

## **J-1 Exchange Visitor Check-in and Arrival Information**

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Welcome to UCLA's David Geffen School of Medicine  
 All newly admitted J-1 Exchange Visitors are required to complete a mandatory visa check-in upon arrival to UCLA to validate their J-1 status.

Check-In and Orientation are mandatory procedures within the J-1 Exchange Visitor Program per the U.S. Department of State. Exchange Visitors are required to complete a two-part process:

- Part 1: Completion of the Check-in and Arrival Information forms (document submission included)
- Part 2: Attend the mandatory online J-1 Orientation

Name:	First	Last
Email Address (Preferably your mednet email):		
U.S. Phone Number:		
U.S. Residential Address	<b>DO NOT USE P.O. Boxes or Mail Codes</b>	
Street Address:		
City:		
State:		
Zip code:		
Exchange Visitor's Initial Date of Entry (See I-94):		
UCLA Start Date (MM/DD/YY):		
UCLA Department/Division Affiliation		

### **Orientation. 22 CFR 62.10(c)**

J-1 scholars and employees are required to complete an Orientation session and immigration Check-in process after arriving at UCLA. This is to ensure that you receive appropriate information and guidance about how to maintain valid immigration status while conducting research, teaching, or working at UCLA.

After submitting the completed check-in documents to the Department Coordinators, an email will be received containing the J-1 orientation link and log-in instructions.

The J-1 Visa Check-in and Orientation session is due within **10 days** of your DS-2019 start date and can only be completed **after arriving in the U.S.**

Failure to complete the required process within the deadline will automatically invalidate your J-1 record in SEVIS which leads to the termination of your J-1 status. If you are unable to enter the U.S. and complete the J-1 Visa Check-in and Orientation by the deadline, you must contact your department coordinators immediately to request to change your DS-2019 start date with the Visa and Licensing Office.

**Cross Cultural Activities. 22 CFR 62.8(d)**

The J-1 exchange visitor visa was created with the primary purpose of enabling cultural exchange between the United States and other nations, thereby “building mutual understanding between Americans and people of other countries.”

Cross-cultural exchange activities are an essential part of the University's J-1 exchange visitor program and of our continued ability to sponsor exchange visitors across campus.

To comply with the federal regulatory requirements of the exchange visitor program, *all host units must have plans in place to offer cross-cultural exchange opportunities to J-1 exchange visitors and their J-2 dependents*. UCLA is happy to support this effort and hope to highlight the presence of visiting scholars to enrich our community.

Please register to the Dashew International Office's [NEWSLETTER](#) to receive information about upcoming programs and events.

**Confirmation:**

I acknowledge that it is my responsibility to understand and comply with the U.S. immigration laws. If any changes occur with the information presented above, I will inform my Department's Visa Coordinator within 5 days.

Print Name	
Signature	
Date	

**\*\* DEPARTMENT COORDINATORS ONLY \*\***  
**J-1 CHECK-IN AND ARRIVAL INFORMATION DOCUMENT CHECKLIST**

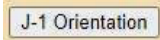
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The following items below are required. Click each box to confirm all items have been collected.  
Do not submit this form without all the required documents.

- ☐ Completed J-1 EXCHANGE VISITOR CHECK-IN and ARRIVAL INFORMATION
- ☐ I-94 Arrival Record
- ☐ Copy of J-1 and J-2 Visa Stamp (Except Canadian Citizens)
- ☐ Copy of J-1 and J-2 DS-2019
- ☐ Signed J-1 Exchange Visitor Contract
- ☐ Proof of medical, repatriation, and evacuation insurance.

**APPLICATION SUBMISSION**

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- Once the completed check-in forms and documents have been received, the Visa Coordinators must go to the EV's VITS records and click on the  button to send the J-1 Orientation link and log-in instruction email to the EV.
- Email the completed check-in forms and all documents in a single email attachment to: [VisaAndLicensing@mednet.ucla.edu](mailto:VisaAndLicensing@mednet.ucla.edu)
- Please ensure that *all* required documents are submitted at the time of application. **Incomplete documents will not be processed.**
- Subject Line of email should identify: *Name of Exchange Visitor, Check-In, and Department.*