

## ***PARTICIPATING IN A NON-DEGREE PROGRAM ON J-1 VISA***

**Office of International Students and Scholars**  
106 Bradley International Center, UCLA, Mail code: 137907  
Phone (310) 825-1681; Fax (310) 206-1612

As defined in CFR514.23(a), international students may participate in non-degree programs at UCLA under its Exchange Visitor Program P-1-0181. A prospective applicant should forward the following documents to the Office of International Students and Scholars (OISS) in order to be considered for a J-1 visa.

1. A ***detailed resume*** including the highest degrees obtained and (if any) scholarly papers published.
2. A ***letter of recommendation*** from the ***faculty advisor at the home university*** which should address the following:
  - i. The proposed academic exercise is required to complete the applicant's degree program at the home institution.
  - ii. Length of time expected to spend at UCLA for completion of this requirement.
  - iii. Whether academic credits will be awarded following the completion of the program. If not, the manner in which the proposed work at UCLA will be transferred towards the student's diploma (e.g. Thesis or Report etc.)
  - iv. The student has satisfactory academic credentials to participate in this program.
3. A ***letter of recommendation*** from the ***faculty advisor at UCLA*** indicating his/her willingness to facilitate the visit and that the student has the academic credentials to participate in such a program at UCLA.
4. ***Evidence of funding***. Student must be supported from sources other than his/her personal funds.
5. Completed ***IAP-66 request form*** (available at the OISS) signed by the hosting faculty advisor and the UCLA's department Chairperson.

Upon receipt of the above documents, our office will review them and make a decision accordingly. If you have any additional questions, please free to contact Dr. Shideh Hanassab at (310) 825 1681.