UCLA Dashew Center for International Students and Scholars
J-1 CHECK-IN FORM

BIOGRAPHICAL INFORMATION

Student's Name: _____
(Indicated on passport)   Last Name(s)   First Name(s)

UCLA ID #: _____ Date of Birth: _____
                                             Month   Day   Year

SEVIS ID #: N_____ Citizenship: _____

CONTACT INFORMATION

Local Telephone #: _____ E-Mail: _____

Local U.S. Address: *Update your addresses and phone number online at my.ucla.edu by clicking on "settings" tab.*

_____
    Street Address   Apt/Room #   City   State   Postal Code

Overseas Address:

_____
    Street Address   Apt/Room #   City/Province   Country   Postal Code

EMERGENCY CONTACT INFORMATION

Contact Name: _____ Relationship: _____

Telephone #: _____ E-Mail (*if any*): _____

Address: _____
              Street Address   Apt/Room #   City   State/Country   Postal Code

I am expected to complete the J-1 Visa Workshop online to understand how to maintain my J-1 status at UCLA. I understand that I am also required to review the DCISS J-1 Student Visa Regulation Guidelines and understand my responsibilities as a J-1 student at UCLA.

Student's Signature: _____ Date: _____

FOR DCISS USE ONLY	*INIT:* _____ *DATE:* _____		
□ **Note**	□ **Address/Phone/Email Updated** □ **iStart** □ **Enrollment**	□ **Holds** □ **Scanned**	

dashew center
DCISS
for international students & scholars

UCLA ■ 106 Bradley International Hall ■ 417 Charles Young Drive West, Los Angeles, CA 90095-1379 ■ Phone: 310-825-1681 ■ Fax: 310-206-1612

UCLA Dashew Center for International Students and Scholars
J-1 STUDENT CHECK-IN INSTRUCTIONS

Welcome to UCLA! All newly admitted J-1 degree-seeking and non-degree students are required to complete mandatory visa check-in upon arrival to UCLA to validate their J-1 status. Follow the steps below to complete visa check-in:

1. Complete the DCISS J-1 Student Check-In Form

2. Prepare the following documents after arrival to UCLA:

- **Copy of Page 1 of your DS-2019**
- **Copy of your I-94 Admission Record***
  - ❖ **Electronic I-94:** To access and print your I-94, please go to https://i94.cbp.dhs.gov/I94/#/home This website is only accessible after your arrival or return to the U.S.
  - ❖ **Paper I-94 Card_:_** If you have been given a paper I-94 Card instead of an electronic I-94, please make a **_copy of both the front and back sides of the card_**.

- **Copy of your J-1 Visa (_Canadian Citizens Exempt_)**
- **Copy of most recent U.S. entry stamp inside your passport**
- **Copy of your Passport Photopage**
- **Original Passport and UCLA DS-2019**

(SUBMIT COPIES ON 8 ½" x 11" SIZED-PAPERS ONLY)

NOTE: Only make copies of the documents listed above <u>AFTER</u> your arrival or return to the U.S. DCISS does not provide photocopy or print services. Have documents listed above ready at time of check-in or your check-in will not be accepted.

3. Submit your documents above at a designated DCISS Check-In Session

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<u>Mandatory Address, Phone Number, and E-mail Reporting Upon Arrival to UCLA</u>

J-1 students are required to maintain a valid local U.S. address, overseas address, U.S. telephone number, and e-mail at all times during their studies at UCLA. Upon arrival to UCLA, please log on to **www.my.ucla.edu** and click on '**Settings**', then click on '**Official Email/Address/Phone**' at the top right hand corner to update your contact information in the UCLA system. Update your contact information as follows:

- _**MAILING ADDRESS**_ in MyUCLA must be a local U.S. address within the Los Angeles area.
- _**PERMANENT ADDRESS**_ in MyUCLA must be an overseas address outside of the U.S.
- _**E-MAIL**_ in MyUCLA must be a verifiable email address that you check on a daily basis.
- _**PRIMARY PHONE NUMBER**_ in MyUCLA must be a 10 digit U.S. telephone number.

Update your contact information: www.my.ucla.edu

Failure to comply with the check-in requirements listed above will result in termination of your J-1 status.

For any issues or concerns with your check-in documents, contact DCISS immediately prior to check-in.

For more information, please visit the DCISS website: www.internationalcenter.ucla.edu

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