



Scholar Name	Submission Date:
Host School/Department:	Submitted by:

**Required for all cases**

- UC Merced Request for J-1 Services
- J-1 Biographical Information Form
- Academic appointment letter
- Passport biographical page
- Curriculum Vitae
- Proof of funding (if not listed in academic appointment letter) (\$1800/month minimum requirement)
- Visa Services Recharge Form

**Required for new exchange visitors currently outside of the country**

- Required items for all requests
- Exchange Visitor Restricted Party Screening Approval letter
- Certification of English Language Proficiency
- Any previous visa documents from within the past 5 years if applicable (DS-2019, Visa stamps, I-94 records, I-20s, etc)

**Dependents, if applicable – required for each dependent**

- J-2 Biographical Information Form
- Passport biographical page
- Additional funding (\$500/month for spouse, \$300/month per child)
- Any previous documents from within the past 5 years, if applicable (DS-2019, Visa stamps, I-94 records, I-20s, etc).

**Extensions**

- Required items for all requests
- Most recent I-94 for scholar and dependents
- Visa stamps for scholar and dependents
- Current and previous DS-2019s

**Transfer-In**

- Required items for all requests
- Most recent I-94 for scholar and dependents
- Visa stamps for scholar and dependents
- Copies of all DS-2019s
- Exchange Visitor Restricted Party Screening Approval letter
- Certification of English Language Proficiency
- Transfer-In Form

**Change of Status Request**

- Required items for all requests
- I-94 record
- Visa stamps for scholar and dependents
- Exchange Visitor Restricted Party Screening Approval letter
- Certification of English Language Proficiency
- All current and previous I-20s for F-1 and dependents, if applicable
- Employment Authorization Document (EAD), if applicable



# UC Merced School Request for J-1 Services

- Request Type:**  Initial Request - Beginning a new J-1 program; Currently Abroad  
 Extension - Current J-1 Scholar extending J-1 program  
 Transfer-in - Scholar is in J-1 status at another institution  
 Change of Status - Scholar is in the U.S. in a different visa status

## SECTION A: BIOGRAPHICAL INFORMATION

Family Name (Last)

Given Name (First)

Date of Birth (MM/DD/YYYY)

## SECTION B: UC MERCED J-1 PROGRAM INFORMATION

UCM Position Title

Subject Area

Non-technical description of proposed activity (15 words or less)

Appointment Start Date

Appointment End Date

**Remote/Telecommuting for all J-1 programs should not exceed 40% of time**

Primary Site of Activity  UC Merced Campus  
 UC Merced Castle Facility  
 Hybrid/Remote/Other

Secondary Site of Activity Address

Faculty Supervisor

## SECTION C: FINANCIAL SUPPORT INFORMATION

Complete this section if a UC Merced salary or payment will be provided. Funding minimums per month of program: \$1,800 for primary J-1 exchange visitor, \$500 for a J-2 dependent spouse. \$300 for each dependent Child.

Total UC Merced funding for the duration of program.

Were funds received from U.S. Government to support the exchange?  Yes  
 No

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Approval Signature Page

- 1. The scholar and accompanying dependents have adequate financial support for the duration of the scholar's program, which if UC Merced salary, is commensurate with the proposed activity.
2. The school has determined that the scholar has adequate English Language proficiency for the proposed activity. [Reg. 22 CFR 62.10(a)(2)]
3. The school has clarified expectations with the scholar regarding University support, benefits, length of program, and the availability of office/lab space, equipment, computer access, clerical support, and faculty collaboration. [Reg. 22 CFR 62.9(d)(3)]
4. The school understands that the Exchange Visitor will require health insurance for themselves and for all accompanying dependents for the entire period of stay in the U.S. Minimum levels of health insurance coverage must provide: (a) medical benefits of at least \$100,000 per illness or accident; (b) deductible not to exceed \$500 per accident or illness; (c) expenses associated with medical evacuation in the amount of \$50,000; (d) repatriation of remains in the amount of \$25,000; (e) coverage for pre-existing conditions after a 12 month waiting period; (f) provision for co-insurance/co-payment that does not exceed 25% of the covered benefits per accident or illness; and (g) policy underwritten by an insurance company that meets the rating requirements of the US Department of State or backed by the full faith and credit of the home country government, designated sponsor, or Exchange Visitor's employee group plan. (Reg. 22 CFR 62.14)
5. The school certifies that there is a uniform selection process in place to screen and select prospective exchange visitors to ensure that they are eligible for Exchange Visitor (J Visa) program participation. [Reg. 22 CFR 62.10(a)]
6. Scholar will engage only in activities consistent with the intended program and the school will notify OIA of any changes in the program such as changes in financial support, loss of funding, or change in the school, location, or activity. [Reg. 22 CFR 62.11(e)(1)]
7. Professors and researchers must conduct activities at the site of activity noted on this form (and identified in SEVIS). [Reg. 22. CFR 62.20 (f)] J-1 exchange visitors may only participate in remote, telecommute or work from home work options for up to 40% of the time (e.g. 2 out of 5 work days).
8. The school is aware that the J-1 scholar will be permitted to enter the US no more than 30 days prior to the start date indicated on Form DS-2019, and that the scholar must check in with OIA no later than 14 days after the appointment start date to validate the J Visa in SEVIS.
9. When determining dates of appointment, the school should consider the length of time it will take an individual to obtain a visa. The current average wait times for visa appointments and visa processing times may be available on the US Embassy in the home country.
10. The school will notify OIA: (a) if the scholar changes his/her plans to come to UCM; (b) if the scholar plans to leave the US for more than 30 days while continuing the J-1 program and (c) when the scholar leaves UCM or is terminated for any reason. (Reg. 22 CFR 62.13(c))
11. The school will notify OIA of any work from home/remote/hybrid activities for the scholar's. Remote work cannot exceed 40% of time, or the equivalent of 2/5 days per week. Scholars in the Student Non-degree category are not permitted to do any remote work.

UCM Faculty Supervisor's Name
UCM Faculty Supervisor's Signature
School Dean's Name
School Dean's Signature