



UCR Scholars

Pre-arrival Presentation

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Exchange Visitor (EV) Program

Cultural Goals and Components of the Program

The Exchange Visitor Program promotes the interchange of knowledge and skills among foreign and American scholars. It does so by providing foreign scholars the opportunity to exchange ideas with their American colleagues, participate in educational and professional programs, confer on common problems and projects, and promote professional relationships.

This may be accomplished through lecturing, observing, consulting, and participating in seminars, workshops, conferences, study, professional meetings, or similar types of educational and professional activities.



Department of State: Contact Information

The **Exchange Visitor Program** is administered under the oversight of the Deputy Assistant Secretary for Private Sector Exchange, Bureau of Educational and Cultural Affairs (ECA).

Bureau of Educational and Cultural Affairs

U.S. Department of State

State Annex SA-5, Fifth Floor Washington, DC 20522-0505

***A Department of State representative is available 24 hours a day.**

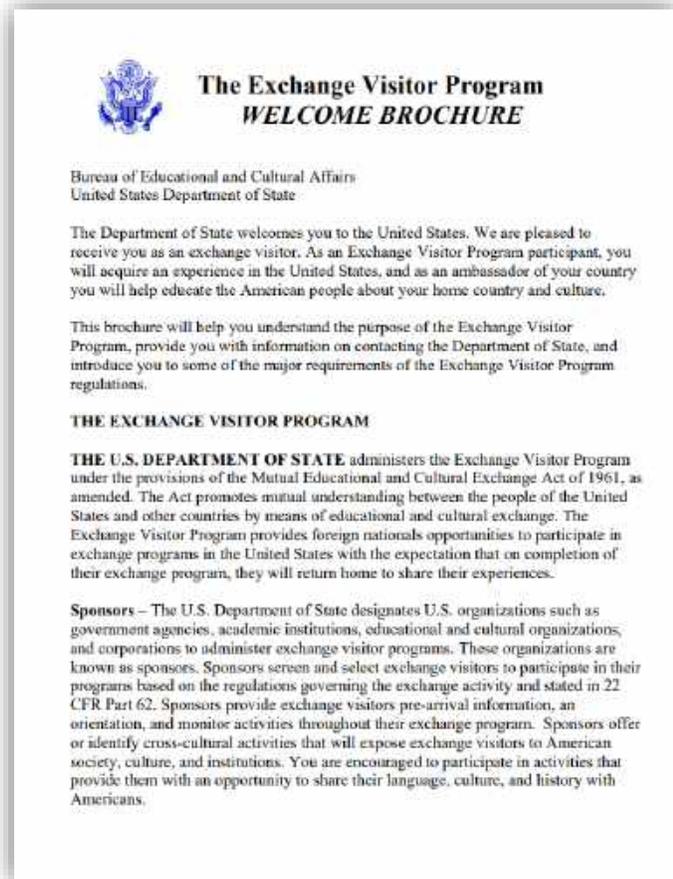
Report Abuse or Exploitation: If you are mistreated and/or your rights are violated, and your sponsor is not providing the help you need, contact the Department of State for assistance:

J-1 Visa Emergency Hotline: 1-866-283-9090.*This line is for use by exchange visitors and third parties in the case of urgent situations.

Regular Communications or questions: jvisas@state.gov. This e-mail address is to communicate non-emergency issues, questions, and concerns



Description of the EV Program and your rights



Please review the link for more information to learn about the purpose of the Exchange Visitor Program.

[Exchange Visitor Brochure](#)

It provides you with information on contacting the Department of State, and introduce you to some of the major requirements of the Exchange Visitor Program regulations.



Rights and Protections

Please review the link below for more information that describes the rights that you have to when participating in educational or employment-based programs in the U.S. The pamphlet is provided in almost 50 different languages!

[Wilberforce Pamphlet](#)

You Have The Right To:

- Be treated fairly
- Not be held in a job against your will
- Keep your passport and other identification documents in your possession
- Request help from unions, immigrant labor rights groups, and other groups
- Report abuse without retaliation
- Seek justice in U.S. courts



Welcome to UCR!

Please plan to arrive in Riverside no more than 30 days before or no more than 30 days after your DS-2019 start-date. If you cannot arrive on time please inform the International Student and Scholars (ISS) office.

The **Mandatory** J-1 Scholar Orientation will take place **every month** on **the last Wednesday of each month**.

International Students and Scholars (ISS) office



Location:

The ISS office is located near the center of UCR, in the Student Services Building. Our offices are on the Second Floor.

ISS:

Our office is your “home away from home” for all international scholars. We are here to help make your experience in Riverside as rewarding as possible.

If you have any questions, please email us at: internationalscholars@ucr.edu



Important Resources

Review your DS-2019

Pay SEVIS fee

<https://www.fmjfee.com/i901fee/index.html>

Apply for a visa

<https://ceac.state.gov/genniv/>

Understand your visa

https://help.cbp.gov/s/article/Article-72?language=en_US

Enroll in health insurance (Gallagher Benefit Services / IMG)

<https://clients.garnett-powers.com/vs/ucr/>

<https://www.imglobal.com/img-insurance-plans>

Find housing

https://drive.google.com/file/d/1RF-NKtLigETnlb6fuMM4_SelXPHf3ooz/view?usp=sharing

**Please note that UCR Student Housing is only available for matriculated UCR students.*

Prepare to enter the U.S.



Apply for a J visa

When you receive your DS-2019, please sign and date the bottom of the DS-2019 form with blue ink.

If you plan to travel to the U.S. more than 30 days after the DS-2019 start-date, please be sure to consult with an International Scholar Advisor at the ISS Office before the 30 days is up.

Email us at: internationalscholars@ucr.edu

Visa Application Process

01 Pay SEVIS fee at: <http://www.ice.gov/sevisi901>

02 Complete the online Nonimmigrant Visa DS-160 application: <https://ceac.state.gov/genniv/>

03 Print and keep the DS-160 confirmation barcode page

04 Make an appointment at the nearest Embassy/Consulate office at: <http://www.usembassy.gov/>

05 Pay the visa application processing fee. Review country-specific instructions on the U.S. Embassy or Consulate website: <http://www.usembassy.gov/>

06 Attend interview appointment with the required documents

Expect Administrative Processing (Background Check) to take 4 to 6 weeks.

Visas are granted solely at the discretion of the consular official and the burden of proof to establish nonimmigrant intent rests on the applicant.

UCR has no control and cannot guarantee that a visa will be issued.

Arrival Procedures

Reporting Requirements

- **ISS office must validate the scholar's SEVIS record**
(required for completion)
 - Scholars must provide required legal documents for the check-in process- *including proof of insurance for entire program duration if you have it. You have 30 days to buy the medical insurance.*
- **Scholar must attend a mandatory J-Scholar Orientation** (offered once each month)
 - Last Wednesday of the month, 10:30am-12:00pm.
 - *This meeting will be followed by a Meet & Greet at noon, open to all scholars.*



Visa Application Checklist

- Original DS-2019**
- Passport**
- DS-160 confirmation barcode page**
- \$160 Visa Application Fee**
- \$220 SEVIS fee receipt**
- Two passport-style photographs**
- Documents that show your ties to your home country**

Flight Arrangements

DO NOT make flight arrangements until the Embassy/Consulate office has approved your visa.

DO inform your sponsoring UCR department and the ISS office of your expected arrival date to the United States.

You can email ISS at: internationalscholars@ucr.edu

Arrival

Los Angeles airport is the closest international airport to Riverside.*

**However, you can enter the U.S. from another airport if you wish. (Ontario Airport is closer to Riverside.)*

Attention!

Plan your arrival carefully! Public transportation from the airports and bus terminals can be limited, especially at night and on weekends.

- *Uber from LAX to UCR is typically \$90 to \$135.*
- *SuperShuttle is typically \$170+.*
- *Look for the LAX-it shuttle on level one, outside bag claim for the shuttle to the RideApp pick-up area.*



Health Insurance

All J exchange visitors and dependents must enroll in an insurance plan that meets the Department of State J-1 Visa requirements beginning the first day of your appointment. Before arrival, you may obtain your own Medical/Health insurance comparable to the UC Riverside Visiting Scholar Benefit Plan **or** you can purchase insurance upon arrival to the U.S. by enrolling in UC Riverside Visiting Scholar Benefit Plan through Gallagher Benefit Services at <https://clients.garnett-powers.com/vs/ucr/login/>.

Another option is IMG medical insurance plan: <https://www.imglobal.com/img-insurance-plans>.

You will need your ISS Online Invitation number to identify yourself as a UCR scholar.

If you have purchased your own insurance, you must apply for a “waiver” through Gallagher Benefit Services. Gallagher Benefit Services validates that your insurance meets the minimal government requirements. Contact Thomas Deus at: thomas_deus@ajg.com or call the toll free Customer Service line at 1-888-441-3719.



Health Insurance Requirements

- \$100,000 per person/per accident or illness in medical coverage
- Deductible cannot exceed \$500 per accident or illness
- Coinsurance that does not exceed 25%
- Medical evacuation coverage must be at least \$50,000
- Repatriation coverage must be at least \$25,000
- Plan includes a reasonable waiting period for pre-existing conditions (waiting period cannot be longer than 12 months)
- *Carrier must be at least A- rated or backed by the full faith and credit of the Exchange Visitor's government

Postdocs only

J-1 exchange visitors who are Postdoctoral Scholars are eligible to participate in the Postdoctoral Scholar Benefit Program and Medical Insurance which is provided by UCR.

Enroll through Gallagher Benefit Services at:

[https://clients.garnett-](https://clients.garnett-powers.com/pd/uc/plans_benefits/)

[powers.com/pd/uc/plans_benefits/](https://clients.garnett-powers.com/pd/uc/plans_benefits/)

Or email them at: psbp@garnett-powers.com

More information is available at:

https://graduate.ucr.edu/post-docs#health_insurance





Temporary Housing

If you have not made housing arrangements and need a temporary arrangement, the following are some options.

Dynasty Suites

3735 Iowa Avenue, Riverside, CA 92507

(951) 369-8200

FAX: (951) 341-6486

**When you submit your reservation, please identify yourself as a UCR scholar to receive UCR discounts. Rooms have a microwave oven and a small refrigerator.*

Quality Inn

1590 University Avenue, Riverside, CA 92507

(951) 683-6000

**When you submit your reservation, please identify yourself as a UCR scholar to receive UCR discounts. This is a 15-minute walk to campus.*

Airbnb

<https://www.airbnb.com/> If you look for a room in the 92507 zipcode, you will be near UCR.

Housing in the United States



Contracts and leases are legally binding documents.

It is important to read and understand the details of a contract or lease prior to signing it.

There may be strict penalties associated with cancelling a contract or lease.

UCR ID Card Information

Get an R'Card for \$36

Persons applying for an R'Card may apply online at:
<https://ucrcard.ucr.edu/staff-faculty-postdocs>

Or in the Card Services Office in person and present the proper identification for card issuance.

UCR Card Services

Open 9 am to 4 pm, Monday – Friday

Highlander Service Station (Between Coffee Bean and Pierce Hall.

(951) 827-2273

cardingoffice@ucr.edu



Emergencies

Call 9-1-1

For urgent needs, call ISS at: (951) 827-4113

Also use “Code Blue” emergency phones on campus

Tobacco-Free UCR

The University of California is Tobacco-Free.

Smoking, the use of smokeless tobacco products, e-cigarettes, and unregulated nicotine products are strictly prohibited on the UCR campus.

Non-permitted Items and Activities:

All forms of tobacco, including but not limited to:

- cigarettes
- cigars
- pipes
- hookahs
- electronic cigarettes
- all forms of smokeless tobacco



Tobacco use includes smoking, chewing, dipping or any other use of tobacco products.

Smoking refers to inhaling, exhaling, burning or carrying of any lighted or heated tobacco product, as well as non-tobacco smoking substances and smoking instruments.



International Students
and Scholars

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