

UNIVERSITY OF CALIFORNIA EDUCATION ABROAD PROGRAM
Reciprocal Exchange Visitors
Nomination and Authorization to Release Information

Name: _____ **Gender:** Male/ Female
(family name) (first or given name) (circle one)

Birthdate: ____/____/____ **E-mail:** _____
(month/ day/ year)

Home University: _____

Home University Department: _____

Permanent Home Address:

Telephone: _____
(university) (home)

Fax: _____

Current Status: Circle: Professor / Lecturer / Other _____
(position title)
Advanced degree candidate _____
(degree objective)

I am nominated by my university to visit the University of California through the Education Abroad Program for the following academic term or year, or for this period (be as specific as possible):

_____/_____/_____ or for this period: ____/____/____.
(academic term or academic year) (starting date) (ending date)

As an EAP participant, I hereby authorize the release of information regarding my visit to the University of California and my home university as deemed necessary and appropriate by this program. In the event of a medical or other crisis, UC may release any necessary information to my home university

Host UC Campus and Department: _____

***Faculty Host :** _____ **E-mail:** _____
(UC faculty name)

***Attach a copy of the host's letter of invitation.**

Participant Signature: _____ **Date:** _____

Home University Signature: _____ **Date:** _____
(Official of Visitor's University)

UC Signature: _____ **Date:** _____
(UC Study Center Director-If applicable.)

UNIVERSITY OF CALIFORNIA EDUCATION ABROAD PROGRAM
Information for Reciprocal Exchange Scholarly Visits

ELIGIBILITY

If allowed by the exchange agreement, UC partner universities may nominate exchange visitors to the University of California.

Visiting scholar status is appropriate for faculty/junior faculty and advanced graduate level degree candidates and who do not require a UC transcript and who are able to conduct research at an advanced level. Post-Doctoral appointees (paid researchers who have not yet held and teaching position) appointees to UC are not eligible.

HOST INVITATION REQUIREMENT

Invitations from a UC faculty and department must be secured by the visitor (or faculty at the home university). In contacting UC faculty and departments, prospective visitors should include a specific statement of purpose for their visit accompanied by a curriculum vitae or resume. Invitations need to be in writing (letter or email). UC faculty and departments contact information can be found at each campus web site.

Link to the UC On-line Directory <http://www.universityofcalifornia.edu/directories/welcome.html>

Link to Department Web pages <http://eap.ucop.edu/reciprocity/majordeptlinks.htm>

ADMINISTRATIVE VISITORS

Administrative visits may be difficult to arrange. There is no job shadowing or training program for visitors at UC so UOEAP cannot guarantee that a visit can be made in a particular career area. Information about funding, visas and EAP forms for scholarly visitors apply to administrative visitors as well.

LIMITATIONS AND BENEFITS

Visitors will not receive a transcript, be an enrolled student, or be eligible for UC student housing. They will, however, receive library and computer access, for which UOEAP will pay associated fees, if any, charged by UC. UOEAP will also pay any applicable fees for issue of the DS-2019 by the host UC. Office space in the department may or may not be offered by the host. Visa application fees, SEVIS fees, travel/transportation, living expenses and health insurance will be paid by the visitor.

UOEAP ROLE

Once visitors are nominated by their university and have received a formal invitation by a UC faculty and department, the Universitywide Office of Education Abroad Program (UOEAP) assists with acquiring the visa certificate of eligibility (DS-2019), and provides information about UC and nearby community accommodations.

REQUIRED FORMS

Prospective visitors will need to complete the EAP Funding Worksheet and EAP Nomination Form and return them to UOEAP.

For prospective scholarly or administrative visitors who have not been able to acquire an invitation, either on their own or in conjunction with their own faculty/international liaison, please complete the Visiting Scholar Request Form or Administrative Visitor Request Form and UOEAP will try to obtain an appropriate invitation. Other documentation required for generation of the DS-2019 visa authorization will vary by campus.

To obtain a visa, the visitor needs to take the DS-2019 to a U.S. Consulate in his/her area. See the EAP Visiting Exchange Guide and Visa Resources page for more information.

PREPARATION AND PROCESSING TIMELINE

F:\Faculty Exchange\Visiting Exchange\Forms\Visitor Nomination.doc 4/30/2007

It is important to identify a UC host well in advance of the planned visit.

Visitors must provide UOEAP with a copy of their written invitation a minimum of four months prior to the proposed visit. Once an invitation has been submitted to UOEAP, allow six to eight weeks for issue of the DS-2019 certificate of eligibility for the J-1 visa. Visitors should also allow a minimum of six to eight weeks for completion of the visa application process and required interview. See the EAP Visiting Exchange Guide and Visa Resources page for more information.

Visitors should be aware that just before and during the summer break (June through July or August, depending on the campus) departmental staff and faculty at UC may be away and unable to respond or provide the required authorizations.

FUNDING

Visitors who are not self-supporting should consult with their home university about funding resources that may be available to them.

See the EAP Funding Worksheet for the current estimated living expense amounts required by each campus for issue of the DS-2019 certificate of eligibility for the J-1 visa. Required amounts are subject to change. The amounts provided are estimates only and actual expenses may vary depending on the visitor's lifestyle and extra activities. Travel is not included in these estimates.

HEALTH INSURANCE

Health insurance is mandatory for visitors to UC. The U.S. Department of State requires all J-1 visitors and their dependent family members to have the following minimum health insurance coverage throughout their stay:

- Medical benefits of at least \$50,000 per accident or illness (\$100,000 is recommended).
- Repatriation of remains in the amount of \$7,500.
- Medical evacuation expenses in the amount of \$10,000.
- Deductible not to exceed \$500 per accident or illness.

Visitors who do not have insurance that meets these requirements should ask EAP for information on how to enroll in an insurance plan specifically designed for visitors. Costs vary depending on the age of the visitor and the length of stay.

UOEAP CONTACT INFORMATION

Francesca Agostini fagostini@eap.ucop.edu
Faculty and Visiting Reciprocal Exchanges
Phone: (805) 893-2398
Fax: (805) 893-2583
<http://eap.ucop.edu>

Universitywide Office, Education Abroad Program
University of California
6950 Hollister Avenue Suite 200
Goleta, CA 93117-5823

WEB RESOURCES

EAP Visiting Scholar and Visiting Exchange Webpage <http://eap.ucop.edu/reciprocity/visiting/>
Visa Resources <http://eap.ucop.edu/reciprocity/Visa/>