



INTERNATIONAL

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Checklist Part 1. J-1 Scholar Program for California State University, Los Angeles (Cal State LA)

J-1 VISA APPLICANTS AS AN EXCHANGE VISITOR PROGRAM/SCHOLAR:

Applicants to visit Cal State LA, as an EV through the J-1 Visa program must have a faculty or administrator who agrees to serve as his/her mentor. The mentor must receive the endorsement of her/his department/division school and college dean in order to serve as the sponsoring mentor. All applications that receive sponsorship support from the academic unit are reviewed by the International Programs Office, and must receive final approval by Dean Eric A. Bullard, Ph.D., Associate Vice President.

- Submit Cal State LA's **Exchange Visitor (EV) Application Form**.
- Submit Copy of Valid Passport Biographical Page and (dependents, if any).
- Submit Proof of Financial Support (personal bank statement or scholarship letter); and (accompanying dependents, if any). Funding must cover the entire duration of the program.
- Submit Professional Resume, of work and education experience.
- Submit a Cover Letter which explains your general background and interest in the EV program at Cal State LA.
- Submit a Research Statement, addressing the following points: Why you choose Cal State LA as the campus for your program/research. Describe your research activities, work and indicate the focus of your research study while at California State University, Los Angeles.
- DS 2019 Document: Applicant will be Issued of DS-2019 form that indicates California State Los Angeles will be the program sponsor during your stay in the United States under the Exchange Visitor program.
- SEVIS FEE: Applicant paying for SEVIS fee before submitting your Visa Application to the U.S. Embassy or Consulate please be advice that you must pay the SEVIS fee <https://www.fmjfee.com/i901fee/index.html>).
- VISA: Applicants should schedule an interview with the U.S. Department of State as soon as possible to ensure you have an appointment with sufficient time to process you visa application. For more information about visa process, please visit www.travel.state.gov.
- Immediately contact your sponsoring program faculty administrator, or department mentor to submit **Cal AL State LA Faculty & Departments Sponsoring Application**

If you have any questions, please feel free to contact International Programs and Global Engagement of Cal State LA.



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Checklist Part 2. J-1 Scholar Program for California State University, Los Angeles (Cal State LA)

PRE-ARRIVAL – J-1 Exchange Visitor Procedures and Guidelines:

The EV should immediately contact his or her sponsor faculty or Administrator upon arrival into the United States. *After you, receive the DS 2019 immigration document please follow these procedures and guidelines.*

Immediately contact your sponsoring program faculty administrator, or department mentor.

- Purchase Mandatory Insurance: *You must purchase in advance the Exchange Visitor/Scholar policy at the link below for you and all accompanying dependents (if any) that will be in the United States. at: <https://4studenthealth.com/csula-scholars> Note: No waivers or substitutions allowed.*
- Print insurance cards and keep them with you at all times upon arrival in the U.S. Present your card(s) to the J-1 Advisor at Cal State LA during your check-in appointment.
- Print your I-94 card (printed from the U.S. Custom and Border Protection website <https://www.cbp.gov/travel/international-visitors/i-94>. The same documentation is required for all accompanying dependents, if any. Please email our J1 Advisor at shernandez@calstatela.edu to schedule an appointment.
- Schedule an appointment to meet with **Ms. Soledad Hernandez** at Cal State LA. **You must report in person to the J-1 Advisor upon your arrival to campus within 10 days of your arrival in the United States.**
- To schedule your immigration check-in appointment, email shernandez@calstatela.edu. In the subject line, write: *Mandatory Immigration Check-In Appointment Request J-1 Scholar***
- Mandatory appointment: Bring your original valid passport, DS-2019 form, Health Insurance Card, and I-94 card to your appointment with the J-1 Advisor. Please bring the same documentation for all accompanying dependents, if any.

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Checklist Part 3. J-1 Scholar Program for California State University, Los Angeles (Cal State LA)

POST ARRIVAL – MANDATORY IMMIGRATION CHECK-IN (must be done in person):

All incoming non-student exchange visitors with DS 2019 issued by Cal State LA must report in person to the International Programs Office. EV mandatory check-in process before we officially activate and validate your SEVIS program into the U.S. Department of State government database. Failure to comply with immigration regulations will result in the termination of your J1 Visa immigration status.

Present all documents at your in-person immigration advising appointment.

- EV will complete Cal State LA's EV Biographical – Personal Data Form.
- Advisor makes copies of DS 2019 document(s) and dependents, if any.
- Advisor makes copies of valid passport and dependents, if any.
- Advisor makes copies of I-94 “proof of legal entry” documents and dependents, if any. You must have this document with you at all times. Keep it stapled to your DS 2019.
- Advisor will issue a Golden Eagle One Card Letter so you can get a campus identification card for library access and other campus services.
- Advisor makes copies of Relation Service **Health Insurance Cards**. Make sure you have purchased the insurance and printed the insurance cards prior to your arrival in the United States.

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J-1 SCHOLAR FORMS AND HANDOUTS (submission online)

- CERTIFICATE OF STATUS LETTER REQUEST (certificate of program completion)
- TRAVEL AUTHORIZATION REQUEST – DS 2019 (travel validation signage DS 2019)

If you have any questions, please feel free to contact International Programs and Global Engagement of Cal State LA.