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 that is used to prepare an I-20 or DS-2019 that will allow you to come to campus on F-1 or J-1 visa status.


The first three pages provide instructions for completing the form that follows, on pages 4-7.

After you have filled in pages 4-7 completely, print a copy of all four pages and mail them, along with a copy of your passport biographical information page, to the following address. (You are not required to send us a copy of your financial support letter; we have that on file here.)

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

PLEASE USE THIS MAILING ADDRESS ONLY. DO NOT MAIL YOUR DOCUMENTS DIRECT TO THE UCI INTERNATIONAL CENTER OR ANY OTHER CAMPUS ADDRESS.

Mail your document to us at your very earliest opportunity, any time after April 1st. You may use either international airmail or a commercial delivery service, as you prefer. You will be responsible for meeting the cost of the particular delivery method you choose.

Your I-20/DS-2019 New Graduate Student Request packet, when we receive it, will be reviewed in the School of Social Sciences and forwarded to the UCI International Center for processing.

Visa documents – both the I-20 and the DS-2019 – are prepared in the International Center, not the School of Social Sciences, a process that takes time: in most cases, at least three weeks from the date they arrive on campus, and often longer. Please plan accordingly—we do not offer a
“rush” service whereby your documents can be prepared ahead of others received earlier. International document delivery can easily add another 2-3 weeks to the time you spend waiting for your visa documents to arrive.

You have two options to receive your new student visa documents: 1) pay for mailing through eShipGlobal [http://study.eshipglobal.com](http://study.eshipglobal.com) or 2) pick up your documents in person from the UCI International Center. **You are strongly encouraged to pay to receive your documents through the mail. Please note that mail delivery is available only through eShipGlobal.** Your documents, when ready, cannot be shipped through any other international delivery company or by any other delivery method.

Please be patient while your visa documents are being processed. Your documents, if submitted properly and in a timely manner, as explained above, will reach you in time for arrival on campus in the fall.

An I-20 for academic year 2019-20 beginning in September will allow you to arrive on campus up to one month (30 days) before the start of fall term. The Fall 2019 academic term begins on Monday, September 23rd. (The first-year program in the Economics Department begins on September 3rd; international students entering this program will be able to arrive on campus earlier than PhD students in other programs in the School.)

Please keep this in mind when scheduling a visa interview at your nearest US consulate or embassy.

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**Graduate Student Affairs Office**  
**School of Social Sciences**  
**University of California, Irvine**  

**February 2019**
You must complete all sections of this form to request a new visa document (I-20/DS-2019) from UC Irvine. Follow the instructions for each section and include any required documents indicated.

You will submit your completed packet to your admitting academic department. DO NOT submit pages 1-3 of this form. Your academic department will include additional information and deliver the entire packet 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.

You must activate your UCnetID before mailing these documents to your department. Please visit this website: https://activate.ucir.edu/activate/menu.php and follow the directions to activate your UCnetID. 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. A checklist of all required sections and documents has been included below.

- **SECTION 1: VISA INFORMATION**
- **SECTION 2: PERSONAL INFORMATION**
  - COPY OF PASSPORT BIOGRAPHICAL PAGE
- **SECTION 3: ADDRESS INFORMATION**
- **SECTION 4: FUNDING INFORMATION**
  - REQUIRED FINANCIAL DOCUMENTS
- **SECTION 5: MAILING INFORMATION**
  - PAY FOR UEKS/ESHIPGLOBAL
- **SECTION 6: SIGNATURE**
- **J-1 STUDENT HEALTH INSURANCE REQUIREMENT INFORMATION**
- **DEPENDENT INFORMATION [IF APPLICABLE]**
  - ADDITIONAL FUNDING DOCUMENTS
  - COPY OF DEPENDENT’S PASSPORT BIOGRAPHICAL PAGE
- **SEVIS RECORD TRANSFER PROCESS [IF APPLICABLE]**

**INSTRUCTIONS**

**SECTION 1: 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

**SECTION 2: 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 3: ADDRESS INFORMATION**
Must be a physical street address. P.O. Box addresses cannot be accepted. If you are TRANSFERRING your SEVIS record to UCI, you must provide a local 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 2019-2020 academic year by selecting the appropriate categories. You may select multiple funding sources. For each source you select, you must write in the Funding Amount 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 will require original financial documents.

If you will begin your program during Summer Session, you must enroll in a minimum of 6 units and provide the following amount of additional funding: $8,942 (except for students in the MFin and MSBA programs). This amount includes the cost of enrolling in six units and your summer living expenses—this amount is subject to change.

The amounts listed below are a reflection of the 2018-2019 academic calendar year and are subject to change. For detailed information, please visit the website for the Office of the Registrar: [http://www.reg.uci.edu/navigation/fees.html](http://www.reg.uci.edu/navigation/fees.html)

All Financial documents must meet the following criteria:

- Less than 3 Months old (from date the International Center receives packet)
- Must be in English or have an official notarized English translation
- Must be in U.S. Dollars (USD) or provide currency conversion for total amount shown
- Total funding amount must be written in the designated field
- Name on bank document must match listed sponsor(s)
- 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
    - UCI FUNDING LETTERS
    - SCHOLARSHIP LETTERS

<table>
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<th>2019-2020 FUNDING INFORMATION</th>
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<tbody>
<tr>
<td>PROGRAM</td>
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<tr>
<td>GRADUATE (STANDARD)</td>
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<tr>
<td>BIOENGINEERING MGMT</td>
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<tr>
<td>ENG. MGMT</td>
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<tr>
<td>GENETIC COUNSEL</td>
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<tr>
<td>LAW (JD)</td>
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<td>LAW (LLM)</td>
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<tr>
<td>MBA</td>
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<td>MCS</td>
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<td>MECS</td>
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<td>MS-BATS</td>
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<td>MSWE</td>
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<td>MPAC</td>
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<td>MPP</td>
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<tr>
<td>MURP</td>
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<tr>
<td>MFin and MSBA</td>
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<tr>
<td>ADDTL PER DEPENDENT</td>
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</tbody>
</table>

UCI International Center • Irvine, CA 92697-5255 • P: 949.824.7249 • F: 949.824.3090 • internationalcenter@uci.edu • www.ic.uci.edu
SECTION 5: MAILING INFORMATION

You have two options to receive your new student visa document: (a) pay for mailing through eShipGlobal, or (b) pick-up the document in-person from the UCI International Center. Failing to select an option, or changing a selection, will delay the release of your immigration document. The International Center is unable to modify document processing times to accommodate individual travel plans.

For instructions or more information, please visit our website:

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:

DEPENDENT INFORMATION [IF APPLICABLE]

Complete this section if you will be requesting a visa document for a spouse and/or child. All information must be completed exactly as it appears in their passport(s). You must 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)
- Financial support, please see Section 4 for funding requirements.

SEVIS RECORD TRANSFER PROCESS [IF APPLICABLE]

This section is to be completed by students who are currently attending school in the U.S. in F-1/J-1 student status. This information will be used to complete the transfer of your current SEVIS record to UCI.

You will need to inform your current school who issued your I-20/DS-2019 that you have been admitted and plan to transfer your SEVIS record to UCI. To be eligible to transfer to UCI, you must be in legal F-1/J-1 status; and your SEVIS record must be in ACTIVE status. 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. If you meet these requirements, you are eligible to transfer your SEVIS record to UCI. You will need to 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. 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.

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

<table>
<thead>
<tr>
<th>SEVIS School Codes for UNIVERSITY OF CALIFORNIA, IRVINE</th>
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</thead>
<tbody>
<tr>
<td>F-1: LOS214F01962000</td>
</tr>
</tbody>
</table>

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### SECTION 1: VISA INFORMATION

**VISA INFORMATION:** I AM REQUESTING

- [ ] F-1 (I-20)
- [ ] J-1 (DS-2019)

**POSITION TITLE IN HOME COUNTRY:**
- [ ] PROFESSOR/TEACHER
- [ ] RESEARCHER
- [ ] GRADUATE STUDENT
- [ ] UNDEGREE STUDENT
- [ ] PHYSICIAN
- [ ] OTHER:

- [ ] I AM CURRENTLY OUTSIDE THE U.S. AND WILL APPLY FOR AN F-1/J-1 VISA IN MY HOME COUNTRY
- [ ] I AM CURRENTLY INSIDE THE U.S. [select one of the following options]
  - [ ] I currently attend another institution in the U.S. and will transfer my F-1/J-1 SEVIS record to UCI [attach the SEVIS Record Transfer Process sheet on page 7]
  - [ ] I currently attend UCI as an F-1/J-1 student
  - [ ] I need to change my current visa type to F-1 or J-1 student [complete section below: Change of Visa Status]

**CHANGE OF VISA STATUS [IF APPLICABLE]**

**CURRENT VISA TYPE:**

**HOW DO YOU PLAN TO CHANGE YOUR VISA TYPE:**
- [ ] Stay in the US and apply through USCIS
- [ ] Apply for visa in home country

### DEPENDENT REQUEST: [IF APPLICABLE]

- [ ] I AM REQUESTING VISA DOCUMENTS FOR DEPENDENT(S) [attach the Dependent Information sheet on page 6 and the required items listed on the instructions page]

### SECTION 2: PERSONAL INFORMATION

**PERSONAL INFORMATION**

**LAST NAME:**

**FIRST NAME(S):**

**DATE OF BIRTH [MM/DD/YYYY]:**

**GENDER:**
- [ ] MALE
- [ ] FEMALE

**UCI STUDENT ID #:**

**UCINETID:**

**CITY OF BIRTH:**

**COUNTRY OF BIRTH:**

**COUNTRY OF CITIZENSHIP:**

**COUNTRY OF PERMANENT RESIDENCE:**

### SECTION 3: ADDRESS INFORMATION

**PERMANENT ADDRESS [IN YOUR HOME COUNTRY]**

**LOCAL ADDRESS [IN THE U.S.] [IF APPLICABLE]**

**ADDRESS:**

**ADDRESS:**

**CITY:**

**CITY:**

**PROVINCE:**

**STATE:**

**POSTAL CODE:**

**ZIP CODE:**

**COUNTRY:**

**COUNTRY:**

**UNITED STATES**

**PHONE #:**

- [ ] CELL
- [ ] WORK
- [ ] HOME

**PHONE #:**

- [ ] CELL
- [ ] WORK
- [ ] HOME

**EMAIL:**

**EMAIL:**

**CURRENT ADDRESS**

- [ ] YES
- [ ] NO

**CURRENT ADDRESS**

- [ ] YES
- [ ] NO

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IC Office Use Only: Date Received: Advisor's Initials: Revised On 2.12.2019 | Page 4 of 7
SECTION 4: FUNDING INFORMATION

<table>
<thead>
<tr>
<th>FUNDING SOURCE(S) [SELECT ALL THAT APPLY]</th>
<th>FUNDING AMOUNT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ PERSONAL/FAMILY FUNDS</td>
<td></td>
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<tr>
<td>• Attach bank statement/letter</td>
<td></td>
</tr>
<tr>
<td>• Include an Affidavit of Financial Support from the sponsoring family member (if applicable) Sample Text: &quot;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.&quot; (Signature) (Print Name) (Date)</td>
<td>$:</td>
</tr>
<tr>
<td>☐ UNIVERSITY OF CALIFORNIA, IRVINE</td>
<td></td>
</tr>
<tr>
<td>• No additional documents needed—department will provide verification</td>
<td>$:</td>
</tr>
<tr>
<td>☐ GOVERNMENT FOUNDATION, AGENCY, HOME UNIVERSITY, OR CORPORATE FELLOWSHIP</td>
<td></td>
</tr>
<tr>
<td>• Attach official award letter (must clearly state terms and conditions of your award including: duration of award, visa conditions, types of expenses covered, etc.)</td>
<td>$:</td>
</tr>
<tr>
<td>NAME OF AGENCY:</td>
<td></td>
</tr>
<tr>
<td>☐ PRIVATE SPONSOR</td>
<td></td>
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<tr>
<td>• Include a signed and dated sponsorship letter outlining the amount and duration of your sponsorship.</td>
<td>$:</td>
</tr>
<tr>
<td>• Attach bank statement/letter</td>
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</table>

SECTION 5: MAILING INFORMATION

<table>
<thead>
<tr>
<th>MAILING INFORMATION [SELECT ONE]</th>
<th>IN-PERSON PICK-UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ SECURE EXPRESS MAIL I have paid for eShipGlobal—my order number is:</td>
<td>I understand that I must personally pick up my visa document from the International Center. I am aware of the International Center’s hours of operation and am aware of all public holidays that may influence my ability to pick-up my document.</td>
</tr>
<tr>
<td>☐ IN-PERSON PICK-UP</td>
<td></td>
</tr>
</tbody>
</table>

SECTION 6: SIGNATURE

SIGNATURE

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/DI-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 of any changes to my academic plans:
- My admitting academic department, and
- The International Center at UCI

STUDENT SIGNATURE: _______________________________ TODAY’S DATE: _______________________
## DEPENDENT INFORMATION

<table>
<thead>
<tr>
<th>DEPENDENT 1</th>
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<th>DEPENDENT 2</th>
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<th>DEPENDENT 3</th>
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<th>DEPENDENT 4</th>
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<tbody>
<tr>
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<td>LAST NAME:</td>
<td>FIRST NAME:</td>
</tr>
<tr>
<td>MIDDLE NAME [IF APPLICABLE]:</td>
<td>GENDER: □ MALE □ FEMALE</td>
<td>MIDDLE NAME [IF APPLICABLE]:</td>
<td>GENDER: □ MALE □ FEMALE</td>
<td>MIDDLE NAME [IF APPLICABLE]:</td>
<td>GENDER: □ MALE □ FEMALE</td>
<td>MIDDLE NAME [IF APPLICABLE]:</td>
<td>GENDER: □ MALE □ FEMALE</td>
</tr>
<tr>
<td>DATE OF BIRTH [MM/DD/YYYY]:</td>
<td>RELATIONSHIP: □ SPOUSE □ CHILD</td>
<td>DATE OF BIRTH [MM/DD/YYYY]:</td>
<td>RELATIONSHIP: □ SPOUSE □ CHILD</td>
<td>DATE OF BIRTH [MM/DD/YYYY]:</td>
<td>RELATIONSHIP: □ SPOUSE □ CHILD</td>
<td>DATE OF BIRTH [MM/DD/YYYY]:</td>
<td>RELATIONSHIP: □ SPOUSE □ CHILD</td>
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<tr>
<td>COUNTRY OF BIRTH:</td>
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<td>COUNTRY OF BIRTH:</td>
<td></td>
<td>COUNTRY OF CITIZENSHIP:</td>
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<td>COUNTRY OF BIRTH:</td>
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<tr>
<td>COUNTRY OF PERMANENT RESIDENCE:</td>
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<td>COUNTRY OF PERMANENT RESIDENCE:</td>
<td></td>
<td>COUNTRY OF CITIZENSHIP:</td>
<td></td>
<td>COUNTRY OF PERMANENT RESIDENCE:</td>
<td></td>
</tr>
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## STUDENT SIGNATURE

I VERIFY THAT MY DEPENDENT(S) INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE.

STUDENT SIGNATURE:  
TODAY'S DATE [MM/DD/YYYY]:

---

UCI International Center  •  Irvine, CA 92697-5255  •  P: 949.824.7249  •  F: 949.824.3090  •  internationalcenter@uci.edu  •  www.ic.uci.edu

IC Office Use Only: Date Received: _______  Advisor's Initials: _______  Revised On 2.12.2019  |  Page 6 of 7
# SEVIS RECORD TRANSFER PROCESS

<table>
<thead>
<tr>
<th>SEVIS RECORD RELEASE: TO BE COMPLETED BY ADMITTED STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>I WILL BE TRANSFERRING MY SEVIS RECORD TO UCI: ☐ YES</td>
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<tr>
<td>SEVIS RECORD RELEASE DATE (MM/DD/YYYY):</td>
</tr>
<tr>
<td>TRAVEL PLANS:</td>
</tr>
<tr>
<td>☐ No, I will not travel outside of the U.S. before the</td>
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<tr>
<td>start of my program</td>
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<tr>
<td>☐ Yes, I plan to travel outside the U.S. before the</td>
</tr>
<tr>
<td>start of my program: Departure date:</td>
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<tr>
<td>I AM CURRENTLY:</td>
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<tr>
<td>☐ A student, my program end date is/was:</td>
</tr>
<tr>
<td>STUDENT SIGNATURE:</td>
</tr>
<tr>
<td>I VERIFY THAT MY INFORMATION PROVIDED IS ACCURATE. I</td>
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<tr>
<td>AUTHORIZE THE DSO/ARO AT MY CURRENT SCHOOL TO RELEASE</td>
</tr>
<tr>
<td>MY SEVIS RECORD TO UC IRVINE.</td>
</tr>
<tr>
<td>STUDENT SIGNATURE:</td>
</tr>
<tr>
<td>TODAY’S DATE [MM/DD/YYYY]:</td>
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