



# INTERNATIONAL SCHOLAR CONNECTION

UCI International Center, 500 E. Peltason Dr., Irvine, CA 92697  
<http://www.ic.uci.edu> | [intl@uci.edu](mailto:intl@uci.edu) | ph: (949) 824-7249 | fax: (949) 824-3090

## Welcome to UCI

Dear New International Scholar:

We at the UCI International Center would like to extend our warmest greetings to you. We are so pleased that you will be a part of the University of California, Irvine, and we are confident that your stay here will be a rewarding, exciting, enjoyable, and memorable one.

By this time, you must have hundreds of questions regarding how to get here and what you do once you have arrived. We will try to answer as many of those questions as possible in this newsletter.

We are looking forward to meeting you and we wish you a safe and pleasant journey to the United States and UCI.

Sincerely,  
**The International Center Staff**

## UCI International Center's Mission Statement

The International Center promotes and facilitates international education by providing services to advance the University's mission and to support the academic goals and objectives of international students, faculty, and researchers. The International Center staff provides quality services to ensure compliance with government regulations and promote intercultural understanding through programs and workshops for the international population, the UCI campus and community.

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## Important Information You Need to Know Right Now

Due to regulations that govern the Student Exchange and Visitor Information System (SEVIS), it is important to note the information below.

You may enter the U.S. **no more than 30 days** before the program start date indicated on the SEVIS DS-2019. You must report to the UCI International Center by the program start date on your DS 2019. If you cancel plans to do research or teach at UCI, or postpone your arrival date, you must inform your academic department and the International Center at [scech@uci.edu](mailto:scech@uci.edu) as soon as possible.

Your J-1 program must be validated in SEVIS by the International Center immediately after the start date in section 3 of your DS 2019. If your program is not validated within a timely manner, your SEVIS DS-2019 will become invalid, thus jeopardizing your employment eligibility and your ability to remain in the United States.

## Student and Exchange Visitor Information System (SEVIS) Fee

As part of the visa application process you are required to pay two separate fees: the visa application fee which is paid to the U.S. Dept. of State and the SEVIS fee which is paid to the U.S. Dept. of Homeland Security. The visa application fee is paid at the American Embassy or consulate where you apply for your visa so please follow the specific guidelines of that post for paying that fee. The SEVIS fee can be paid via the Internet or by mail. (Please note that J-2 dependents DO NOT pay a separate SEVIS fee).

### Instructions on How to Pay the SEVIS Fee

**Online payment by credit card-** The fee will be paid over the Internet by credit card and submission of Form I-901. This can be completed by accessing the SEVIS fee website at <http://www.fmjfee.com>

**Payment by check via mail-** Two options allow payment by check or money order. Option 1: An internet generated coupon can be printed out after entering basic information at the fee payment website (<http://www.fmjfee.com>). Mail this coupon along with a check to a lock-box address. Option 2: Complete Form I-901 and mail it with a check or money order.

The Information below is provided as a guideline to the process of applying for a J visa stamp, you must contact the U.S. Embassy or Consulate where you will be applying for the visa for further information and for specific documentation requirements.

### What You Will Need to Apply for a J Visa

- Form DS-2019. The exchange visitor must complete and sign the bottom portion of the DS-2019
- If your family is applying for J-2 visas, they will need a DS-2019 issued for J-2 dependents
- Evidence of financial ability to meet expenses
- Evidence of residence abroad and intent to depart the U.S. after completion of the program

- Valid Passport
- "Non-immigrant Visa Application"
- Photographs
- Visa fee
- SEVIS fee (\$180)
- Visa reciprocity fee (if applicable)

*The U.S. Embassy or Consulate may require additional documentation. You should verify requirements with the embassy or consulate where you will be applying.*

Upon arrival at the U.S. port of entry, you and your accompanying family members must present a valid passport with visa and Form DS-2019. Be sure to carry all immigrations documents with you on the plane (not in your luggage) as you will need them at the inspection station.

#### It is recommended that you also have the following:

- Evidence of financial resources
- Letter of invitation from your department
- Receipt for the SEVIS fee
- Name and contact information for your department contact and the UCI International Center

**YOUR NAME SHOULD APPEAR ON ALL IMMIGRATION DOCUMENTS CONSISTENT WITH THE BIOPAGE OF YOUR PASSPORT. Complete the I-94 card using standard US characters. Do not change spellings to reflect sounds of the language of origin.**

### Health Insurance

Pursuant to Department of State regulations you *and* your accompanying family members must secure health insurance coverage while in the United States. Besides the fact that health care in the United States is very expensive, willful failure to comply with this requirement will result in the termination of your participation in the Exchange Visitor program. You will be required to sign a statement to certify that you have chosen an appropriate health insurance policy.

The U.S. Dept. of State provides specific guidelines on the medical insurance requirements. You can find these requirements on the back of your DS 2019 under section 1(f) and listed below:

- Medical benefits of at least \$50,000 per incident
- Repatriation of remains in the amount of \$7,500
- Expenses associated with the medical evacuation of the exchange visitor to his/her home country in the amount of \$10,000
- A deductible not to exceed \$500 per incident

## Providing Proof of Health Insurance

1. If you will be employed with salary at UCI, you may be eligible for UCI health benefits. Please contact the hiring department to verify your eligibility. UCI benefit plans **do not provide repatriation and medical evacuation** insurance so you must purchase this insurance with the International Center at the time of your appointment. The current cost of this insurance is \$39/year per family.

2. If you do not have any insurance coverage, you will need to purchase insurance that provides the required minimum coverage (see above). Many scholars report that arranging insurance through agencies in the home country is often less expensive than arranging insurance with a U.S. company. You can purchase insurance on your own as long as the insurance has the coverage required. You need to make arrangements of your own insurance before your check-in appointment at the International Center. Please make a photocopy of the insurance enrollment form to provide to the International Center as proof of enrollment and a copy of your policy describing your coverage to verify it meets the minimum requirements for the J program.

3. If neither of the options above is possible, you may wish to review this website for J insurance options: <http://www.buyamericaninsurance.com/j1-visa-insurance.jsp>

## Housing

Housing in the Irvine area may be expensive. We recommend that you make your housing arrangements prior to coming to Irvine, if at all possible. There is limited on-campus housing for staff and faculty but the wait list is usually long. There is also short-term housing available for visitors that will be at UCI for a short time. Your UCI department may be able to assist you in securing housing or more information about Staff and Faculty housing can be found at <http://www.icha.uci.edu> or by calling (949) 824-6254.

In addition to on-campus housing, there are apartment communities in the areas surrounding UCI. A one-bedroom apartment may cost at the minimum \$1,300 per month; a larger apartment can cost about \$2,400/month. Most rentals require a minimum of two months to rent in advance and a security deposit of \$600-\$1000. For more information, visit <http://housing.uci.edu/och>.

The internet offers a lot of helpful sites for you to familiarize yourself (and your family) with UCI and the surrounding areas prior to your arrival. The following is a list of sites of interest that may be helpful as you plan your move to Irvine:

### Education

University of California, Irvine <http://www.uci.edu>

Irvine Public Schools <http://www.iusd.k12.ca.us>

### Community Guides

City of Irvine <http://www.cityofirvine.org>

County of Orange <http://www.oc.ca.gov>

### Newspapers

Orange County Register <http://www.ocregister.com>

Los Angeles Times <http://www.latimes.com>

## Important Information You Need to Know When You Arrive in the U.S. and Irvine

### Welcome to Irvine

The University of California, Irvine is located in Orange County and is approximately 50 miles from Los Angeles and about six miles from the Pacific Ocean. Irvine is one of the nation's largest planned urban communities and is home to a population of over 180,000.

UCI is located in the southwestern part of the city and is bordered on one side by a freshwater marsh reserve and on the other by a small community of apartments, condominiums, and shopping centers. The climate is very mild year-round. Occasionally, there are some high winds, a few days of rain, and an earthquake or two, but that is the extent of the harsh conditions.

### When You Arrive

When you exit the plane, you will be directed by airline personnel to the Immigration Station. On a busy day, you may have to wait in line up to an hour before you reach the immigration officer. The officer will ask to see your passport, I-94 card, your SEVIS DS-2019 form, and possibly your proof of funding. The I-94 card will be given to you by your flight crew. It is a short form that says, "Welcome to the U.S." at the top and requires you to fill in your name, (enter your name legibly exactly as it is on the biographical page of your passport), country, passport number, and address in the United States. If you do not have a definite address, write the name of your university (University of California, Irvine), the city, and state.

The immigration officer will review these forms and may ask you questions regarding the nature of your stay. This is routine; simply explain where you will be an "Exchange Visitor" conducting research and/or teaching, and for how long. You should also expect to experience US-VISIT's biometric procedures- digital, inkless finger scans and digital photographs. After inspection, your passport, your portion of the I-94 card, and your SEVIS

DS-2019 form will be stamped with the date you entered the U.S. You will be given back the DS-2019, I-94, and passport. Keep these documents in a safe place, together. These documents combined identify your visa status in the U.S.

After you pass through immigration inspections, your luggage will be on a moving carousel in the baggage claim area. There will be luggage carts available for your use to transport your baggage from the carousel to the Customs Desk. Some airports charge a small fee for the use of these carts, so have some U.S. dollars available! At the Customs Desk, show your passport and the customs declaration form which should have been given to you by your flight attendant. The officer may ask you to open your bags for a random check.

Customs regulations do not allow you to bring fresh fruit or plants into the country, so you should leave them at home. Other items that are prohibited or restricted include meats, vegetables, clothing made from skins of endangered species, lottery tickets, obscene articles and publications, weapons, and drugs without a doctor's prescription. If you have questions concerning U.S. customs regulations, please consult with the U.S. Embassy or Consulate in your home country.

Below are some transportation options and hotels where you may wish to stay on your arrival night. If possible, try to make reservations in advance before you leave home. It is best to get a good night's sleep at a nearby hotel before embarking on your journey to UCI. If you are arriving at any international airport in the U.S., you should try to obtain a connecting flight to the John Wayne Airport in Orange County (also known as SNA). This airport is located approximately three miles from the UCI campus. However, if you arrive at the Los Angeles International Airport (LAX), the following transportation

### Transportation from Los Angeles Airport to UCI

Name of Vehicle	Type	Destination	Cost*	Phone
Super Shuttle	Blue/Gold Van	LAX to Irvine	\$56	(800) 258-3826
<i>There is a Super Shuttle discount for UCI Affiliates (\$3-\$4 off)</i>				
LA Express	Yellow/Blue Van	LAX to Irvine	\$57.69	(800) 427-7483

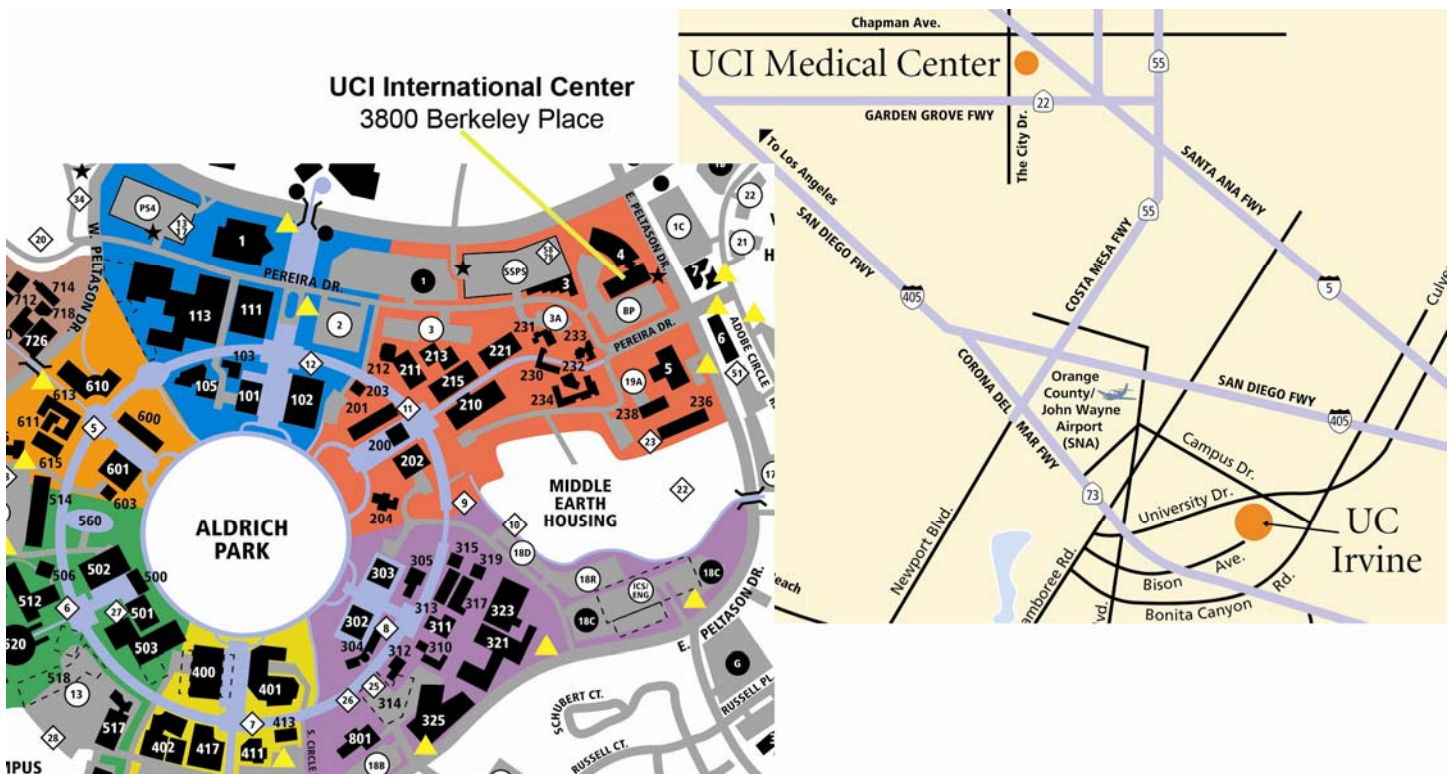
### Los Angeles Airport Hotels

Name of Hotel	Address	Airport Pick-up	Rate*	Phone
Travelodge	5547 Century Blvd	Free (24 hrs)	\$69	(310) 649-4000
Days Inn	901 Manchester Blvd	Free (6am-11pm)	\$69	(310) 649-0800
Adventure Hotel	4200 Century Blvd	Free (24 hrs)	\$49.99	(310) 419-0999

### Orange County Airport Hotels

Name of Hotel	Address	Airport Pick-up	Rate*	Phone
Atrium Hotel	18700 MacArthur Blvd	Free (7am-11pm)	\$94	(949) 833-2770
Ramada Limited	1680 Superior Ave	Free (7am-11pm)	\$69	(949) 645-2221
Ramada Hotel	4545 MacArthur Blvd	Free (10am-10pm)	\$119	(949) 833-0570
La Quinta Inn	14972 Sand Canyon	Free (7am-11pm)	\$102-\$112	(949) 551-0909

\*Costs and Rates are subject to change.



## What to Do When You Arrive in Irvine

**Step 1:** On the first day of your arrival at UCI you must check in with the personnel coordinator in your department who will complete the **UCI Non-immigrant Employee Verification (NEV) Form** (<http://www.ic.uci.edu/forms/index.html>) and fax it to the International Center (949-824-3090).

UC Irvine is open for business Monday through Friday, 8:00am-5:00pm. Contact the personnel coordinator in your department to set up an appointment to meet on that first day.

**Step 2:** You must then immediately apply for a Social Security number (see in next column and <http://www.ic.uci.edu/forms/SSNinfo.pdf>)

**Step 3:** When the UCI Non-immigrant Employee Verification Form arrives at the International Center, our office will send you an email with an appointment time to complete the check in process. **To comply with U.S. labor and immigration laws, this process must take place within 3 business days of starting employment.**

At the time of your appointment with the employment specialist at the International Center, you will need to provide the following:

- Form DS-2019
- Passport with visa stamp
- I-94 (white card usually stapled in your passport)
- Social Security card or a receipt of your application
- Proof of health insurance, including repatriation and accidental death insurance

## Social Security Number

As a J-1 visa holder you will need to obtain a Social Security Number (SSN). A Social Security Number is necessary for you to be employed at UCI. You can apply for this number by visiting the nearest Social Security Administration office located at **26051 Acero Road in Mission Viejo, CA**. When you apply for a SSN, you will need to provide the following:

- Form DS-2019
- Passport with visa stamp
- I-94 (white card usually stapled in your passport)
- Invitation Letter from Hiring UCI Department

You can visit the website of the U.S. Social Security Administration at [www.ssa.gov/pubs/10120.html](http://www.ssa.gov/pubs/10120.html) for more information about social security numbers. It takes about 30-45 days from application to receive a social security number.

## Driver's License Information

If you plan to drive an automobile in California, you must obtain a California Driver's License. You will need to visit the Department of Motor Vehicles (DMV) to apply for the license. You will be required to take a written test, driving test, and vision test. Cars driven in California must be registered through the DMV. You must have automobile and liability insurance to drive in California. If you do not plan to drive in California, but want an official identification card, you can apply for a California Identification Card from the Department of Motor Vehicles. For more information, visit the California DMV website at <http://www.dmv.ca.gov>.

California requires that drivers and vehicle owners carry the following minimum monetary limits:

- \$15,000 for injury or death of 1 person per accident
- \$30,000 for injury or death of 2 or more persons per accident
- \$5,000 for property damage per accident

Evidence of financial responsibility must be carried at all times in the vehicle. Most Californians maintain financial responsibility through insurance companies, which provide the policy holder with an identification card as evidence of coverage. The card must state the insurance company's name and address, the period of coverage and policy number.

Persons operating a vehicle in this state who are unlicensed or have an invalid California or out-of-state driver license are subject to the same financial responsibility laws as valid California licensed drivers.

Listed below are some reputable car insurance providers\*:

- 21<sup>st</sup> Century Insurance Company
- Allstate Insurance Company
- Automobile Club of Southern California (AAA)
- GEICO
- Mercury Insurance

*\*Please note that these are a small list of major insurance companies and there are many other companies that you may choose from.*

## Important Information You Need to Know About the J Program

The Exchange Visitor Program (J program) is administered by the Department of State (DOS), which designates UCI to sponsor scholars in this visa category for academic-level research and teaching. The J-1 is the most frequently used visa classification for international academic visitors at UCI. Other organizations, such as international or educational programs or foundations, may also act as visa sponsors.

The sponsor provides Form DS-2019 (Certificate of

Eligibility for Exchange Visitor Status) to the applicant. The applicant must then present it to an American Embassy/Consulate to obtain a visa stamp, if abroad, or, to the United States Citizenship and Immigration Services (USCIS), if in the United States.

### Length of Stay

“Research Scholar” is the most commonly used J-1 category at UCI. The maximum stay in the United States in J-1 scholar visa status in the “Research Scholar” or “Professor” category is five years.

### Financial Minimums

Scholars must have enough money to live on during their visit to UCI. Proof of the amount of funding must be provided, since it is the sole basis for determining whether or not the support will be adequate to maintain a minimum standard of living for you and your dependants. In addition, this funding will be noted on the DS-2019, which in turn will be used by a U.S. Embassy or Consulate Official as they decide whether a J-1 visa will be issued. The figures below represent low budgets for one month. Minimum support is \$1,600 per month for a J-1 exchange visitor; \$500 per month for a J-2 spouse; \$300 per month for a J-2 child. Please note that immigration documents cannot be issued for scholars with inadequate funding.

Eligibility for J-1 sponsorship is determined by DOS regulations and UCI policy. Non tenure-track faculty and certain academic and sponsored research staff members qualify for a J-1 visa under UCI's sponsorship. Minimum qualification is a Bachelor's degree (or equivalent).

A prospective scholar who has been in the United States in J-1 or J-2 status for six months in the twelve month period immediately preceding the desired start date of the appointment is NOT eligible for sponsorship for a new J-1 program in the “Research Scholar” or “Professor” categories. There is an exception to this twelve month bar if the scholar was previously in the United States in the “Short-Term Scholar” category, or if

the scholar's presence in the United States was less than six months.

## The Two-Year Home Country Physical Presence Requirement

Some J-1 visa holders are required to return to their country of nationality or last legal residence for two years before they are eligible for an immigrant visa or an H or L nonimmigrant visa classification. Three criteria determine if a scholar is subject: (1) Funding Source- any direct government funding from either the U.S. government or from the home government during the J-1 program; (2) Exchange Visitor Skills List- if the area of specialization is in short supply in his/her home country, it may be included on the Skills List; and/or (3) Medical Training. Scholars who are subject are not eligible to file a change of status application to any other non-immigrant visa classification with the USCIS.

In some cases, waivers of these requirements are issued by DOS and USCIS. Depending upon the circumstances, waivers can be difficult to obtain. Those who have questions regarding the residence requirement should discuss them with the staff in the International Center- (949) 824-4726.

## What You Need to Travel

If your visa stamp is still valid, you will re-enter the U.S. with your DS-2019 form. You will need to have a valid signature by a International Center advisor on your DS-2019. This signature is valid for only six months. During those six months, you can re-enter the U.S. as many times as you wish, as long as the visa stamp is valid and you have maintained J-1 status. *Please consult with the International Center prior to traveling outside the US.*

## Applying for a New Visa

If you are planning to re-enter the U.S. and the J-1 visa in your passport has expired, you must apply for a new entry visa at a U.S. Embassy or Consulate. You will be asked to show your DS-2019 form, evidence of funding, and proof of maintaining close ties to your home country. Please read the notice titled "Recommended

Documentation for Extending or Extending/Renewing F-1, J-1, or H-1B Visa in Your Home Country" (available at the International Center) for information about other documents you should make available to the Embassy or Consulate.

## J-2 Dependents

Your dependents can enter or re-enter the U.S. by using the DS-2019 form that was issued for J-2 Dependents. J-2 dependents will need to have a valid travel signature by an International Center advisor. If the J-2 dependent(s) will need to apply for J-2 visas, please be sure that they have proof of financial support and documentation to demonstrate a close connection to home country.

## Program Transfer

A J-1 exchange visitor may transfer to another institution within the five year program limit. For this, your current program sponsor must release your SEVIS record. The new institution will then be able to prepare a Form DS-2019. In most cases, the category of the visitor (i.e., "Research Scholar" or "Professor"), as indicated in section 4 of the DS-2019, must be the same, and so must the Subject/Field Code and the professional activity.

## Change of Program Category

Changes from one J-1 category to another (i.e., "Research Scholar" to "Student") are very difficult to obtain without making a departure and re-entry to the U.S. A formal request to change category must be made to the Department of State and is granted in very unusual circumstances. Therefore, exchange visitors should not enter the U.S. on a J-1 visa under one program category with the assumption that you can shift easily to another category after your arrival.

UCI policy requires that all J-1 scholars complete employment paperwork upon arrival at UCI. You will be considered to be either a "with salary" or a "without salary" employee, depending on your individual circumstances. This paperwork is important in order to

establish your official status at UCI. Without the completion of this paperwork, you will be unable to receive UCI salary (if applicable), a UCI identification card, a library card, or have access to other university services.

### **Occasional Lectures or Consultations at Sites Other Than UCI**

Exchange Visitors at UCI are limited by government regulations to employment and affiliation at UCI only, in the area specified on the DS-2019. Occasional lecturing or consulting at other U.S. institutions may be allowed. Approval must be obtained from the program sponsor, which in most cases is the UCI International Center. Circumstances should be discussed with the staff in the International Center prior to committing to such employment in order to ensure that you qualify.

You may be able to obtain permission for "occasional" lectures or "short-term" consultations at another institution. The proposed employment must be directly related to the objectives of your J-1 program, must be incidental to your primary program activities and must not delay the completion of your J-1 program.

To obtain authorization, please submit two letters to the International Center: one letter from the other institution and the other from your current department head or supervisor supporting this activity.

#### **Letter from the Other Institution**

The letter should include the following information about the terms and conditions of the invitation to lecture or consult:

- Description of the activity
- Field or subject
- The duration of consultation or short-term activity
- The number of hours
- Amount of compensation

#### **Letter from the UCI department**

The letter should include the following information:

- Recommendation for the activity
- Explanation of how it would enhance your J-1 exchange visitor program
- Confirmation that it:
  - is directly related to the objectives of your J-1 exchange visitor program
  - is incidental to your primary program activities
  - will not delay the completion of your exchange visitor program

If approved, the International Center will authorize the employment in writing.

### **Tax Issues**

Taxes will be deducted from salaries, stipends, and scholarships, if the funds are from a U.S. source. Your available income after taxes may be less than anticipated. You may be eligible for a tax treaty between the U.S. and other countries which may exempt earnings from federal taxes.

If there is a tax treaty between your home country and the US, you must complete the appropriate tax treaty forms at the time of your initial employment paperwork with the International Center. You will need to fill out the forms every year to continue eligibility. To be eligible, a Social Security Number is required.

All foreign students, scholars, and spouses are required to report their annual income by filling a tax return between January 1 and April 15 of the following year. Because of legal restrictions on our capacity to advise you about your tax liabilities, UCI staff is not able to answer individual questions regarding your tax situation. The International Center organizes a Tax Workshop with a representative from the Internal Revenue Service (IRS) each March to assist with your tax questions. Time and location of this workshop will be available at the International Center website in February of each year.

## Payment

J-1 scholars may receive financial support from a variety of sources: UCI, United States government agencies, your home government, international organizations, a bi-national commission (Fulbright Commission), other organizations (i.e., sabbatical support from their own university), or personal funds. Scholars must enter the United States in J-1 visa status or receive USCIS approval of J-1 status before they are authorized to receive payment or a UCI appointment. You are not permitted to engage in non-UCI employment or consultation or receive payment from a source not stated on your DS-2019, unless authorized to do so in advance by the Exchange Visitor program sponsor (if your DS-2019 was issued by UCI, you must contact the International Center).

## Employment Authorization For J-2 Dependents

Spouses and children who hold J-2 visas are eligible to apply for permission to work in the US. J-2 work authorization is granted primarily to enhance the cultural experience of the dependent(s) in the US and in no way should be considered a means of support for the initial J-1. Once the USCIS issues the Employment Authorization Document (EAD), the J-2 may work anywhere and at any level in the US. Instruction and applications may be obtained at the International Center.

## Services and Programs offered at UC Irvine

### Services

The International Center is part of the Office of the Dean of Students, a unit within the Division of Student Affairs. The staff of the International Center advises and assists international students, faculty, and researchers with immigration regulations, orientation employment and adjustment needs throughout their stay at UCI. In addition, the International Center brings together International and American members of the UCI community for a variety of cultural, educational and activities.

## Programs

### International Friendship Circle

The International Friendship circle helps members of the UCI international community and their families with conversational English in an informal setting, while also offering an introduction to American culture and customs. International visitors to the community also are welcome to attend on a limited basis. There are three regular 10-week sessions (fall, winter, and spring), as well as a shorter program in the summer. Students pay a small fee for each session to help cover the cost of materials. However, all the instructors are volunteers from the UCI community. For more information, please pick up a flyer from the International Center.

### American English in Action (AEIA)

American English in Action is a program which provides volunteer English tutors for international students and scholars. The tutors assist with conversational English skills. If you feel that your verbal English skills are not exactly what you would like them to be, come by the International Center and sign up to be matched with an English tutor. This is a free service.

### International & American Friendship Partner Program

The Friendship Partner Program offers new international students an opportunity to become friends with an American who would like to help enrich your experiences in the United States. Friendship Partners are people from the local community who are interested in meeting UCI international students and assisting them with various aspects of their stay in the U.S. There is no charge for this service. However, the number of friendship partners is limited, so priority is given to those who sign up early. For more information, please contact the International Center.

### International Student Association (ISA)

The International Student Association is composed of UCI students, faculty, and staff from all over the world. The group plans many social, cross-cultural, and

recreational activities each quarter. Membership is FREE! All UCI associates are welcome! For meeting times and locations and calendar of activities, please contact the International Center.

## Workshops

### Tax Workshop

A tax workshop is coordinated by the International Center and presented by an IRS expert to all international students, faculty, and staff. Important information pertaining to non-immigrant tax laws is provided, as well as the necessary tax forms and instructions. For more information, please contact the International Center.

## Important UCI Phone Numbers

Academic Personnel	(949) 824-7275
Cross-Cultural Center	(949) 824-7215
Disability Services Center	(949) 824-7494
Employee Benefits	(949) 824-5197
Faculty & Staff Counseling	(949) 824-8355
Gottschalk Medical Plaza	(949) 824-8600
Human Resources	(949) 824-5210
International Center	(949) 824-7249
LGBT Resource Center	(949) 824-3277
Dean of Students	(949) 824-5181
Payroll	(949) 824-6819
UCI Police (non-emergency)	(949) 824-5223

## UCI International Center Staff

### Anna Wimberly

#### Assistant Dean, Director

[anna.wimberly@uci.edu](mailto:anna.wimberly@uci.edu)

- International Center management
- SEVIS and immigration compliance
- Liaison to University, departments, and government agencies
- Oversees immigration advising and campus outreach & training

### Sheila Cech

#### International Scholar Advisor

[scech@uci.edu](mailto:scech@uci.edu)

- International scholar advisor
- J-1 visa specialist

### Alegria Busso

#### International Student Advisor

[mbusso@uci.edu](mailto:mbusso@uci.edu)

- International student advisor
- F-1 visa specialist
- International student orientation, program, and volunteer coordinator

### George Long

#### International Center Assistant

[gwlong@uci.edu](mailto:gwlong@uci.edu)

- Front office assistance
- Visa document mailing

### Christine McCarthy

#### Assistant Director - Scholar Services

[cmccarth@uci.edu](mailto:cmccarth@uci.edu)

- H-1B, O-1, and TN visa specialist
- Permanent Resident case specialist

### Mia Navas

#### International Personnel Specialist

[mnavas@uci.edu](mailto:mnavas@uci.edu)

- Employment eligibility verification for international students and scholars
- Non-immigrant employment document preparation
- Tax treaty and general non-immigrant tax assistance

### Archana Sheth

#### Advising and Programs Assistant

[asheth@uci.edu](mailto:asheth@uci.edu)

- F visa document preparation and issuance assistance
- Front office manager
- Initial contact for incoming international students

### Zara Syed

#### Assistant Director - Student Services

[zsyed@uci.edu](mailto:zsyed@uci.edu)

- Assist with Center management
- International student advisor
- F-1 visa specialist
- Assist with outreach and training of campus