Scholar Guidebook

https://ISD-visitor.ucsd.edu

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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 ifsoisd@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.

**Need initial access to ISD? have questions about the process?** – Please contact your Department Admin.
Need password reset? Forgot your login/password information? Having technical difficulties with ISD? – Please contact IFSO at ifsoisd@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 or visit IFSO’s Recharge Webpage.

**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., 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:
- Red dots indicate that the field is required.
  - Please note that not all fields can be given a red dot, to make required, even if IFSO needs it for processing. For example, the Dependent Sections are required if you have dependents, but as not all Scholar’s have dependents, the questions cannot be made required with a red dot.

Example:

- 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.
**Processing Stage in ISD**

The processing stage listed in ISD can be used to give you a general idea of the status of your request. The processing stage can be found in the Edit Personal Information page.

- **Invited** = You have been invited to sign into ISD, you received your ISD login information via email.
- **Pending Scholar Data Entry** = You need to update/add information to ISD
- **Pending Department Review** = You completed your sections in ISD, the Department Admin now needs to complete their sections and submit the request to IFSO.
- **Submitted to International Office** = IFSO or USCIS is still processing the request
- **Clear/Blank Processing stage** = IFSO has completed your request (i.e. issued DS-2019 or processed an amendment) or USCIS approved a request (H-1B initial/extension/amendment).

**Example:** Processing stage is Submitted to International Office

![Example Image](image1)

**Example:** Processing Stage is Clear/Blank

![Example Image](image2)

**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**
- **Address**
- **Appointment**
- **Position In Home Country**
- **Passport and Visa**
- **Other**
  - **Education**
  - **Dependent-Specific**
  - **Dependent-General**

### 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

**TIP**: Please enter your name as it appears on your passport biographical page.

In the preferred name section, you can add a preferred name or other names used (e.g. maiden name).

Once you have entered all necessary information, 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” click “Edit”
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:
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, yahoo, 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.

Once you have entered all necessary information, click save.

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

**Passport and Visa Tab**

ALL visitors must complete this section.

**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, leave them blank.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</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. Please note that while we can’t require the fields in ISD, these fields are necessary for a complete H-1B request.

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</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
ALL visitors must complete this sections. 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

![Education Information](image)

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

![Dependent Tabs](image)

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

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**

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.

**Dependent-General Information**
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.

**TIP**: Upload supporting documentation in PDF format when possible

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. The name entered in the biographical tab MUST match the machine readable zone of your passport.

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.

English Language Proficiency (J-1 only)
We require proof of English Language Proficiency. Please provide one of the following:

- Test score results
  - IELTS band 6 or higher; or
  - TOEFL 61 (IBT), 173 (computer-based); or
  - 500 (paper based); or
  - PETS level 5 or higher

- Institutional or English language school certification
  - 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
  - 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]
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 duration of your J-1 program.

Example: A scholar is coming to UC San Diego for a two-year program with their spouse. The minimum amount they need is:

\[
\begin{align*}
$2,400 \times 24 \text{ months} &= $57,600 \\
$800 \times 24 \text{ months} &= $19,200
\end{align*}
\]

Total $76,800 total minimum proof of funding required for two years with a Spouse Dependent

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).
- Evidence must show currently existing liquid funds
  - Not acceptable: stocks, bonds, mutual funds

Corresponding funding proof/documentation must be uploaded in the documents tab. Proof/documentation cannot be more than 6 months old. If funds are listed in foreign currency include a currency converter.

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

**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:
- If currently in a paid position, three most recent earnings statements
- If currently in F status: all I-20s issued to you, since your last entry to the U.S.
- 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 ever in H-1B status, copies of all I-797 approval notices
- If ever issued an Employment Authorization Document (EAD), copies of all EADs

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

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: [Credential Evaluation Information](#).

Public Benefits Pages (H-1B/E-3/TN only)
On question #1, please indicate whether or not you have “received benefits” as well as whether or not you are “certified to receive” benefits. If neither, both “No” boxes should be checked, see: [Public Benefits Pages](#).

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.

![Review and Submit Information to Your Department](image)

**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.

![Documents](image)

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 for processing time information for J-1 and H-1B requests.

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 contact IFSO at ifsoisd@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:** Upload supporting documentation in PDF format when possible

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

---

**Document Attachments**

- **Attach Documents**

  - **Document Path:** Choose File
  - **Document Name:**
  - **Document Type:**

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

Items that need to be uploaded:

**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 duration 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).
Evidence must show currently existing liquid funds
  o Not acceptable: stocks, bonds, mutual funds

Corresponding funding proof/documentation must be uploaded in the documents tab. Proof/documentation cannot be more than 6 months old. If funds are listed in foreign currency include a currency converter.

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

**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:
  o If currently in a paid position, three most recent earnings statements
  o If currently in F status: all I-20s issued to you since your last entry to the U.S.
  o 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)
  o If ever in H-1B status, copies of all I-797 approval notices
  o If ever issued an Employment Authorization Document (EAD), copies of all EADs

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

**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-Evalua](https://ifso.ucsd.edu/dept-facilitators/h1b/index.html#Education-and-Credential-Evalua)

**Public Benefits Pages (H-1B/E-3/TN only)**
On question #1, please indicate whether or not you have “received benefits” as well as whether or not you are “certified to receive” benefits. If neither, both “No” boxes should be checked, see: Public Benefits Pages.

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 for processing time information for J-1 and H-1B requests.

**Address and Contact Information Updates**  
All international faculty and scholars must notify IFSO of address changes within 10 days of the information changing, per immigration regulations. In between requests (Initial/Extension/Amendments/Change of Status) you may need to update address or contact information with IFSO. You can notify IFSO of any address or contact information changes via ISD.

If you have never used ISD, you can submit your address and contact information update via IFSO's online form.

**Sign into ISD**  
If you have been previously granted access to ISD to file your J-1 or H-1B request, sign into ISD.
**TIP:** If you do not recall your login information, contact ifsoisd@ucsd.edu. You can typically find it in your email inbox by searching for “https://isd-visitor.ucsd.edu/” or “ISD”

**Edit Address and Contact Information**
Go to “Edit Personal Information” then edit the specific section typically the Address and passport and Visa Sections.

<table>
<thead>
<tr>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biographical</td>
</tr>
</tbody>
</table>

**Address Section**
In this section you can update your email, address, phone number.

**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, yahoo, 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.

**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.

**Passport and Visa Information section.**
If you have a new passport or I-94 information, you can update the Passport and Visa section.

**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.

**TIP**: Upload supporting documentation in PDF format when possible

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

There typically won’t be documentation you need to attach for address and contact information updates. If you have a new passport, you can upload the new passport.

**Submit Your Address or Contact Information Update to IFSO**

Before you submit your updated address or contact information to IFSO, make sure the processing stage is Clear/Blank. If your processing stage is not Clear/Blank, that means IFSO may already be working on this or another request for you. Please contact us at ifsoisd@ucsd.edu before proceeding.
**Example** of Clear/Blank Processing Stage:

<table>
<thead>
<tr>
<th>Biographical</th>
<th>Address</th>
<th>Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor: Bob Hope</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus ID:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Department: AH: Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Stage:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the Processing Stage is Clear/Blank, click on “Review and Submit to Department” to submit your updates to IFSO.

**IFSO will not be prompted to process your changes saved in ISD unless you submit by clicking on “Review and Submit to Department.”**

**IFSO Receives the Address and Contact Information Updates**
The processing stage in ISD will be changed from “Submitted to International Office” to a Clear/Blank processing stage to signify IFSO has processed your request. If we have any questions, we will contact you.

**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.

**Sign into ISD**
If you have been previously granted access to ISD to file your initial/extension J-1 request, [sign into ISD](#).

**TIP:** If you do not recall your login information, contact ifsoisd@ucsd.edu. You can typically find it in your email inbox by searching for “https://isd-visitor.ucsd.edu/” or “ISD”

If you have never used ISD, email ifsoisd@ucsd.edu to be granted access to ISD to add a J-2 request. You will be given special instructions.
**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.

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.
**TIP**: Upload supporting documentation in PDF format when possible

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

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**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

**Example**: A scholar is coming to UC San Diego for a two-year program with their spouse. The minimum amount they need is:

\[
\begin{align*}
\text{Scholar} & \times 24 \text{ months} = \$2,400 \times 24 = \$57,600 \\
\text{Spouse} & \times 24 \text{ months} = \$800 \times 24 = \$19,200
\end{align*}
\]

Total= $76,800 total minimum proof of funding required for two years with a Spouse Dependent

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).
- Evidence must show currently existing liquid funds
  - Not acceptable: stocks, bonds, mutual funds

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
  - Example: CHEN, L Funding
  - Document Type: Funding

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)

Submit Dependent(s) DS-2019 Request to IFSO
   Before you submit the J-2 DS-2019 request to IFSO, make sure the processing stage is Clear/Blank. If your processing stage is not Clear/Blank, that means IFSO may already be working on this or another request for you. Please contact us at ifsoisd@ucsd.edu before proceeding.

   Example of Clear/Blank Processing Stage:
   - Visitor: Bob HOPE
   - Campus ID:
   - Academic Department: AH: Literature
   - Processing Stage:

   If the Processing Stage is Clear/Blank, click on “Review and Submit to Department” to submit your J-2 DS-2019 request(s) to IFSO.
IFSO will not be prompted to process your changes saved in ISD unless you submit by clicking on “Review and Submit to Department.”

**IFSO Receives Request and Issues DS-2019**

Please allow 10 business days for IFSO processing. Once the DS-2019 for your dependnet 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 and the processing stage in ISD will be changed from “Submitted to International Office” to a Clear/Blank processing stage.

**Questions**

Contact ifsoisd@ucsd.edu if you have any questions.