Scholar Guidebook

https://ISD-visitor.ucsd.edu
# Table of Contents

Scholar Guidebook .................................................................................................................. 2
How to Login to ISD .................................................................................................................. 3
Recharge Fees .......................................................................................................................... 3
  DS-2019 (J Status) .................................................................................................................. 3
  H-1B/E-3 ................................................................................................................................ 3
Prepare to Complete Initial Application ................................................................................. 4
Quick Tips .................................................................................................................................. 4
Initial Application ...................................................................................................................... 5
  Step 1: Enter your personal information ........................................................................... 5
    Biographical Tab ................................................................................................................... 6
  Address Tab ............................................................................................................................ 7
    Local ..................................................................................................................................... 8
    Permanent ............................................................................................................................ 9
  Mailing .................................................................................................................................... 9
  Appointment Tab ..................................................................................................................... 9
  Position in Home Country Tab ............................................................................................... 10
Passport and Visa Tab .............................................................................................................. 10
  Passport Section ..................................................................................................................... 10
  I-94 Section .......................................................................................................................... 10
  Prior Visa History Section ..................................................................................................... 11
  H Visitors Only ....................................................................................................................... 11
Other Tab .................................................................................................................................. 11
Education Tab .......................................................................................................................... 12
  Education Section .................................................................................................................. 12
Dependent Tabs ....................................................................................................................... 12
  Dependent-Specific Section ................................................................................................. 12
  Dependent-General Section ................................................................................................. 14
Step 2: Attach Supporting Documentation ............................................................................. 15
  Passport Biographical Page (both J-1 and H-1B/E3/TN) ..................................................... 15
  Funding Documentation (J-1 only) ....................................................................................... 16
  English Language Proficiency (J-1 only) ............................................................................. 16
  Degree/Diploma (H-1B/E-3/TN only) .................................................................................. 17
  Foreign Credentials Evaluation (H-1B/E-3/TN only) ......................................................... 17
  Curriculum Vitae (H-1B/E-3/TN only) ................................................................................ 17
  Immigration Documents if currently inside the U.S. ............................................................ 17
  Passport Biographical page(s) of dependent(s) (J-1 only) ................................................... 18
  Clinical Care Documentation (H-1B/E-3 only; TN not allowed) ........................................ 18
Graduates of International Medical Schools .......................................................... 18
Graduates of Accredited U.S. Medical Schools ......................................................... 18
Required if the UCSD appointment/job advertisement has as a requirement ............. 18
Required for ALL Clinical Training programs through ECFMG ................................ 18

Step 3: Review and Submit to Department ............................................................... 19

Extension Process For Scholar Already in ISD ........................................................ 21

Step 1: Edit your personal information .................................................................... 21
  Address Tab ............................................................................................................ 22
  Passport and Visa Tab .............................................................................................. 22

Step 2: Attach Supporting Documentation ............................................................... 23
  I-94 form .................................................................................................................... 24
  Funding Documentation (J-1 only) .......................................................................... 24
  Degree/Diploma (H-1B/E-3/TN only) ..................................................................... 25
  Foreign Credentials Evaluation (H-1B/E-3/TN only) ............................................. 25
  Curriculum Vitae (H-1B/E-3/TN only) .................................................................. 25
  Immigration Documents if currently inside the U.S. ................................................ 25
  Clinical Care Documentation (H-1B/E-3 only; TN not allowed) .............................. 26
    Graduates of International Medical Schools ......................................................... 26
    Graduates of Accredited U.S. Medical Schools .................................................... 26
    Required if the UCSD appointment/job advertisement has as a requirement .......... 26
    Required for ALL Clinical Training programs through ECFMG ............................ 26

Step 3: Review and Submit to Department ............................................................... 26

Requesting a J-2 DS-2019 (after the J-1 DS-2019 has been issued) ......................... 28

Request ISD Edit Access ............................................................................................ 28
IFSO Grants Edit Request .......................................................................................... 29
Edit Dependent Tabs .................................................................................................. 29
  Dependent-Specific Section ....................................................................................... 29
  Dependent-General Section ....................................................................................... 31

Attach Supporting Documentation ............................................................................. 31
  Passport Biographical page(s) of dependent(s) ...................................................... 32
  Funding Documentation ............................................................................................ 32

Create Shipping Label ............................................................................................... 33
Notify IFSO of Dependent(s) entry in ISD ................................................................. 33
IFS0 Issues DS-2019 ..................................................................................................... 33

Questions .................................................................................................................... 33

Scholar Guidebook
Welcome to the University of California, San Diego! Your sponsoring department has requested that we, the International Faculty & Scholars Office (IFSO), work with you to issue you the appropriate immigration paperwork for your appointment at UC San Diego. We will need specific information and documentation from you in order to issue you the DS-2019 for J-1 status, or to file your employment-based petition with U.S. Citizenship and Immigration Services (USCIS), and we will use this web-based application, "ISD" (International Scholar Dossier), to collect this information from you and your sponsoring department. The information will be used by the International Faculty & Scholars Office to complete documents submitted to government agencies such as the Department of State (DOS) and United States Citizenship and Immigration Services (USCIS). Incorrect information could affect the application and could result in additional fees to correct the information.

Your rights regarding your personal data:

- **Access:** You have the right to access the personal data we may hold about you and the purposes for which we are using it. We may ask for proof of your identity. Upon receipt of such a request we will endeavor to respond to you as soon as possible, at most within one calendar month.

- **Rectification:** You have the right to request that we amend any personal data which is incorrect or requires updating.

- **Erasure:** You have the right to request that we delete any personal information pertaining to you. We will assess any deletion request on a case by case basis and will endeavor to respond to you as soon as possible, at most within one calendar month. Note however that certain U.S. laws may require that we retain certain information.

If you would like to exercise any of these rights, please contact ischolars@ucsd.edu.

**How to Login to ISD**

Your inviting department will have created an ISD login for you and generated an automatic email (with subject line: “You have been invited to...”) to you with your login/password information and URL for ISD. Follow the instructions in this automated email. If you forget your login/password information or have questions about the process, contact your department admin or IFSO at ischolars@ucsd.edu.

**Recharge Fees**

**DS-2019 (J Status):** If your sponsoring department has requested that you pay the service fee for this request, you will have received an automated email (with subject line: “[SCHOLAR NAME]: Submission Confirmation, International Faculty & Scholars Office Visa Services Recharge Form;” you will need to pay this fee with a credit card before we will issue you the form DS-2019 for your J-1 visa stamp. Make sure you arrange with your bank to allow for foreign payment transactions on the credit card before attempting to pay.

Note: institutional policy requires that departments pay the service fee for all persons appointed in Postdoctoral appointments.

**H-1B/E-3:** ALL fees MUST be paid by the sponsoring department. Fees are not rechargeable to the international scholar and scholars cannot reimburse the department for these fees.

If you have questions about the payment process, contact ifsorecharge@ucsd.edu.
**Prepare to Complete Initial Application**

To complete this process, you will need the following:

- Your valid passport
- The valid passport of your spouse and/or child(ren), if applicable
- If currently inside the U.S. additional immigration documentation
- Funding documentation if not being paid entirely by UC San Diego
- Documentation establishing English language proficiency (J-1 Exchange Visitors only; additional information on this in ISD)
- Diplomas/Transcripts (Employment-based—H-1B, E-3, TN petitions)
  - if degree is foreign, a Foreign Credentials Evaluation (H-1B, E-3)
- CV (Employment-based—H-1B, E-3, TN petitions)

**Quick Tips**

- The system times out after inactivity. Please make sure to save often to avoid losing any information.

- If you have questions about what to input in a data field, place your cursor over the **question-mark icon** for clarifying information; you do not need to click on the question-mark icon. Use these for instructions regarding what information is necessary for that specific field.

**Example:**

<table>
<thead>
<tr>
<th>Passport Last Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport First Name</td>
<td></td>
</tr>
<tr>
<td>Passport Suffix</td>
<td>▼</td>
</tr>
</tbody>
</table>

- **Red dots** indicate that the field is required.

**Example:**

<table>
<thead>
<tr>
<th>Passport Last Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport First Name</td>
<td></td>
</tr>
<tr>
<td>Passport Suffix</td>
<td>▼</td>
</tr>
</tbody>
</table>

- **Additional tips** will be included throughout the guidebook in green font.

- **Save when going from one section to the next**, especially through the horizontal navigation bar sections. The system does not auto-save or prompt you to save before leaving a section.
• **Changes/Information saved** will not be submitted to IFSO or Department unless you submit the changes via the Review and Submit to department option. Your department would then be prompted to review the changes/information; once they approve the changes/information they will submit the case to IFSO.

![Ellucian Visitor View](image)

**Initial Application**
There are three basic steps to complete in this web-based application:
1. **Enter your personal information**
2. **Attach supporting documentation**
3. **Review and submit** to your sponsoring department at UC San Diego

The following provides detailed information on completing each of the above steps.

**Step 1: Enter your personal information**
On the left-side "Instructions" bar, click on "Edit Personal Information" to complete the application.
Please provide the requested information under each section of the Horizontal Fields Navigation Bar:

**Biographical Tab**
The following fields under “Biographical Information” are **required**:
- Passport Last Name
- Passport First Name
- Date of Birth
- City and province/State of Birth
- Country of Birth
- Country of Citizenship
- Country of Legal Permanent Residence
- Gender Identity
Once you’ve entered all required fields, click save.

**Address Tab**

You will see three Address Types: local, permanent and mailing. Please note that UC San Diego emails have been getting blocked/bouncebacks for “@hanmail.net” emails so avoid using that email when possible.

**TIP**: Do not click “Add New.”
Local
Currently in the U.S.:
Local is typically associated with a San Diego or U.S. address. If you are currently living in the U.S., click on the "Edit" button associated with the "Local" Address type and fill in all appropriate fields with your local U.S. address.

**TIP:** Do not forget to enter your apartment or unit number, if applicable.

If you have a UCSD-issued email address, include it here; if not, provide an email address (gmail, hotmail, etc.) at which we can reach you. We typically recommend not using emails from other institutions in case the other institution discontinues your access.

**NOT** currently in the U.S.:
If you are not currently inside the U.S., leave "Local" address information blank as you are not currently residing in the U.S.

However, you **must** include an email address in this section. The local email address is used as the primary email by the International Faculty & Scholars office to contact you.
Sample – not in country however still need to provide IFSO with email address:

**Local Address Information**

**Permanent**
Permanent must always be a foreign address. Click on the "Edit" button associated with "Permanent" Address type and fill in all appropriate fields with your home country address information.

**TIP**: Do not forget to enter your apartment or unit number, if applicable.

Include your permanent email address (gmail, hotmail account, etc.)

**TIP**: If you do not have additional email addresses, you can list the same email in the local and permanent “address types”

**Mailing**
Mailing section will always be left blank. Please do not complete this section.

Click save after completing the required address fields.

**Appointment Tab**
J-1 visitors only! Select the appropriate J visitor category for your visit to UC San Diego and click save.
**TIP**: If you are uncertain of which J visitor category you will enter on, please confirm with your department.

Click save after completing appointment field, if J-1.

**Position in Home Country Tab**
J-1 visitors only! Enter the following fields:
- Position Title in Home Country
- Employer or institution for above employment
- Employer Type

Click save after completing required address fields.

**Passport and Visa Tab**

**TIP**: Don’t forget to place your cursor over the question-mark icon for clarifying information regarding how to complete each section.

**Passport Section**
Using your passport biographical page, enter the following fields:
- Passport Number
- Passport Expiration Date
- Passport Country

**I-94 Section**
If you are not currently in the U.S., please disregard all I-94 fields

If you are currently in the U.S., please use your most recent I-94 to complete the fields
**Prior Visa History Section**
Complete required fields; leave blank any fields that don’t apply

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the student/scholar currently in the US?</td>
<td>□</td>
</tr>
<tr>
<td>If in the US, what is immigration status?</td>
<td></td>
</tr>
<tr>
<td>Is the student/scholar requesting a change of status?</td>
<td>□</td>
</tr>
<tr>
<td>Is the student/scholar subject to the 2-year (212e) residency requirement?</td>
<td>□</td>
</tr>
<tr>
<td>Have you ever been to the US on J-1 status?</td>
<td>□</td>
</tr>
<tr>
<td>Have you received a U.S. Dept of State waiver recommendation letter?</td>
<td>□</td>
</tr>
<tr>
<td>Have you received the I-612 USCIS waiver approval notice?</td>
<td>□</td>
</tr>
<tr>
<td>If you plan to travel outside the US list travel dates</td>
<td></td>
</tr>
<tr>
<td>Does the student/scholar have a petition for permanent residency pending?</td>
<td>□</td>
</tr>
</tbody>
</table>

**H Visitors Only**
Only H-1B visitors! Complete all fields

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been to the US on H-1 status?</td>
<td>□</td>
</tr>
<tr>
<td>Total prior months on H-1 Status?</td>
<td></td>
</tr>
<tr>
<td>Where will the student/scholar apply for a visa?</td>
<td></td>
</tr>
</tbody>
</table>

**TIP**: Don’t forget to place your cursor over the question-mark icon for clarifying information regarding how to complete each section.

Click save once all information in the Passport and Visa tab has been completed.

**Other Tab**
The “Other” Tab houses the Education and Dependent information tabs.
**Education Tab**

**Education Section**
The Education section only has two questions that need to be completed. Once completed, click on save.

**Education Information**

Once completed, click on save.

**Dependent Tabs**
There are two dependent sections that need to be completed.

If you will not have dependents with you in the United States or your dependents will not need a dependent status while in the United States, you do not need to complete the Dependent-Specific and Dependent-General Sections. Proceed to Step 2 “Attach Supporting Documentation” instructions below.

If you plan on having your dependents with you inside the U.S. who will need a dependent status, please complete the information in both the Dependent-Specific and Dependent-General sections.

**Dependent-Specific Section**
- Select “Add New.” You will need to select this and complete this section for each dependent.

- Using the passport biographic page, complete the following fields:
- Last Name  
- First Name  
- Date of Birth  
- Gender Identity  
- City of Birth  
- Country of Birth  
- Country of Citizenship  
- Country of Permanent Residence  
- Relationship  
- Email

**TIP:** Ignore the Campus ID field

**Dependent-Specific Fields Data**

If you will have dependents (spouse and/or children) with you in the U.S. who will need a dependent status (J-2, H-4, E-3) based on your primary status, add their information here (click on “Add New” button for each additional person). One must be legally married or legally identified as a parent to qualify for dependent status. Dependents currently inside the U.S. who will need to change to H-4 or E-3 status will need to complete a U.S. Citizenship and Immigration Services I-539 application with supporting documentation (see [https://www.uscis.gov/i-539](https://www.uscis.gov/i-539)). If you do not have dependents or your dependents will not need a dependent immigration status based on your primary immigration status, leave these fields blank.

### Basic Information
- Last Name
- First Name
- Suffix
- Gender Identity
- Email
- US Phone Number

### Birth Information
- Date of Birth
- City of Birth
- Country of Birth
- Country of Citizenship
- Country of Permanent Residence

### Other Information
- Relationship
- Campus ID

Click save. If you have additional dependents, click “Add New” and repeat filling in the same fields.
**TIP**: You will know the dependent information saved because their information will be visible on the screen. If the dependent information is not listed, then the information was not saved properly.

### Dependent Information

**Add New**

This tab lists the visitor’s dependent(s).

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Date Of Birth</th>
<th>Country of Birth</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>12/01/2017</td>
<td>China</td>
<td>China</td>
<td>Child</td>
</tr>
</tbody>
</table>

### Dependent-General Section

If you will **not** have dependents with you in the United States or your dependents will **not need a dependent status while in the United States**, you do not need to complete the Dependent-Specific and Dependent-General Sections. Proceed to Step 2 instructions below.

If you plan to bring dependents, please complete the information in the Dependent-General Section.

dependents with you inside the U.S. who **will need a dependent status**

### Dependent-General Information

**Is the student/scholars family currently in the US?**

If yes, what is their visa status?

Will they need a change of status (to J-2, H-4)?

If married, will the spouse require J-2 or H-4 status?

If spouse will accompany the student/scholar later, when?

Will children require J-2 or H-4 status?

If children will accompany the student/scholar later, when?
Click save once the information has been completed.

**Step 2: Attach Supporting Documentation**

On the left-side "Instructions" bar, click on "Attach Documents."

It is recommended to scan the entire group of documents required into one file and upload it; click “Choose File” and select the appropriate document from your computer; then key in the name of the document in “Document Name” and select “Complete Supporting Documentation File” as the document type. If additional documents are uploaded at a later time, repeat the process, selecting the appropriate “Document Type” from the drop-down menu. Click save.

**TIP:** Do not use any symbols when naming a document.

**TIP:** Ignore the “Is Active?” option

**LIST OF REQUIRED DOCUMENTS:**

**Passport Biographical Page (both J-1 and H-1B/E3/TN)**
The Passport Biographical page must be from your current unexpired passport.

Funding Documentation (J-1 only)
We require proof of financial support in the following amounts:

- Scholar only: $2400/month
- Accompanying J-2 spouse: $800/month
- Accompanying J-2 children: $400/month per child

If UC San Diego is providing you with a salary that meets these minimum amounts, **no documentation is needed from you.** Your department will provide IFSO with the necessary documentation.

If UC San Diego is not providing you with funding that meets these amounts, you must upload documentation proving you have financial support for the minimum amounts mentioned **above for the entire during of your J-1 program.**

Funding documentation may include:

- Funding organization letter indicating amount of funds and disbursement period
- Employer letter stating your salary and that you will continue to be paid for the date range of your program at UC San Diego
- Bank statement showing personal funds of scholar or sponsor (if sponsor, include affidavit of support for scholar from sponsor that indicates amount of funding provided for the date range of your program).

When uploading your document, use the following format:

- Document Path: [select the appropriate file from your computer]
- Document name: SCHOLAR LAST NAME, First Initial Funding
  - Example: CHEN, L Funding

**English Language Proficiency (J-1 only)**
We require proof of English Language Proficiency. Please provide **one of the following:**
• Test score results
  o IELTS band 6 or higher; or  
  o TOEFL 61 (IBT), 173 (computer-based); or  
  o 500 (paper based); or  
  o PETS level 5 or higher

• Institutional or English language school certification
  o This certification must be in English, on letterhead, with school official signature, and **issued within past six months** to verify that Exchange Visitor possesses English proficiency high enough to function daily with the UCSD position and local community.

• Verification statement from your UC San Diego department
  o In order to select this option, your UC San Diego department will interview you in English and submit a statement to us certifying your English language proficiency. **Your department will provide us with this documentation.**

When uploading your document, use the following format:
  Document Path: [select the appropriate file from your computer]
  Document name: SCHOLAR LAST NAME, First Initial English Language Proficiency
  Document Type: English Language Proficiency
  **Example:** CHEN, L English Language Proficiency

**Degree/Diploma (H-1B/E-3/TN only)**
Upload diplomas for all relevant degrees. Any document not in English will require a translation and translator’s statement certifying that they are competent to translate the document from that language to English and that the translation is a thorough translation of the entire document. If the diploma does not specify a particular field, then transcripts must be submitted that indicate in which field the diploma was obtained. If a diploma is not available, transcripts can be used instead, as long as the transcript indicates the degree issued.

**Foreign Credentials Evaluation (H-1B/E-3/TN only)**
If the relevant degrees are not from a U.S. institution, then a foreign credentials evaluation certifying the U.S. degree equivalency must be submitted (exception: Clinical Care appointments do not need evaluations of foreign MD degrees). The evaluation should include field of study, a detailed description of the material evaluated, rather than conclusions, and a brief description of the qualifications and experience of the evaluator. For more information, see: [https://ifso.ucsd.edu/dept-facilitators/h1b/index.html#Education-and-Credential-Evalua](https://ifso.ucsd.edu/dept-facilitators/h1b/index.html#Education-and-Credential-Evalua)

**Curriculum Vitae (H-1B/E-3/TN only)**
Do not include immigration, personal, or volunteer information on this document.

**Immigration Documents if currently inside the U.S.**
All visitors:
  o I-94 arrival/departure record  
  o Visa stamp used for most recent entry to the U.S.  
  o Entry stamp in passport documenting most recent entry to the U.S.

H-1B/E-3/TN:
Completed USCIS Public Benefits pages (PDF)
If currently in F status: all I-20s issued you since your last entry to the U.S.
  ▪ If currently in STEM OPT, include two most recent earnings statements
If ever in J status: all DS-2019 forms issued you and, if applicable, a copy of your I-612 Waiver approval notice if subject to 212(e)
If currently in H-1B, E-3, or TN status, two most recent earnings statements
If ever in H-1B status, copies of all I-797 approval notices
If ever issued an Employment Authorization Document (EAD), copies of all EADs

Passport Biographical page(s) of dependent(s) (J-1 only)
Upload Passport Biographical page(s) for any spouse and/or children who will need J-2 immigration status dependent upon your primary J-1 immigration status.

Clinical Care Documentation (H-1B/E-3 only; TN not allowed)
Graduates of International Medical Schools
  ▪ ECFMG Certification (unless a graduate of a Canadian medical school)
  ▪ U.S. Medical Licensing Examination (USMLE) Steps 1-3
    --or--
    National Board of Medical Examiners (NMBE) examinations – Parts 1-3
    --or--
    FLEX examination
  ▪ CA Medical License documentation

Graduates of Accredited U.S. Medical Schools
  ▪ Internationals with a medical degree from an accredited U.S. institution need only provide IFSO with their U.S. MD diploma and, starting 1/1/2020, the Postgraduate Training License (PTL).

Required if the UCSD appointment/job advertisement has as a requirement
  ▪ Medical Residency completion certificate
  ▪ Clinical Fellowship completion certificate
  ▪ Board Certification
  ▪ Documentation establishing Board Eligibility (UC San Diego issued documentation is not acceptable)

Required for ALL Clinical Training programs through ECFMG
  ▪ GME exception to policy allowing for H-1B sponsorship

You will know the items have been successfully uploaded because they will be visible on the List of Documents. If an item you uploaded is not listed on the List of Documents, please upload again.
Step 3: Review and Submit to Department
On the left-side "Instructions" bar, click on "Review and Submit to Department" to complete the application.

Review all the information that you have entered. Any outstanding fields requiring data entry will be listed and need to be completed in each section. If you see this alert at the top, you must complete the fields listed in red before submitting.

Example: The notice below is letting you know that you did not complete the highest degree earned information in the Education tab.
**Tip:** to update any missing information you must go to the Horizontal Fields Navigation Bar then return to Review and Submit to Department section.

Once all fields have been entered, click on "Submit" button in upper left-hand corner of screen.

Once you click **Submit** the information and documentation you have provided within ISD will be **sent to your Department**. They will be notified via email that the information in ISD is ready for their review and final approval. Your department will then submit the final version of the information and documents to IFSO for processing.
Please refer to our website: http://ifso.ucsd.edu/dept-facilitators/j1/index.html for processing time information.

Extension Process For Scholar Already in ISD
Your inviting department will have created an ISD login for you and generated an automatic email (with subject line: “You have been invited to...”) to you with your login/password information and URL for ISD. Follow the instructions in this automated email. If you forget your login/password information or have questions about the process, contact your department admin or IFSO at ischolars@ucsd.edu.

Step 1: Edit your personal information
On the left-side "Instructions" bar, click on "Edit Personal Information" to update your information.
Update the information under each section of the Horizontal Fields Navigation Bar:

**Address Tab**

Click on Address Tab on Horizontal Fields Navigation Bar and click on the “Edit” button associated with your “Local” address and enter your local residential address, telephone number, and UCSD email.

TIP: Do not use the Mailing Address Type and do not click on New Address.

Click save after completing the required address fields.

**Passport and Visa Tab**

Update information in the following sections:
- I-94 section: all questions

- Prior Visa History Section: all questions

**Step 2: Attach Supporting Documentation**
On the left-side "Instructions" bar, click on "Attach Documents."
Click “Choose File,” and select the appropriate required document from your computer. Then key in the name of the document in “Document Name” and select Document Type from the drop-down menu. Click save. Repeat file uploads for all required documentation.

**TIP**: if all documents are scanned in a single file, select "Complete Supporting Documentation File" as the Document Type.

**Document Attachments**

- **Document Path**: Choose File
- **Is Active?**
- **Document Name**
- **Document Type**: Immigration Documents

**TIP**: Ignore the “Is Active?” option

Items that need to be uploaded:

**I-94 form**

Upload your most recent I-94 form. When uploading your document, use the following format:

- Document Path: *select the appropriate file from your computer*
- Document name: I-94 LAST NAME, First Initial
- Document Type: Immigration Documents

**Funding Documentation (J-1 only)**

We require proof of financial support in the following amounts:

- Scholar only: $2400/month
- Accompanying J-2 spouse: $800/month
- Accompanying J-2 children: $400/month per child

If UC San Diego *is* providing you with a salary that meets these minimum amounts, **no documentation is needed from you.** Your department will provide IFSO with the necessary documentation.

If UC San Diego *is not* providing you with funding that meets these amounts, you must upload documentation proving you have financial support for the minimum amounts mentioned **above for the entire during of your J-1 program**.

Funding documentation may include:

- Funding organization letter indicating amount of funds and disbursement period
- Page 25 of 33 -

- Employer letter stating your salary and that you will continue to be paid for the date range of your program at UC San Diego
- Bank statement showing personal funds of scholar or sponsor (if sponsor, include affidavit of support for scholar from sponsor that indicates amount of funding provided for the date range of your program).

When uploading your document, use the following format:

Document Path: [select the appropriate file from your computer]
Document name: SCHOLAR LAST NAME, First Initial Funding

Example: CHEN, L Funding

Document Type: Funding

Degree/Diploma (H-1B/E-3/TN only)
Upload diplomas for all relevant degrees if not already present. Any document not in English will require a translation and translator’s statement certifying that they are competent to translate the document from that language to English and that the translation is a thorough translation of the entire document. If the diploma does not specify a particular field, then transcripts must be submitted that indicate in which field the diploma was obtained. If a diploma is not available, transcripts can be used instead, as long as the transcript indicates the degree issued.

Foreign Credentials Evaluation (H-1B/E-3/TN only)
If the relevant degrees are not from a U.S. institution, then a foreign credentials evaluation certifying the U.S. degree equivalency must be submitted if not already present (exception: Clinical Care appointments do not need evaluations of foreign MD degrees). The evaluation should include field of study, a detailed description of the material evaluated, rather than conclusions, and a brief description of the qualifications and experience of the evaluator. For more information, see: https://ifso.ucsd.edu/dept-facilitators/h1b/index.html#Education-and-Credential-Evaluation

Curriculum Vitae (H-1B/E-3/TN only)
Upload your most recent CV; do not include immigration, personal, or volunteer information on this document

Immigration Documents if currently inside the U.S.
All visitors:
- I-94 arrival/departure record
- Visa stamp used for most recent entry to the U.S.
- Entry stamp in passport documenting most recent entry to the U.S.

H-1B/E-3/TN:
- Completed USCIS Public Benefits pages (PDF)
- If currently in F status: all I-20s issued you since your last entry to the U.S.
  - If in STEM OPT include two most recent earnings statements
- If ever in J status: all DS-2019 forms issued you and, if applicable, a copy of your I-612 Waiver approval notice if subject to 212(e)
- If currently in H-1B, E-3, or TN status, two most recent earnings statements
- If ever in H-1B status, copies of all I-797 approval notices
- If ever issued an Employment Authorization Document (EAD), copies of all EADs
Clinical Care Documentation (H-1B/E-3 only; TN not allowed)
Include the following documents if they do not already exist in the ISD record:

**Graduates of International Medical Schools**
- ECFMG Certification (unless a graduate of a Canadian medical school)
- U.S. Medical Licensing Examination (USMLE) Steps 1-3
  --or--
  National Board of Medical Examiners (NMBE) examinations – Parts 1-3
  --or--
  FLEX examination
- CA Medical License documentation

**Graduates of Accredited U.S. Medical Schools**
- Internationals with a medical degree from an accredited U.S. institution need only provide IFSO with their U.S. MD diploma and, starting 1/1/2020, the Postgraduate Training License (PTL).

**Required if the** UCSD appointment/job advertisement has as a requirement
- Medical Residency completion certificate
- Clinical Fellowship completion certificate
- Board Certification
- Documentation establishing Board Eligibility (UC San Diego issued documentation is not acceptable)

**Required for ALL Clinical Training programs through ECFMG**
- GME exception to policy allowing for H-1B sponsorship

**Step 3: Review and Submit to Department**
On the left-side "Instructions" bar, click on "Review and Submit to Department" to complete the application.

Review all the information that you have entered. Any outstanding fields requiring data entry will be listed and need to be completed in each section. If you see this alert at the top, you must complete the fields listed in red before submitting.

**Example:** The notice below is letting you know that you did not complete the highest degree earned information in the Education tab.
Tip: to update any missing information you must go to the Horizontal Fields Navigation Bar then return to Review and Submit to Department section.

Once all fields have been entered, click on "Submit" button in upper left-hand corner of screen.
Once you click **Submit** the information and documentation you have provided within ISD will be **sent to your Department**. They will be notified via email that the information in ISD is ready for their review and final approval. Your department will then submit the final version of the information and documents to IFSO for processing.

Please refer to our website: [http://ifso.ucsd.edu/dept-facilitators/j1/index.html](http://ifso.ucsd.edu/dept-facilitators/j1/index.html) for processing time information.

**Requesting a J-2 DS-2019 (after the J-1 DS-2019 has been issued)**

Typically, J-2 DS-2019’s are requested with the Initial and Extension Application for the primary scholar. However, there are instances where a J-2 DS-2019 may need to be requested after the J-1 DS-2019 issuance.

**Request ISD Edit Access**

Please note that your ISD access is typically locked after your DS-2019 has been issued; this is done so that information is not edited while IFSO may be processing your DS-2019. In order to attain edit access for ISD information again to add your dependent(s) email [ischolars@ucsd.edu](mailto:ischolars@ucsd.edu).
**Tip:** If you do not remember your login username and password make sure to note that in your email so that we can make sure to re-send that information to you.

**Sample request**

To: ischolars@ucsd.edu  
Subject: ISD J-2 DS-2019 Request: J-1 SCHOLAR LAST NAME, First

Body of Email:

Hello IFSO, My Spouse has decided to join me in the U.S. and requires a DS-2019. Could you please grant me edit access to ISD again.

Also, I do not remember my username and password, please resend.

**IFSO Grants Edit Request**

IFSO will respond to your email letting you know that you have edit access in ISD again and provide you with your login/username if you requested it.

**Edit Dependent Tabs**

The Dependent-Specific and Dependent-General sections need to be completed.

**Dependent-Specific Section**

- Select “Add New.” You will need to select this and complete this section for each dependent.

  - Using the passport biographic page, complete the following fields:
    - Last Name
    - First Name
    - Date of Birth
    - Gender Identity
    - City of Birth
    - Country of Birth
    - Country of Citizenship
    - Country of Permanent Residence
- Relationship
- Email

**TIP:** Ignore the Campus ID field

- Click save. If you have additional dependents, click “Add New” and repeat filling in the same fields.

**TIP:** You will know the dependent information saved because their information will be visible on the screen. If the dependent information is not listed, then the information was not saved properly.
Dependent-General Section

- Do not forget to complete the information in the Dependent-General Section.

Dependent-General Information

- Click save once the information has been completed.

Attach Supporting Documentation

On the left-side "Instructions" bar, click on "Attach Documents."

It is recommended to scan the entire group of documents required into one file and upload it; click “Choose File” and select the appropriate document from your computer; then key in the name of the document in "Document Name“ and select “Complete Supporting Documentation File” as the document type. If additional documents are
uploaded at a later time, repeat the process, selecting the appropriate “Document Type” from the drop-down menu. Click save.

**TIP:** Do not use any symbols when naming a document.

**TIP:** Ignore the “Is Active?” option

---

**Document Attachments**

Attach Documents

- Document Path: Choose File, No file chosen
- Is Active?: □
- Document Name:
- Document Type:

---

**Passport Biographical page(s) of dependent(s)**

Upload Passport Biographical page(s) for any spouse and/or children who will need J-2 immigration status dependent upon your primary J-1 immigration status.

**Funding Documentation**

Review the financial documentation currently in ISD, if the documentation does not meet the amounts required below please upload new documentation to support this. **Do not delete any previous documents.**

We require proof of financial support in the following amounts:

- Scholar only: $2400/month
- Accompanying J-2 spouse: $800/month
- Accompanying J-2 children: $400/month per child

If UC San Diego **is not** providing you with funding that meets these amounts, you must upload documentation proving you have financial support for the minimum amounts mentioned **above for the entire during of your J-1 program.**

Funding documentation may include:

- Funding organization letter indicating amount of funds and disbursement period
- Employer letter stating your salary and that you will continue to be paid for the date range of your program at UC San Diego
- Bank statement showing personal funds of scholar or sponsor (if sponsor, include affidavit of support for scholar from sponsor that indicates amount of funding provided for the date range of your program).

When uploading your document, use the following format:

Document Path: [select the appropriate file from your computer]
Document name: SCHOLAR LAST NAME, First Initial Funding J2 Request
**Create Shipping Label**
IFSO will need a shipping label in order to provide you with the DS-2019 for your dependent(s). To create a shipping label, use the following instructions: [https://ifso.ucsd.edu/_visa/shipping.html](https://ifso.ucsd.edu/_visa/shipping.html)

**Notify IFSO of Dependent(s) entry in ISD**
Do not click on “Review and Submit to Department” instead contact IFSO via email to let us know you have entered all necessary dependent information on ISD, uploaded required documentation, and created the shipping label.

**Sample request**
To: ischolars@ucsd.edu
Subject: ISD J-2 DS-2019 Request: J-1 SCHOLAR LAST NAME, First

Body of Email:
Hello IFSO, I am done entering my dependent info into ISD.

**IFSO Issues DS-2019**
Please allow 10 business days for IFSO processing. Once the DS-2019 for your dependent is issued, it will be shipped out using the label that was created. You will receive an email from IFSO confirming that the DS-2019 has been mailed out.

**Questions**
Contact your department with any questions you may have regarding the documentation submitted, login difficulties, or processing time. Your Department Admin will contact IFSO if they are unable to answer your question.