

# UCLA

## J-1 Student Visa Regulation Guidelines

Dashew Center  
for International Students and Scholars



Issued on May 14, 2025



# 01

## J-1 Visa Terms & Documents



## 1.1 Department of Homeland Security (DHS)

The Department of Homeland Security oversees three agencies relevant to your visa status in the U.S.:

**Customs and Border Protection (CBP)** is responsible for immigration and customs inspections at U.S. ports of entry.

**United States Citizenship and Immigration Services (USCIS)** is responsible for granting immigration and citizenship benefits, such as employment authorization, permanent residency petitions, and processing requests such as the replacement of immigration documents.

**Immigration and Customs Enforcement (ICE)** is responsible for maintaining the Student & Exchange Visitor Information System (SEVIS), conducting immigration investigations, detentions and removals (deportation).

## 1.2 J-1 Visa

A U.S. Embassy or Consulate issues an entry permit for international students (Canadian citizens exempt) to enter the U.S. on J-1 status to engage in full-time studies at a U.S. institution. You are only required to have a valid J-1 Visa when entering the U.S. from abroad. For more information about the J-1 Visa, please visit **[j1visa.state.gov](http://j1visa.state.gov)**. You may remain in the U.S. beyond your J-1 Visa expiration date as long as you maintain valid J-1 status and continuous full-time enrollment.



## 1.3 SEVIS DS-2019

A Certificate of Eligibility issued by a U.S. institution allowing international, admitted degree or exchange students to request a J-1 Visa from a U.S. Embassy or Consulate. Your DS-2019 contains information such as your major, degree objective, program start and end dates and other personal information relevant to your J-1 status, which must be kept up-to-date at all times. Your DS-2019 must be valid at all times during your studies at UCLA.

# 02

## Employment on J-1 Status





## 2.1 Academic Training

J-1 students may engage in paid or unpaid employment or internship directly related to their field of study. Training may take place during or after completion of studies provided certain requirements are met. Prior authorization from the Dashew Center is required. Visit the Dashew Center website for details.



## 2.2 Academic Training for Exchange Students

Eligible for up to 12 months of post-completion Academic Training or the duration of the program, whichever is less.

## 2.3 Academic Training for Degree Students

Bachelors and Masters students are eligible for up to 18 months of Academic Training, or the duration of the program, whichever is less. Doctorate (Ph.D) students are eligible for up to 36 months or the duration of program, whichever is less.

## 2.4 On-Campus Employment

J-1 students may work on-campus part-time (up to 20 hours per week) during the academic year and full-time (more than 20 hours per week) during summer and winter vacations. On-campus employment may include teaching or research assistantships, reader positions, campus library positions, or campus food/dining services.

To begin employment, students must be in good academic standing and obtain on-campus work authorization from the Dashew Center before their employment start date. Work authorization is authorized for a maximum of one year at a time, with the option to renew. Visit the Dashew Center website for more details.



# 03

## J-1 Status Requirements







### 3.1 Mandatory Visa Check-in

Newly-admitted UCLA J-1 degree and exchange students must complete the post-arrival check-in application through the online MyBruin International portal upon their arrival at UCLA. Failure to complete the check-in will result in the termination of your J-1 status. You will be required to upload the following documents:

- Copy of UCLA DS-2019
- Copy of I-94 Admission Records
- Copy of J-1 Visa (Canadian citizens exempt)

### 3.2 Mandatory J-1 Visa Workshop

All newly-admitted UCLA J-1 students must complete the online J-1 visa workshop. This workshop is part of the iSTART Orientation and will cover important information on J-1 status requirements, responsibilities, and eligibility for J-1 benefits.

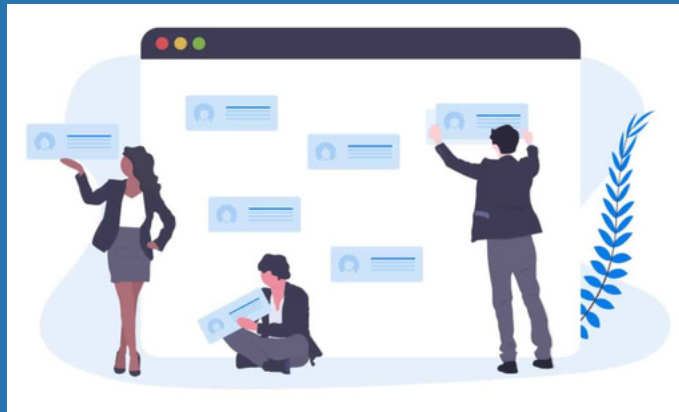
# 04

## Maintaining J-1 status and Travel Information



## 4.1 Address, Phone Number, and E-mail Reporting

J-1 students are required to have a valid local address, U.S. phone number, and e-mail at all times during their studies at UCLA. Failure to maintain valid, up-to-date contact information may result in the termination of J-1 status by DHS. Update your contact information through MyBruin International.



## 4.2 Enrollment

To maintain J-1 status, you are required to pursue a full course of study and make normal academic progress towards completion of your degree or exchange program. Summer enrollment is optional for continuing degree students.

- **Undergraduate Students:** Minimum of 12 units each quarter.
- **Graduate Students:** Minimum of 8 units each quarter (some degree programs may require more units for academic purposes, please check with your academic department for further information).

## 4.3 DS-2019 Extensions

If you are unable to complete your program by the end date on your UCLA DS-2019, you must request for an extension of your DS-2019 from the Dashew Center at least 2 weeks before it expires. Failure to request a DS-2019 Extension in a timely manner will result in the end of your J-1 status.

## 4.4 Reduced Course (RCL)

J-1 students may only drop below full-time enrollment if they meet one of the criteria below. You must receive approval from Dashew Center before dropping below full-time enrollment. Please contact Dashew Center for more details.

- Academic Difficulty (can only be used once)
- Illness or Medical Condition
- Final Quarter at UCLA (not available for Exchange Students)





## 4.5 Leave of Absence (LOA)

If you would like to take time off to return to your home country during the academic quarters for personal reasons, you must contact the Dashew Center. A leave of absence from UCLA will have an impact on your visa status. Please schedule an appointment with the Dashew Center in advance to review and understand leave of absence eligibility, timelines, restrictions, exit and re-entry requirements, and complete details on visa status implications.

## 4.6 Travel Abroad

To re-enter the U.S. on J-1 status after a short trip abroad, you must present the following original documents at the port of entry:

- Valid Passport (for at least six months into the future)
- Valid J-1 Visa (Canadian citizens exempt)
- Valid UCLA DS-2019 endorsed for travel (each signature is valid for only 12 months or the duration of your program, whichever is less)



# Other Important Information

## I-94 Admission Record

The I-94 Admission Record, issued by CBP, documents your arrival and lawful entry to the U.S. The I-94 Admission Record could be issued either electronically or as a paper card. Electronic I-94: Access and print online from CBP at <https://i94.cbp.dhs.gov/>. Your I-94 should indicate your admission to the U.S. for the duration of status, abbreviated as “D/S”, which stands for the period that a J-1 student will be pursuing a full course of study or engaging in authorized Academic Training. The I-94 is required to request state and federal benefits, such as a Social Security Number (SSN) or Driver's License.

## Automatic Visa Revalidation for J-1 Students

Automatic visa revalidation allows J-1 students to enter the U.S from Canada, Mexico, or one of the adjacent islands to the U.S. (other than Cuba) on an expired J-1 visa if the trip does not exceed 30 days. You must have a valid UCLA DS-2019 endorsed for travel by the Dashew Center, a valid passport, and an expired J-1 Visa to be eligible. (Students with a Paper I-94 Card must retain their original I-94 Card when departing the U.S. to be eligible for re-entry with automatic visa revalidation.)

*Please Note: Automatic visa revalidation is not available to all J-1 students.*

## Grace Period

Upon completion of your degree program or Academic Training, you are allowed a **30-day** grace period to prepare for your departure from the U.S.

# 05

## UCLA Campus Resources



## UCLA Campus Resources

- **Ashe Student Health Center** | 310-825-4073 | [www.studenthealth.ucla.edu](http://www.studenthealth.ucla.edu)
- **Bruin Resource Center (BRC)** | 310-825-3945 | [www.brc.ucla.edu](http://www.brc.ucla.edu)
- **Counseling & Psychological Services (CAPS)** | 310-825-0768 | [www.counseling.ucla.edu](http://www.counseling.ucla.edu)
- **Graduate Student Resource Center (GSRC)** | 310-267-4805 | [www.gsrc.ucla.edu](http://www.gsrc.ucla.edu)
- **International Education Office (IEO)** | 310-825-4995 | [www.ieu.ucla.edu](http://www.ieu.ucla.edu)
- **Office of the Dean of Students** | 310-825-3871 | [www.deanofstudents.ucla.edu](http://www.deanofstudents.ucla.edu)
- **UCLA Residential Life** | 310-825-3401 | [www.reslife.ucla.edu](http://www.reslife.ucla.edu)
- **Center for Accessible Education (CAE)** | 310-825-1501 | [www.cae.ucla.edu](http://www.cae.ucla.edu)
- **Student Legal Services** | 310-825-9894 | [www.studentlegal.ucla.edu](http://www.studentlegal.ucla.edu)
- **UC Police Department (UCPD)** | 310-825-1491 | [www.ucpd.ucla.edu](http://www.ucpd.ucla.edu)
- **UCLA Career Center** | 310-206-1915 | [www.career.ucla.edu](http://www.career.ucla.edu)
- **UCLA Undergraduate Writing Center** | 310-206-1145 | [www.wp.ucla.edu](http://www.wp.ucla.edu)

