

PRE-ARRIVAL CHECK LIST

- 1. RECEIVE YOUR DS-2019**
 - Make sure your personal and program information is correct on your DS-2019. The name should be as it appears on your passport.
 - Contact the UC San Diego sponsoring department administrator immediately if you need a correction.
 - Sign and date the “Certification” section on bottom of page 1 of the DS-2019 forms—see attached sample DS-2019
 - 2. PAY THE SEVIS FEE**
 - This fee can be paid via Internet, via Western Union, or by mail. For faster processing, please pay via internet at www.fmjfee.com
 - Keep the Form I-797 receipt in a safe place and readily available for visa interview and entry.
 - See SEVIS FEE: How to Pay for more information
 - 3. SCHEDULE A VISA INTERVIEW APPOINTMENT AT THE US EMBASSY OR CONSULATE**
 - Apply for an entry visa at the US consulate or embassy with jurisdiction over your place of residence. Each embassy or consulate may have different procedures. A list of US embassies and consulates is available at <http://usembassy.state.gov/>
 - Consult the visa wait time website at http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php
 - Be prepared for delays in visa issuance due to clearances. Security clearances may take more than 4 weeks for approval.
 - **Canadian Citizens:** You are exempt from the visa stamp requirement. A visa stamp is not required to enter the U.S.A. Do **not** apply for a visa (skip step #4).
 - 4. GATHER DOCUMENTS FOR THE VISA INTERVIEW**
 - Form DS-2019—**Original** form, do not use a copy to apply for the visa. Original form is signed in blue ink by the ARO at item 7. The exchange visitor or dependents above 14 years of age should sign and date the Certification section at the bottom of page 1.
 - Valid passport
 - Financial statement from you or your sponsor evidencing financial ability to meet expenses
 - SEVIS Fee (I-901) Payment Receipt
 - Evidence of ties to your home country, i.e. family ties, bank accounts, assets, employment, etc.
 - Payment of visa application fees (MRV fee)
 - One 2x2 photograph —see http://travel.state.gov/passport/guide/guide_2081.html for details
 - Visa application forms (DS-156, DS-157 and DS-158 as required). See the consulate website for specific information.
- Do **NOT** complete the **DS-7002-Training/Internship Placement Plan** when applying for the J-1 visa. This is **not** required for you as an Exchange Visitor in the Short-Term Scholar, Research Scholar or Professor category (see #4 on DS-2019).
- 5. MAKE ARRANGEMENTS FOR HEALTH INSURANCE**
 - We strongly recommend that you purchase travel insurance for up to 2 months after your arrival since you might not get medical coverage immediately. See Health Insurance Requirement for more information.
 - 6. MAKE HOUSING ARRANGEMENTS BEFORE ARRIVING IN SAN DIEGO**
 - **On-Campus Dormitories & Apartments**
 - [International House](http://ihouse.ucsd.edu)
<http://ihouse.ucsd.edu>
 - [UC San Diego Housing Services](http://hds.ucsd.edu/hsgaffil/)
<http://hds.ucsd.edu/hsgaffil/>
 - **Off-Campus Apartments**
<http://offcampushousing.ucsd.edu>
 - **International Center Housing Information**
[International Center Housing Website](http://icenter.ucsd.edu/housing/index.html)
<http://icenter.ucsd.edu/housing/index.html>
 - 7. FINANCES**
 - Living expenses in the San Diego area is extremely expensive. You should plan on a monthly budget of at least \$1,700 to \$2,500 depending on your needs.
 - Additional \$500-\$1,500 is needed if your family members are coming with you.
 - You should not carry large amount of cash with you but we recommend either traveler’s checks or bank cards to transfer or withdraw funds from your bank account to cover your initial expenses.
 - 8. VISIT THE UC SAN DIEGO INTERNATIONAL CENTER’S WEB SITE**
 - Please visit <http://icenter.ucsd.edu/scholars/arrival.html> for the following information:
 - **How to Obtain a US Visa**
Information about the visa application and interview process.
 - **Arriving in the USA**
Information about what to expect at the US port-of-entry.
 - **Arrival Information**
Information about how to get to UC San Diego.
 - **Housing Information**
Information about short-term and long-term housing options near UC San Diego.
 - **New International Scholar Handbook**
Information about getting settled in San Diego and UC San Diego such as housing, banking, shopping, transportation, etc.

9. IMPORTANT DOCUMENTS FOR ENTRY INTO THE U.S.

- Visit the U.S. Customs and Border Protection's website for specific arrival information: http://www.cbp.gov/xp/cgov/travel/http://www.dhs.gov/xtrvlsec/programs/content_multi_image_0006.shtm
- You may enter the U.S. up to **30 days prior** to the start date indicated on Section #3 of the DS-2019.
- **REQUIRED: Original form DS-2019, passport, J visa stamp**
- **RECOMMENDED:** Invitation or employment offer letter from inviting department and evidence of financial support.
- Do not store these documents in your checked in baggage, but have them readily available with your personal carry-on luggage for the immigration inspection process.

You will be given a white I-94 (Arrival/Departure Card) to be processed through immigration inspection. The name and date of birth written on the card should match the DS-2019 and passport. The card will be processed with an entry stamp. Please make sure it is stamped with the proper annotation "J-1 D/S" and "J-2 D/S" for dependents.

- Be sure the Immigration Officer at the port of entry returns all documents to you after processing your entry. **Do NOT DISCARD or LOSE the I-94 card.**
- **CANADIAN CITIZENS ONLY:** Carry your DS-2019, passport and SEVIS fee payment receipt to gain entry. You do not need a visa stamp but will be given the I-94 card at the port of entry.

10. REGISTER AT THE INTERNATIONAL CENTER

- All international scholars must register no later than 15 days of arriving at UC San Diego.
- Maps and Directions available at <http://www-act.ucsd.edu/maps/>
- Parking is not available at the International Center. The Gilman Parking Structure (closest to us) has metered spaces available on the corner of Gilman Dr. and Villa La Jolla Dr. Metered spaces are also available on Meyers Dr. and Lot P602. See <http://parking.ucsd.edu> for more information.

11. ATTEND MANDATORY ORIENTATION FOR ALL NEW INTERNATIONAL SCHOLARS

- All are required to attend a **MANDATORY** Orientation session for all new international scholars.
- Held every Wednesday at 9:30am sharp at the International Center.
- Bring your DS-2019 and passport along to obtain a Travel Signature.

SEVIS FEE: HOW TO PAY

WHAT IS THE SEVIS FEE?

J-1 visa applicants are required to pay a one-time fee of US\$180 to cover the costs of the Student Exchange and Visitor Information System (SEVIS). This fee is different from the visa application fee and is paid separately. NOTE: This fee does NOT apply to anyone already in the U.S. with J-1scholar status.

WHO CAN PAY THE FEE?

The fee can be paid by the scholar or a third-party such your inviting department, friend, relative, agent, or school. NOTE: Generally, a visa interview appointment cannot be scheduled until this fee is paid and received by Department of Homeland Security (DHS).

HOW CAN I PAY THE SEVIS FEE?

Scholars must pay the US\$180 to DHS at least 3 business days before applying for a visa. The SEVIS fee can ONLY be paid by one of the following methods:

- 1) Internet at www.fmjfee.com (RECOMMENDED)
- 2) Western Union Quick Pay™ Service - For a list of agents in your home country, visit <http://www.payment-solutions.com/agent.asp>
- 3) Mail- Instructions available at www.fmjfee.com

NOTE: Mailing the SEVIS fee does NOT constitute payment. The fee is processed when it is received by DHS. If payment is mailed, it can take 4-6 weeks to be received and for a receipt to be mailed to you. Therefore, we highly recommend payment be made via the Internet to expedite the process.

RECEIPT NOTICE

Keep the payment receipt notice safe. The receipt is required to verify payment at the U.S. Embassy or Consulate when applying for the visa stamp as well as the port of entry when entering the U.S. The electronic print out or official mailed receipt notice is acceptable.

WHO DO I CONTACT IF I HAVE QUESTIONS?

Please visit the SEVIS Fee web site at www.fmjfee.com or contact the UC San Diego International Center at icenter@ucsd.edu