

GENERAL INFORMATION ABOUT THE J-1 VISA

UCLA, OISS, 106 Bradley International Hall, Campus 137907
phone: (310) 825-1681, fax: (310) 206-1612

INTRODUCTION TO THE J-1 VISA

The J-1 visa is a non-immigrant visa. Please read this information before requesting an IAP-66 for a prospective student, researcher or visiting faculty. The purpose of the program is ***"to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries"*** (22 CFR 514.1(b)). Participants in such programs enter the U.S. on J visa. An IAP-66 form, "**Certificate of Eligibility for Exchange Visitor (J-1) Status**" is required to obtain a J-1 visa at a U.S. Consulate abroad, to extend the stay in the U.S., or to transfer from another institution to UCLA. This form is also used to change visa status from another non-immigrant visa, such as B-1 or F-1, to the J-1 visa. The U.S. Department of State monitors the Exchange Visitor Program; compliance with the regulations and purpose of the program rests with the Office of International Students & Scholars (OISS).

EXCHANGE VISITOR (EV) CATEGORIES, PRIMARY ACTIVITY AND MAXIMUM STAY

UCLA can issue J-1 visa for the following five categories. The chart describes each category, provides eligibility criteria and maximum length of stay. Except for the Student category, the minimum educational level required for all other categories is master's degree or bachelor's degree with substantial experience in their respective specialty field. ***Important Note: If EV has been in the U.S. as a J-1 Exchange Visitor within the last 12 months for a period exceeding 6 months, the EV is not eligible to enter the U.S. as a J-1 research scholar or professor to start a new program. Please call Office of International Students & Scholars (825-1681) if you need additional information.***

Category	Primary activity at UCLA/Eligibility	Length of Stay
STUDENT	An individual pursuing studies leading to a degree or certificate on full-time basis; <i>Must be primarily funded from sources other than personal or family funds.</i>	Duration of studies plus a period of authorized employment known as Academic Training.
PROFESSOR	An individual whose primary activity is teaching, lecturing, observing or consulting on non-tenure track appointments . Participation in Departmental research is allowed.	Maximum 3 years. Includes time spent at another institution on J-1 status. Extensions beyond 3 years require special handling and may be difficult to obtain.
RESEARCHER	An individual whose primary activity is conducting research, observing, or consulting in connection with a research project under the supervision of a UCLA faculty. Generally holds PGR or Visiting Scholar appointments.	
SPECIALIST	An individual who is an expert in a specialized field of knowledge or skill coming to the U.S. for observing, consulting, or demonstrating special skills. Generally holds SRA or equivalent appointment.	Maximum 1 year. No extension of stay allowed beyond 1 year.
SHORT-TERM SCHOLAR	A professor, researcher, or person with similar education or accomplishments coming to the U.S. on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills. This category includes speakers at Conferences receiving an honorarium from UCLA.	Maximum 6 months. No extension of stay allowed beyond 6 months.

HOME COUNTRY RESIDENCE REQUIREMENT

The Immigration and Nationality Act has placed certain limitations on J-1 visa holders. One of these is the **"two-year home country residence requirement"** (Section 212(e)). Participants "subject" to this requirement are ineligible to change from J-1 to H-1 or permanent resident status unless they reside for two years in their country of last legal permanent residence or nationality. An EV is subject to this requirement if:

- 1.the financial support comes totally, or in part, from the U.S. government, the home country government, or certain international organizations (i.e. WHO, UNICEF, PAHO, etc.), **and/or**
- 2.the field of specialization and home country are included on the **Exchange Visitor Country Skills List**. This list includes countries, which have shortages of trained professionals in specific fields of specialization.

The U.S. Consul and/or the Immigration and Naturalization Service (INS), acting on behalf of the U.S. State Department, determines the applicability of this requirement to a participant's program. An EV subject to this requirement may apply for a waiver of the home country residence requirement. For further information call OISS at (310) 825-1681.

EMPLOYMENT ELIGIBILITY OF EXCHANGE VISITORS AND THEIR DEPENDENT(S)

EVs are authorized to receive funds from the organization(s) listed on the IAP-66 form. EVs wishing to receive funds from other than those sources, once in the United States, require special authorization(s) from their visa sponsor. OISS may authorize employment for an UCLA-sponsored EV if:

- a)IT IS DIRECTLY RELATED TO THE PROGRAM'S OBJECTIVE,
- b)IT IS INCIDENTAL TO PRIMARY PROGRAM ACTIVITIES, AND
- c)WILL NOT DELAY COMPLETION OF THE PROGRAM.

J-1 visa holders whose IAP-66 forms were not issued by UCLA, must obtain written authorization from the sponsoring agency/institution before being compensated for services rendered at UCLA.

J-2s, dependents of J-1s, may work in the U.S. due to economic necessity. They (J-2) should submit an application to the INS for work authorization. Applications and instructions are available at the OISS.

EXCHANGE VISITORS' FUNDING AND HEALTH INSURANCE

The University must verify that prospective EVs have sufficient funds to carry out their activities at UCLA. The table below shows the estimated minimum amounts required to qualify for J-1 status at UCLA. Additionally, EVs (and their dependents in J-2 status) **MUST** carry adequate health insurance throughout their stay at UCLA (see Note below). Those who fail to comply with such requirement become **ineligible** for UCLA's J-1 sponsorship and **will be terminated**. EVs under a group policy (Health-Net, etc.) may require **additional** coverage to comply with the requirement. Please contact OISS for information on policies that meet this requirement.

CATEGORY	Tuition & Fees (1)	Living Expenses (9-months)	Living Expenses (Summer)	Total (12-months)
STUDENTS UNDERGRADUATE	12,432	9,051	4,250.00	*25,733.00
GRADUATE	12,405	10,647		27,302.00
NON-STUDENT CATEGORIES	N/A	12,500	4,250.00	17,710.00
SPOUSE	N/A	4,260	1,419.00	6,648.00
EACH CHILD	N/A	1,989	663.00	3,108.00

* Includes Mandatory Health Insurance and allowance for Books and School supplies.

NOTE: 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.**

The source of the EV's funds must be indicated on the IAP-66 form. Please determine the appropriate source:

UCLA: will receive a check generated by UCLA's Payroll Office.

U.S. Government Agency: will be **paid directly** by one or more agencies. Be sure to identify each one.

Int'l Organization: will receive **direct** funds from organizations such as the **UN, UNICEF**, etc.

Home Government: will be funded by **an agency** of the EV's government.

Binational Commission: will receive monies from the Fulbright Commission.

Other Organizations: will be paid by a **private organization, university or foundation** in the U.S. or abroad

Personal Funds: will use personal/family funds, sabbatical salaries, etc. **Attach original documents.**

For an EV funded by UCLA, please indicate:

- a) source; e.g. department budget, DOE grant, etc.,
- b) if appropriate, **Payroll title**; e.g. Visiting Assistant Research Geophysicist,
- c) whether the position is tenure/non-tenure track, and
- d) whether or not Health Insurance will be paid by the funding source. If so, name the insurance carrier.

If you have further questions, please call Dr. Shideh Hanassab or Mr. L. B. Tillakaratne at (310) 825-1681.

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**INSTRUCTIONS FOR COMPLETING THE
REQUEST FORM FOR IAP-66 FORM**

International Students and Scholars

106 Bradley International Hall, Campus 137907

Phone (310) 825-1681, Fax (310) 206-1612

A. PURPOSE OF THE IAP-66

1. **INITIAL ENTRY TO THE U.S. WITH/WITHOUT DEPENDENT(S):** 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 to the Request Form. Change of visa status requires additional forms, available at OISS. If family member(s) will enter the U.S. with the EV, indicate the number and complete **part G**. Family member means: **spouse and unmarried children under 21 years of age**.

2. **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 OISS **at least 30 days** prior to the expiration of the IAP-66. OISS 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. For extensions of stay beyond the 3-year limit for Professors /Researchers, please contact OISS *no later than 60 days before the end of their third year*.

At the time of submission of your request please make an appointment with Dr. Shideh Hanassab for 7 days later.

J-1 visa students authorized to engage in post-graduation Academic Training must apply for extension of their stay for the duration of such training. The length of the training, which is authorized by OISS, 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.

3. **RE-ENTRY TO THE U.S. TO CONTINUE THE SAME PROGRAM:** Select this option if the EV's J-1 visa stamp in the passport will be expired at the time of his/her re-entry to the U.S. If the visa stamp will still be valid, the pink copy of the current IAP-66 **must be endorsed by OISS** to facilitate re-entry. Otherwise, a **new** visa stamp may be obtained at a US Consulate abroad upon presentation of a **new** IAP-66 form. **Visa stamps CANNOT be revalidated within the US.**

4. **SEPARATE ENTRY OF IMMEDIATE FAMILY MEMBER(S):** Select this category when an EV's immediate family will join him/her at a later date. Provided that SUFFICIENT FUNDS are available, an IAP-66 form is required for them to obtain the J-2 visa at a U.S. Consulate abroad.

5. **TRANSFER TO UCLA FROM ANOTHER INSTITUTION IN THE U.S.:** 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 allowed for the respective J-1 visa category, and
 - c] the Responsible Officer at the other institution approves the transfer.

A copy of the current IAP-66 form is required before OISS can an IAP-66. 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. For EV's whose I-94 forms show "D/S" as ending date, the transfer is approved by OISS. Otherwise, INS approval is required and while the application is in process, the EV **cannot receive any payments from UCLA.**

6. **REPLACE LOST PINK COPY OF CURRENT IAP-66 FORM:** Check this box if the EV has lost the pink copy of the IAP-66 form and wishes to have a replacement.

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 IAP-66 issuance process.

C. DATES OF APPOINTMENT

The period of appointment may be for more than 1 year (for scholars only), provided the requested period falls within the limitations of stay above, and UCLA has EVIDENCE OF ADEQUATE FUNDS. This evidence **MUST BE MADE AVAILABLE** to OISS at the time an IAP-66 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.

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 IAP-66** 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 (1)	Living Expenses (9-months)	Living Expenses (Summer)	Total (12-months)
STUDENTS UNDERGRADUATE	12,432	9,051	4,250.00	*25,733.00
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*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**.

G. DEPENDENTS

Include only dependents who are not U.S. citizens. For each dependent: include full name, relationship to the EV, his/her country of birth, date of birth and passport number and expiration date.

H. EXCHANGE VISITOR SUPERVISOR'S NAME

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

I. CERTIFICATION

Name and the signature of the person preparing the Request Form and UCLA extension number.

J. APPROVAL

No request for an IAP-66 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 **Dr. Shideh Hanassab** or **Mr. L. B. Tillakaratne** at [310] 825-1681.

