

To: UCLA EAP Reciprocity Students
From: UCLA Dashew Center for Students and Scholars (DCISS)
Subject: Check-In process for EAP Reciprocity Students

Welcome to UCLA. As a J-1 exchange student, you are subject to certain benefits and regulations mandated by the U.S. government. There are two offices at UCLA that will be in contact with you throughout your stay in Los Angeles, the International Education Office and the Dashew Center for Students and Scholars. One of the roles of the Dashew Center for International Students and Scholars is to inform you of the visa regulations and report your arrival to the Department of Homeland Security.

You have two choices for checking in with DCISS:

1. Attend **New International Student & Scholar Orientation (NISSO)** September 15-17, \$59, register online
<http://www.internationalcenter.ucla.edu/Programs.aspx>
2. Or attend a Check-in session

Below you will find three steps you need to follow to check-in with our office.

Instructions:

1. Download and complete a check-in form:
<http://www.internationalcenter.ucla.edu/files/pdf/CheckInInstruction.pdf>
2. After you enter the U.S. make photocopies of the following documents (DO NOT CUT COPIES. Submit Copies on 8 ½" x 11" paper. Copiers are available in Ackerman or in the library):
 - Page 1 of your DS-2019. *NOTE: Make copy of your I-20 or DS-2019 form AFTER entering the U.S.*
 - Your I-94 card (front and back sides)
 - Your J-1 visa
 - Picture page of your passport
3. Attend a Check-in Session or NISSO and bring the following documents:
 - Completed Check-In Form
 - Photocopies of your immigration documents listed above in #2
 - Your DS-2019 form
 - Your passport
 - You must bring the originals AND the copies. Failure to check-in will result in a HOLD placed on your records.

It is MANDATORY that you attend one of the following Check-in sessions or NISSO.

MON. SEPT. 14: 10-11:30am

FRI. SEPT. 18: 2– 3:30 pm

TUES. SEPT. 22: 9– 10:30 am

FRI. SEPT. 25: 9– 10:30 am

Location **SPROUL HALL: LECTURE ROOM**

Follow the link to pre-register for a session:

<http://www.internationalcenter.ucla.edu/Events.aspx?ViewID=1&subViewID=0>

Agenda of Check-in session:

During this session, you will submit your paperwork. Please be on time. In a brief workshop, you will learn the basic requirements and benefits of your J-1 visa such as travel, employment, and grace periods. .

Upcoming Events:

Welcome Picnic for New International Students and Scholars –

When: Saturday, October 3rd 12pm-3pm

Where: Sunset Canyon Recreation Center.

Come meet fellow international students and scholars, as well as domestic students and UCLA staff. We'll have fun under the sun with food, games, music, and good friends.

Sincerely,

Janet Meadows

International Student Counselor
Dashew Center for Students and Scholars
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