

Exchange Visitor (J-1) Contract

Check each item below after reviewing carefully and provide your signature at the end of this document. You are responsible for adhering to these rules and regulations. Not following these mandatory requirements will lead to the termination of your J-1 visa status. By providing your signature, you certify that you have read and understand the information. If you need further clarification on any of the requirements outlined below, please email VisaAndLicensing@mednet.ucla.edu.

Documents

- ☐ I will verify that all information on my DS-2019 form is correct.
- ☐ I am aware that my SEVIS # is located on the top right corner of my DS-2019 form.
- ☐ I will keep my passport valid at all times.

Maintaining my J-1 Status

- ☐ I can only engage in activities as specified on my DS-2019 form.
- ☐ I will provide my department coordinator with any changes to my (and my dependents') place of residence in the U.S. within **10 days** and submit the *Address and Contact Information Update Form*, which will be submitted to the Visa and Licensing Office for processing. The address provided will be the physical location where I reside.
- ☐ I will report any change of field of studies, funding source or name change to my department coordinator within **10 days**. All changes will be reported to the Visa and Licensing Office accordingly.

Health Insurance

- ☐ I am aware of the U.S. Department of State's health insurance requirements and I will enroll in a health insurance plan that meets these requirements.
- ☐ I will provide the Visa and Licensing Office, through my department coordinator, proof of my health insurance coverage.

Extensions

- ☐ I must file an extension prior to the expiration date. If I require more time to complete my research/studies by the end date specified on my DS-2019 form, I will work with my department coordinator.
- ☐ The Visa and Licensing Office can only extend my DS-2019 form. It is not possible to renew a J-1 visa stamp inside the U.S., however I am allowed to continue my activity at UCLA with a valid DS-2019 form as long as I do not have plans to travel outside of the U.S. If I travel outside the U.S., I will need to visit my nearest U.S. Embassy/Consulate to renew my J-1 visa stamp before returning.

Traveling Outside of the U.S.

- ☐ I must have a valid J-1 visa stamp in my passport as well as a travel signature on my valid DS-2019 to enter the U.S. after a temporary visit abroad. Canadians are exempt from applying for a J-1 visa stamp.
- ☐ I will request a travel signature on my DS-2019 from the Visa and Licensing Office by emailing VisaAndLicensing@mednet.ucla.edu at least **10 business days** prior to the departure. The travel signature is valid for 1 year and may be used for multiple trips abroad.
- ☐ I am allowed to enter the U.S. from Canada, Mexico, or one of the adjacent islands to the U.S. (other than Cuba) with an expired J-1 visa stamp if the trip is not exceeding 30 days and I hold a valid DS-2019 form with a travel signature. Citizens of Iran, Iraq, Cuba, Sudan, Syria, and North Korea are exempt.

Transfer

- ☐ In the case of a transfer to another University, I must process my visa transfer on or before the end date of the program, which is stated in box #3 on the DS-2019 form. I will meet with my department coordinator before I transfer out of UCLA in order to submit the request to the Visa and Licensing Office.

Employment

- ☐ I am NOT eligible to work off-campus unless I fall under one of the following circumstances and have obtained prior written authorization from the Visa and Licensing Office.
- Research Scholars/Professors/Specialists are limited to short-term consultations and guest lectures related to their UCLA program activity. Employment must be incidental to primary objectives at UCLA.
 - Visiting graduate researchers (VGR) are not eligible to work off-campus under any circumstances.
- ☐ I may not accept employment at UCLA in a department other than the one stated on my DS-2019 form without consulting with the Visa and Licensing Office.

Program Completion

- ☐ Upon completion of my program, I do not need to inform the Visa and Licensing Office of my departure, unless I plan to leave earlier than the expiration date on my DS-2019.

☐

I am allowed an additional 30-day grace period after my DS-2019 expires to prepare for my departure from the U.S. During this grace period, employment or study is not allowed. Upon departure of the U.S. within the 30 days, my J Visa status automatically expires, and I will not be able to re-enter the country to reclaim the rest of my grace period time.

Exchange Visitor Name (Print)	
Exchange Visitor Name (Signature)	
Date	