need to make an appointment at the U.S. Consulate. Please do not make an appointment prior to obtaining your immigration document.

You are encouraged to submit all required forms to your Academic Department as soon as possible to provide ample time for I-20 processing. Once the International Center receives the completed request and supporting documents it will take a minimum of 15 business days to process the I-20 (or DS-2019). After issuing the form it will be mailed to you.

Upon receiving the form you will be required to pay the Student and Exchange Visitor Information System (SEVIS) fee and make an appointment at a U.S. Consulate. You must have the I-20 form in order to pay the SEVIS fee and to schedule the appointment at the U.S. Consulate. Students should be aware that you are permitted to enter the U.S. only 30 days prior to the start of your program (listed on your I-20 or DS-2019). Please take this into consideration when making travel plans to the U.S.

To request the Form I-20 or Form DS-2019, please complete the following information:

**Obtaining an I-20 or DS-2019**

The following documents must be submitted to your academic department before an I-20 or DS-2019 can be issued:
- [ ] Completed/signed CIAQ form (included in this document)
- [ ] Original financial documents that are no more than six months old (must be in English and in U.S. dollars)
- [ ] Copy of the passport biographical pages for yourself/your dependents (if applicable)

If you are currently in the U.S. as a valid F-1 or J-1 (student) visa holder at another institution, your SEVIS record must be transferred to UC Irvine you must also submit the following:
- [ ] International Student SEVIS Record Release Form (located in Forms section at www.ic.uci.edu)
- [ ] Copy of visa for you and your dependents (if applicable).
- [ ] Copy of your I-94 card and the I-94 cards of any of your dependents that are staying in the US
- [ ] Copy of your current I-20 or DS-2019.

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Revised 23/Mar/2010
Financial Responsibility

Please note that the following figures are based on the estimates from the UCI Budget Office and are subject to change.

The minimum costs for a UCI Graduate Student for living and educational expenses at UCI for three quarters (nine months) are:

- $28,517 for tuition and educational fees for three quarters
- $15,000 for living expenses (housing, food, transportation, books, supplies, etc.)

MBA students must guarantee $59,300. The breakdown is as follows:

- $44,300 for tuition, educational fees, and professional fees for three quarters
- $15,000 for living expenses (housing, food, transportation, books, supplies, etc.)

UCI Law Students must guarantee $65,573. The breakdown is as follows:

- $50,573 for tuition, educations fees, and professional fees for two semesters
- $15,000 for living expenses (housing, food, transportation, books, supplies, etc.)

An additional $4,000 must be guaranteed for each of your dependents that will be staying with you in the U.S. with you on an F-2 or J-2 visa.

If you will start your program in Summer 2010, you must guarantee an additional $4,000 for living expenses and summer tuition and fees.

In addition to your tuition and fee payment, upon your arrival at UCI, you will need to have adequate funding for initial rent deposits, living expenses, books, and supplies for the first quarter. Since the financial burden is not evenly distributed throughout the academic year, you must plan to have sufficient funds available to meet required expenses. In particular, tuition and fees must be paid in full at the beginning of each quarter. You may, however, participate in the PACE installment plan which allow you to spread the quarterly fee payment over a three month period (if eligible).

You should not expect financial assistance from UCI unless you have been officially notified in writing of such an award by your academic department or by the Dean of Graduate Division. If you are considered for a teaching or research assistantship, this may not provide full financial support. Students who are not offered full financial support must submit financial verification for the difference between the amount of support that is offered by UCI and the financial verification requirement listed above. Assistantships do not include a waiver for non-resident tuition or fees unless it explicitly states such. Additionally, these sources of support may not be guaranteed beyond the first year of study.

Please retain page 1 and 2 for your records.
Personal Information

Last/Family Name: ________________
First Name: ________________
Date of Birth (MM/DD/YYYY): ________________

Gender: □ Male □ Female
Birthplace (city & country):
Country of Citizenship: ________________
Country of Legal Permanent Residence: ________________
Permanent Residence Address in Home Country: ________________
Mail I-20 to this address (street address/city/country/postal code):

Phone: ________________ Fax: ________________ Email: ________________

Your I-20 or DS-2019 will be sent via regular mail or airmail to the mailing address provided above. If your document must be shipped by express mail, you will need to contact your academic department to make arrangements.

Visa Information: Please read and COMPLETE one of the following:

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To be completed by students NOT in the U.S.:
What visa type will you be applying for? □ F-1 Student □ J-1 Student

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To be completed by students who are currently in the U.S. and in F-1/J-1 student status:
What is your visa status? □ F-1 Student □ J-1 Student
- Requested date for your SEVIS record to be transferred to UCI** (MM/DD/YYYY): ________________
  - Complete SEVIS Record Release Form (http://www.ic.uiuc.edu/forms/StudentSEVISRecordReleaseForm.pdf)
  - Your SEVIS #: N __ __ __ __ __ __ __ __ __ __
  - Name of Institution you are transferring from: ________________

** In order for UCI to issue you an I-20 or DS-2019 your SEVIS record must be in active status and transferred to UCI from your current institution in a timely manner. Complete and submit the SEVIS Record Release Form to your institution for proper action. Concurrently, you must mail copies of your current I-20 or DS-2016, passport, F-1 or J-1 visa stamp, I-94 card and EAD card (if applicable for F-1), to the International Center.

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To be completed by student who ARE in the U.S. and NOT in F-1/J-1 student status?
What is your current visa type? ________________
How would you be obtaining your F-1 or J-1 student status?

□ By applying for an F-1 or J-1 visa at the U.S. consulate/embassy in your country with an I-20 or DS-2019 from UCI.
□ Inside the U.S. by filing for a change of status application with the U.S. Citizenship and Immigration Service (USCIS).
You must have a valid nonimmigrant status to be eligible to apply for a change of status to F-1. The following visas do not qualify for a change of status: M-1 Students, C, D, and K non-immigrants, J-1 Physicians admitted to receive graduate medical education or training, J non-immigrants subject to the 212(e) 2-year foreign residence requirement (this is noted in the J visa documents), B1/B2, WT and WB. The change of status application must be received by the USCIS at least 90 days prior to the beginning of the quarter you will attend UCI. IMPORTANT: The processing time for a change of status is 90-120 days.
Dependent Information
A dependent is your legal spouse and/or child(ren) under the age of 21.

Will you have dependents staying with you in the U.S.?  □ Yes  □ No

If yes, please complete the following information and provide a copy of the passport biographical page of each dependent.

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Emergency Contact Information
In the event of an emergency, please contact the following person:

Name: ____________________________  Relationship: ____________________________

Address: ________________________________________________________________

Phone: ____________________________  Email: ________________________________

Please continue to the next page to complete Financial Information.
Financial Information

You must provide verification of financial support for your first year of graduate study in order for our office to issue an I-20 or DS-2019. Complete any of the sections below that apply. If there is more than one sponsor or bank, please attach to this form a statement, signature, and certification for each one. List all amounts in US dollars, any amounts/statements not in English will be returned to the applicant’s department.

Financial Verification Requirements

Graduate Student: $43,517.00
MBA Student: $59,300.00
Law Student: $65,573.00

Add $4,000 for each dependent that will be staying with you on an F-2 or J-2 visa.

☐ Personal Funds
My personal funds at this time amount to $________________________ will be available to cover my educational, living, and emergency expenses during my studies at UCI

Please enclose an original bank statement verifying the amount of funding available for your studies. Statement must be within 6 months of mailing date.

☐ Private Sponsor
I promise to provide $________________________ (US dollars) in support of the educational and living expenses of the applicant for graduate study at UCI. Attach a letter of support and financial documents.

Name of Sponsor (print in English): ______________________________
Relation to applicant: ______________________________

☐ Government Foundation, Agency, or Corporate Fellowship
If you are receiving support from an outside agency, please attach an official copy of your award letter specifying the amount of the award (in US dollars), period of support, and any conditions or terms.

☐ University Support
Although you may be recommended for an Assistantship or other University awards, this may not provide full financial support. You will need to provide verification of additional financial resources available for at least your first year of study at UCI if your total award does not meet the financial requirement stated at top.

You must provide your signature and verify that all information provided is true to the best of your knowledge. Please be advised that the processing time for visa documents at the International Center varies between 15-30 business days plus mailing time depending on the volume of applications. Signing the CIAQ means you have read all of the information available to you on page one of the CIAQ and understand that you are responsible for providing all required documentation and adequate funding for your program. You will notify your academic department immediately should there be any changes to your academic plans.

Applicant’s Name (Print): _______________________________________

Applicant’s Signature: __________________________________________

Date: _________________________________________________________