NEW ADMIT: I-20 OR DS-2019 SPECIAL START PROGRAM REQUEST

iPortal Request Guide

SUBMITTING YOUR iPORTAL REQUEST

Welcome to UC San Diego! This guide was designed for newly admitted students. You will need to review this guide before you request your Form I-20 or DS-2019 from UC San Diego through ISPO’s online document request system, the iPortal. Upon successful submission of an application in iPortal, an immigration document will be issued by an Alternate Responsible Officer (ARO) or a Designated School Official (DSO) certifying your admission into UC San Diego as an international student in J-1 or F-1 status. ARO’s and DSO’s that issue these documents at UC San Diego are under the International Students & Programs Office (ISPO). You may receive updates regarding the status of your iPortal Application through email communication from iNewStudent@ucsd.edu.

WHO SHOULD BE USING THIS REQUEST?

Students admitted into any of the following Special Start or Special Programs listed below should complete this form:

- **Summer Session Visiting**: Summer Session Visiting - Only enrolling in Summer, NOT continuing into Fall Quarter
- **Summer Research/Teaching Assistantship**: I will be enrolling in required, full-time Summer Session units for Graduate Research or a Teaching Assistantship before I begin my academic program in the fall quarter. *(Start Date Varies)*
- **Chemistry/Biochemistry**: Doctoral Summer Language Program - Chemistry/Biochemistry, PhD *(August 26, 2019)*
- **Clinical Research Department**: Master of Advanced Studies in Clinical Research *(July 1, 2019)*
- **Computer Science and Engineering**: The Summer Program for Incoming Students (SPIS) *(August 5, 2019)*
- **Economics Department**: Summer Math Camp *(August 26, 2019)*
- **Global Leadership Institute**: GLI Cohort Concurrent Enrollment Program(s) *(August 5, 2019)*
- **Panel Policy & Strategy**: Summer Prep Program *(August 5, 2019)*
- **Jacobs School of Engineering**: Freshman Summer Engineering Institute *(August 5, 2019)*
- **Education Studies**: Master of Education (MEd)/Credential Program - MS-1-Sum *(June 17, 2019)*
- **Education Studies**: Master of Education (MEd)/Credential Program – MS-2 *(August 26, 2019)*
- **Physics Department (Including Chemistry and Mathematics Majors)**: English Bridge Program - Housed within the Physics Department *(August 26, 2019)*
- **Rady School of Management**: Master of Science in Business Analytics, MSBA *(August 5, 2019)*
- **Rady School of Management**: Master of Finance, MFIN *(September 23, 2019)*
- **Rady School of Management**: Master of Business Administration, MBA - Flex Weekend *(September 23, 2019)*
- **Scripps Institution of Oceanography**: MAS Climate Science & Policy *(August 5, 2019)*
- **Scripps Institution of Oceanography**: MAS Marine Biodiversity & Conservation *(July 1, 2019)*

WHAT DO I NEED TO START MY APPLICATION?

HAVE YOUR DOCUMENTS READY:

Have a clearly **SCANNED PDF** of the following documents ready to upload into our system:

1. Applicant Passport Bio Page
2. Financial Documents: All Sources of Funding (Financial Guarantee Letter, University, Government, or Employer Financial Document). See the **Budget & Costs Page** for funding amounts.
3. Dependent Documents (if applicable): Passport Bio Page and Birth/Marriage Certificate
4. Special Start or Proof of Admissions Letters: Admission or Departments Letter which shows you have been admitted into one of the Special Start Programs listed above.

PDF Documents ONLY: To convert documents to PDF format: [https://docupub.com/pdfconvert/](https://docupub.com/pdfconvert/)
To merge PDF files into a single file: [https://www.pdfmerge.com/](https://www.pdfmerge.com/)
HAVE YOUR STUDENT SSO READY:

Make sure you have access to the iPortal system by using your Single Sign-On (Student SSO)
How to access your Student SSO: https://students.ucsd.edu/my-tritonlink/announcements/myapp-help.html

ENSURE YOU HAVE ACCEPTED YOUR OFFER FROM UC SAN DIEGO:

- Graduate Students: Please log in to your GradApply account and indicate your admission decision by clicking “Make a Decision.”
- Undergraduate Students: Accept your offer and submit your Statement of Legal Residence (SLR) through the Applicant Portal.

NAVIGATING iPORTAL, THIS GUIDE, & ADDITIONAL RESOURCES

When you begin your application, you will be asked a series of questions to determine the correct program, program start date, financial support, and visa type (F-1 or J-1) to be reflected on your immigration document for you and if applicable, any dependents. This form will allow you to request a new I-20 from UC San Diego or allow you the option to transfer your current SEVIS Record (if you are studying at another U.S. institution or are on post-completion training) to UC San Diego. When filling out the application, ensure that you have your passport, financial documents, or proof of current enrollment/status in front of you as many of the questions will require you to submit information from these documents.

HELPFUL TIP: Within this guide, some questions may not apply to you. Look out for the blue arrows within the application which may direct you with links to skip through other parts of the guide based on your responses:

Proceed to next page once you’ve reviewed these steps
SECTION 1: ACCESSING iPORTAL

PART 1: SIGN ON

Visit iPortal.uscd.edu and log in with your Student SSO.

How to access your Student SSO: https://students.ucsd.edu/my-tritonlink/announcements/myapp-help.html

PART 2: MY PROFILE

Under My Profile Tab

Select the Contact Info Tab. Select or enter your preferred phone number and email address. Your preferred email address will be used for all iPortal related email communication.

Then click on

PART 3: CHOOSE A SERVICE

Once you’ve inputted your contact information, click on

PART 4: SELECT A REQUEST

Select the Start button for NEW ADMIT: I-20 or DS-2019 Special Start Programs

Note: Answer all questions accurately. The form will automatically identify what type of document you are requesting based on your responses.

Proceed to next page once you’ve completed Section 1 ➔
SECTION 2: APPLICANT INFORMATION

PART 1: START APPLICATION
You will be taken to an information page. PLEASE READ THROUGH THIS CAREFULLY.

Once you’ve reviewed, click ‘I have the above and am ready to begin my application’. Then click on

PART 2: COUNTRY OF BIRTH AND LEGAL RESIDENCE
Please indicate the country where you were born and country of legal residence.

Then, click on

PART 3: FOREIGN ADDRESS
Please provide an address OUTSIDE of the United States. This Address can be your current residence in your home country or a foreign address in which you plan to return after completion of your program with UC San Diego.

Note that within the 'My Profile' Tab, your foreign (Permanent Address) will be displayed. Ensure this is accurate by updating it within TritonLink.

Click the check box to confirm the address provided is OUTSIDE of the United States:

Then, click on
PART 4: SPECIAL START PROGRAM

Select the program you have been admitted into:

Then, click on Continue

If you selected “Summer Research/Teaching Assistantship”, continue to SECTION 2, PART 5. If you did not, skip to SECTION 2, PART 6.

PART 5: SUMMER RESEARCH/TEACHING ASSISTANT DETAILS

Answer all the questions regarding your upcoming research or TAship.

Note you will be required to ENROLL IN UNITS and show proof of full-time Summer Session Enrollment.

PART 6: DEPENDENTS

Indicate whether you will be adding any dependents (spouse/children) to your status.

If you selected NO, continue to SECTION 3, PART
PART 7: DEPENDENT INFORMATION

Add information for each dependent separately. After inputting information for the first dependent, the form will ask if you would like to add another.

Note: Provide all dependent information if applicable. Note that email addresses are required for all dependents. If your dependent child does not have an email address, please use your own email address.

Proceed to next page once you’ve completed Section 2 ➔
SECTION 3: PROGRAM INFORMATION

PART 1: PROGRAM TYPE
Select your correct program type.

If in your response you indicated DEGREE, skip to SECTION 3, PART 2. If you indicated SUMMER SESSION VISITING, skip to SECTION 3, PART 3.

PART 2: DEGREE LEVEL
Indicate your Degree Level

Then, click on Continue ►

Skip to SECTION 4, PART 1

PART 3: SUMMER SESSION VISITING
Provide information regarding
- English Proficiency
- Summer Session Enrollment
- Administrative Processing Fee Payment Confirmation

Then, click on Continue ►

Proceed to next page once you’ve completed Section 3 ►
SECTION 4: FUNDING & FINANCIAL SUPPORT

PART 1: PRIMARY SOURCE OF FUNDING

Please choose the source from which 50% or more of your funding will come from.

F-1 students must show 12 months of financial support to obtain an I-20. J-1 students must show financial support for the entire duration of program.

SEE MINIMUM REQUIREMENTS AND ACCEPTABLE FORMS OF FINANCIAL SUPPORT FOR UNDERGRADUATES HERE AND GRADUATE STUDENTS HERE.

PART 2: ALL SOURCES OF FUNDING

Indicate all sources of funding you will use to demonstrate financial support. Remember to view the minimum requirements for your program on ISPO’s Website to ensure you provide enough funds.

For example, if the minimum requirement I need to submit is $55,000 and my UC San Diego Department is providing me with $45,000, I will need to show an additional $10,000 through self/family or if applicable, home country employer/government funding. Ensure that the TOTAL of all sources of funding meet your program’s minimum requirements.

For each source of funding, ensure you indicate the CURRENCY in which the document you will provide will show the balance in as well as the TOTAL AMOUNT IN THIS CURRENCY.

For example, if I am uploading a document showing I have 92,000 Dollars in my U.S. Bank Account, the appropriate CURRENCY would be US Dollars and the TOTAL AMOUNT IN THIS CURRENCY would be $92,000 US Dollars.

Depending on your response for SECTION 4, PART 1, Primary Source of Funding:

- SELF/FAMILY skip to SECTION 5, PART 1
- UC SAN DIEGO DEPARTMENT skip to SECTION 4, PART 3
- EMPLOYER (HOME COUNTRY), skip to SECTION 4, PART 4
- GOVERNMENT / INTERNATIONAL ORGANIZATION skip to SECTION 4, PART 4
PART 3: VISA TYPE CHOICE

Please choose which visa type you will use to pursue your academic program at UC San Diego.

If you answered F-1, skip to SECTION 5, PART 1
If you answered J-1, skip to SECTION 6, PART 1

Part 4: TUITION PAYMENT METHOD

If you answered Employer (Home Country) or Government/International Organization in SECTION 4, PART 1, indicate how your tuition will be paid to UC San Diego.

Then, click on Continue

Skip to SECTION 6, PART 1

Proceed to next page once you’ve completed Section 4 →
SECTION 5: F-1 VISA TYPE & ENROLLMENT

PART 1: F-1 CONFIRMATION
Based on the responses you provided in the previous questions, you will be issued a Form I-20 and will be expected to begin your program in F-1 Status. Review your previous responses for accuracy if you believe this is incorrect.

Then, click on  Continue  

PART 2: F-1 CURRENT ENROLLMENT
Choose which scenario best describes your current enrollment or work authorization

If you selected:
- LAST DATE OF ENROLLMENT OR PENDING/APPROVED IS MORE THAN 5 MONTHS FROM MY UPCOMING PROGRAM START DATE or
- NONE OF THE ABOVE

Skip to  SECTION 5, PART 4.

PART 3: TRANSFER SEVIS RECORD

Indicate if you will transfer your SEVIS Record to UC San Diego.

If you selected YES, skip to  SECTION 5, PART 5
PART 4: INITIAL I-20 CONFIRMATION

Based on the responses you provided in the previous questions, you will be issued a new Form I-20 with a new SEVIS ID Number. Review your previous responses for accuracy if you believe this is incorrect.

Then, click on Continue

If you confirm, skip to SECTION 7, PART 1

PART 5: F TRANSFER DETAILS

Provide details regarding your SEVIS transfer. Remember that your I-20 from UC San Diego cannot be issued until AFTER your record has been transferred in SEVIS to UC San Diego. Follow up with your current school to ensure your SEVIS record is transferred out in a timely manner.

Then, click on Continue

Skip to SECTION 7, PART 1

Proceed to Section 7 once you’ve completed Section 5
SECTION 6: J-1 VISA TYPE & ENROLLMENT

PART 1: J-1 CONFIRMATION
Based on the responses you provided in the previous questions, you will be issued a Form DS-2019 and will be expected to begin your program in J-1 Status. **Review your previous responses for accuracy if you believe this is incorrect.** Then, click on Continue.

PART 2: J-1 CURRENT ENROLLMENT
Choose which scenario best describes your current enrollment or work authorization:

- **LAST DATE OF ENROLLMENT OR PENDING/APPROVED ACADEMIC TRAINING (AT) MORE THAN 30 DAYS OF MY UPCOMING PROGRAM START DATE**
- **NONE OF THE ABOVE**

If you selected:

- LAST DATE OF ENROLLMENT OR PENDING/APPROVED ACADEMIC TRAINING (AT) MORE THAN 30 DAYS OF MY UPCOMING PROGRAM START DATE or
- NONE OF THE ABOVE

Skip to SECTION 6, PART 4.

PART 3: J STUDENT CATEGORY
Check your current Form DS-2019 to answer this question.

If you selected YES, skip to SECTION 6, PART 6.
PART 4: J INITIAL DS-2019 INFORMATION

Provide your current institution name or employer name as well as your current occupation.

PART 5: INITIAL DS-2019 CONFIRMATION

Based on the responses you provided in the previous questions, you will be issued a new Form DS-2019 with a new SEVIS ID Number. Review your previous responses for accuracy if you believe this is incorrect.

Then, click on

Then, click on

Skip to SECTION 7, PART 1

PART 6: J TRANSFER RECORD

Indicate if you plan on transferring your current SEVIS Record (Form DS-2019) from your current institution to UC San Diego. Contact ISPO if you plan to transfer your SEVIS Record as this must be arranged prior.

If you selected NO, skip to SECTION 6, PART 4
PART 7: J TRANSFER DETAILS

Provide details regarding your SEVIS transfer. Remember that your DS-2019 from UC San Diego cannot be issued until AFTER your record has been transferred in SEVIS to UC San Diego. Follow up with your current school to ensure your SEVIS record is transferred out in a timely manner.

Confirm. Then, click on

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Proceed to next page once you’ve completed Section 6 →

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SECTION 7: FINALIZING YOUR APPLICATION

PART 1: EMERGENCY CONTACT

This information will be accessed by University staff in the event of an emergency or crisis situations occurring on campus. We ask that you please take the time to update your emergency contact(s) on a regular basis. Please provide your emergency contact(s) below, and then be sure to update in TritonLink as well.

Then, click on Continue

PART 2: DOCUMENT DELIVERY PREFERENCE

Indicate how you would like to receive your immigration document.

NOTE: NO TRACKING will be available for Standard Mail. For tracking, select Express Mail.

The UC San Diego International Students & Programs Office uses University Express Mail Services (eshipglobal) to ship all documents via express mail. Please provide your Express Mail Service Order Number where indicated.

Then, click on Save

PART 3: REVIEW PROFILE

Review your profile for accuracy.

NOTE: Technical difficulties may lead to some missing information in your Profile. However, do not be alarmed, this will not impact your document issuance.

Then, click on Continue
PART 4: UPLOAD DOCUMENTS

Upload required documents, including your passport biographical page, financial information, Special Start Program Verification, and any dependent documents if applicable.

**Note:** Remember that your financial documentation (bank letter, bank account statement, etc.) cannot be more than 3 months old from the date of submission.

For more details regarding each document you may be required to upload, click here.

PART 5: ADDITIONAL COMMENTS & CERTIFICATION

Add any comments that you feel may be important for the international student advisor to consider.

Then, check the certification statement

PART 6: SUBMIT

Review your application thoroughly and go back and edit as needed.

**ONCE YOU SUBMIT YOUR APPLICATION, YOU WILL NOT BE ABLE TO EDIT. NOTE THAT ANY ERRORS IN YOUR APPLICATION MAY RESULT IN A DENIAL.**

For information on how to make changes to your application after you’ve submitted, click here.

Then, click on Submit

Once you’ve completed Section 7, review our iPortal Resources for more information
RESOURCES FOR NEWLY ADMITTED STUDENTS

Visit our website at [iNewStudent.ucsd.edu](http://iNewStudent.ucsd.edu). Our website contains comprehensive guides for newly admitted international students.

CONTACTING ISPO

EMAIL US:
Contact us through our Contact Form located at [iContact.usd.edu](http://iContact.usd.edu).

Indicate that you are a 'Newly Admitted Student' and select what your question is about.

PHONE:
(858) 534-3730

Voicemails:
- When leaving a voicemail, please make sure to state your full name, PID (if applicable), phone number and brief description of your inquiry.
- Please allow for 3 business days (not including weekends or holidays) for an advisor to review your message and respond.

Emergency Phone Number (After arrival to the U.S.):
- Please use this phone number only in a true health or safety-related emergency available after hours and on weekends, university holidays and during other announced closures: (858) 534-4357 (UCSD Campus Police)

OFFICE HOURS:
Monday to Friday, 9:00 AM to 4:00 PM; Not available on weekends, university holidays and during other announced closures
WHAT DOES EACH IPortal STATUS MEAN?

RETURN TO MAIN MENU OF RESOURCES

From the time you begin your application within iPortal, you will be able to view your application status and where it is in the process of completion. Visit our website for standard processing times for your request.

- **Saved Not Submitted:** This status means your application has not been sent to an advisor for review. Review your application to ensure that all documents are uploaded correctly and that you’ve filled out all required information. Ensure you submit your request and that it is updated to ‘Submitted to International Student Advisor’ status. Technical issues with submission can be sent through our eForm at iContact.uscd.edu.

- **Submitted to International Student Advisor:** This status means your application is sitting in queue to be reviewed by an advisor.

- **Under Review:** This status means your application is currently being reviewed by an advisor.

- **Incomplete – Check Details:** This status means your application contains unclear or missing information and/or missing documents. Log into iPortal to address what is missing. If new documents are required to be uploaded, ensure you upload and resubmit your application. From here, your application will go to ‘Application Resubmitted’ Status.

- **Preliminary Approval:** This status means your documents are complete. However, there are several steps that need to be taken in order to issue your document. For transfer students, your application may sit in this status until your SEVIS Record is released and we are able to issue a document. Log into the iPortal and view comments to see why we are holding on issuing your documents. An advisor may change your status to ‘Preliminary Approval’ for any of the following reasons:
  - **SEVIS Transfer Incomplete:** Your SEVIS Record from your current institution has not yet been released to UC San Diego. Please ensure you contact your current institution to schedule a timely SEVIS Transfer. This will be your responsibility.
  - **SEVIS Transfer Pending:** Your SEVIS Record from your current institution has been successfully released to UC San Diego but has a release date in the future. We are unable to issue your immigration document until this release date.
  - **Visa Type Error:** Your visa type as listed in your UC Application is incorrect. We have contacted the university to request a change in visa type in order to move forward in issuing your immigration document.
  - **Technical Issues:** Due to technical issues with the Student and Exchange Visitor Information System (SEVIS), there may be delays beyond our control delaying your document issuance.

- **Application Reviewed:** This status means your application has been reviewed, approved, and a document has been issued for you. We are preparing it now to be mailed or picked up.

- **Document Ready for Pick Up/ Document Mailed:** This status means your application is at the front desk ready for you to pick up or mailed to you via your eShip Global Number. For tracking of mailing, log into eShip Global.
MAKING CHANGES TO MY APPLICATION

RETURN TO MAIN MENU OF RESOURCES

There are two ways to make changes to a request you’ve submitted in iPortal. This will depend on the status of your application. From the time you begin your application within iPortal, you will be able to view your application status and where it is in the process of completion. Ensure that you are using Google Chrome when navigating iPortal. Technical difficulties may occur with document uploads if you are using Safari, internet Explorer, or other browsers. For technical issues, please contact our team through our Online Contact Form at iContact.ucsd.edu. Provide your name, PID, and select that you are a Newly Admitted Student and have a question about iPortal Technical issues.

You may also email our iPortal Technical Team with screenshots of any errors you are experiencing at iPortal@ucsd.edu. Provide your name, PID, and indicate that you are a Newly Admitted Student in the body of your email. Remember that you can log into iPortal to see the status of your request at any time. Successful submissions should follow normal processing time and timeline.

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<thead>
<tr>
<th>STATUS</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>Saved Not Submitted</td>
<td>Contact us through our Online Contact Form at iContact.ucsd.edu. Select that you are a Newly Admitted Student.</td>
</tr>
<tr>
<td>Submitted to International Student Advisor</td>
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<tr>
<td>Under Review</td>
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<td>Incomplete – Check Details</td>
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<tr>
<td>Preliminary Approval</td>
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<tr>
<td>Application Reviewed</td>
<td>Log into iPortal and fill out the NEW ADMIT: I-20 or DS-2019 Amendment/Reprint Service to request an amendment or reprint of your document.</td>
</tr>
<tr>
<td>Document Ready for Pick Up</td>
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<td>Document Mailed</td>
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REQUIRED DOCUMENTS & FINANCIAL SUPPORT

RETURN TO MAIN MENU OF RESOURCES

You will be required to upload documents to complete your request. iPortal will accept PDF Documents ONLY.

✓ To convert documents to PDF format: https://docupub.com/pdfconvert/
✓ To merge PDF files into a single file: https://www.pdfmerge.com/

All documents must be CLEAR and legible. Although documents are not required to be submitted in English, please note that an advisor may contact you if we are unable to validate your documents. It is always best to upload documents in English or attach copies of translations when possible. NOTE WHEN UPLOADING NEW/ADDITIONAL FINANCIAL DOCUMENTS: When re-uploading your documents, anything previously uploaded will disappear. Please ensure that you re-upload ONE PDF with your previously uploaded in addition to any new documents you are submitting to demonstrate financial support.

Please see a list of documents that may be required for upload:

- Admissions Notification from UC San Diego Department: This is a letter, email, or official notice issued to you by your department showing that you have been admitted into your program.
- Applicant I-20: This is a copy of your most recent Form I-20 from your current institution. Please upload the first AND second page of your Form I-20.
- Dependent # Document – Birth Certificate: This is an official document showing proof of relationship to your child.
- Dependent # Document – Marriage Certificate: This is an official document showing proof of relationship to your spouse.
- Dependent # Passport: If you have a child or spouse who will be issued a J-2 Visa under your J-1 Studies for your program, please include their passport. Please ensure that your passport is valid for at least 6 months in the future. If your passport is not valid, please attach your expired passport as well as a receipt for a pending renewal of your passport.
- Employment Authorization Document (EAD Card): This document is for students currently on post-completion Optional Practical Training (OPT). Please upload a clear copy of the front of your EAD Card.
- English Proficiency Document: This document shows how you have met the minimum English Proficiency Requirements to be admitted into your UC San Diego program.
- Financial Amendments - Proof of ALL Financial Support: To edit the financial information currently listed on your Form I-20 or Form DS-2019, please upload ONE PDF with ALL PROOF of financial support combined. This may require that you upload financial documents.
previously uploaded in your initial application to demonstrate financial support. Remember that J-1 Students must show funding for the ENTIRE duration of their program.

- **Government or International Organization Financial Document:** This is a document from your foreign government, International Organization, or home institution showing proof of funding. Ensure the dollar amount of support is listed and that this document is no greater than 90 days old. Remember that J-1 Students must show funding for the ENTIRE duration of their program.

- **Graduate Student Researcher Appointment Letter:** This document is from your UC San Diego Department or Faculty which reflects an offer for a position as a Graduate Student Researcher (GSR). Note that you will be required to enroll in a minimum of 6 units during each summer session in order to serve as a GSR prior to the beginning of your degree program.

- **Home Country Employer Sponsorship Financial Documents:** Upload documents from your home country employer showing proof of funding. Ensure the dollar amount of support is listed and that this document is no greater than 90 days old. Remember that J-1 Students must show funding for the ENTIRE duration of their program.

- **Passport:** Please ensure that your passport is valid for at least 6 months in the future. If your passport is not valid, please attach your expired passport as well as a receipt for a pending renewal of your passport.

- **Program Amendment - Proof of Program Details:** To edit the program information currently listed on your Form I-20 or Form DS-2019, please upload ONE PDF demonstrating your admission or details of your program. If you are requesting a start date to be edited, please show proof of Summer Session Enrollment or Admission into a Program with an Early Start Date. This may require that you upload admission/program documents previously uploaded in your initial application.

- **Self_Family_Private Sponsor Financial Documentation:** Upload documents from a personal account, family member account, or personal loan from a private bank showing proof of funding. Ensure the dollar amount of support is listed and that this document is no greater than 90 days old. Remember that J-1 Students must show funding for the ENTIRE duration of their program.

- **Summer Session Enrollment – Graduate Summer Research/Teaching Assistant:** This document is a print-out or screen shot of your TritonLink or WebReg showing full-time enrollment in a minimum of 6 units during each summer session in order to serve as a GSR or TA prior to the beginning of your degree program. Enrollment Questions should be directed to your department.

- **Summer Session Verification:** Upload a copy of your confirmed Summer Session participation or Summer Session enrollment (this can be found in Tritonlink).

- **Teaching Assistantship Offer Letter:** This document is from your UC San Diego Department or Faculty which reflects an offer for a position as a Teaching Assistant (TA). Note that you will be required to enroll in a minimum of 6 units during each summer session in order to serve as a TA prior to the beginning of your degree program.

- **University or Employer Financial Document:** Upload documents from a UC San Diego Department showing proof of funding. Ensure the dollar amount of support is listed and that this document is no greater than 90 days old. Note, this document may be different OR the same as your Admissions Notification from UC San Diego Department document. Remember that J-1 Students must show funding for the ENTIRE duration of their program.

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**DIFFERENCE BETWEEN THE F-1 AND J-1 VISA. WHY IS IPORrAL ISSUING ME A J-1 (DS-2019) INSTEAD OF F-1 (F-1) DOCUMENT?**

*Return to MAIN menu of resources*

When filing out your request within iPortal, the form will automatically assign the type of document and visa type you will begin your program of study in: F-1 (Form I-20) or J-1 (Form DS-2019). Your visa type is usually dictated by your Funding Eligibility (primary source of funding) in which 50% or more of your funding source will come from. Visit our website for more information on each Visa Classification to help you identify which visa type is appropriate for you. Typically, students with primary sources of funding from a U.S. or home country government (Includes funds received from an employer that is a home government federal agency), International organization of which the U.S. is a member by treaty or statutes, a UCSD Department, or employer may be routed down the J-1 Path.

If iPortal is routing you towards obtain a J-1 Visa (Form DS-2019) but you would like to be begin your program with an F-1 Visa (Form I-20), please contact ISPO. We may be able to provide further guidance on which visa type is appropriate as well as steps you can take within iPortal to allow you to request an F-1 Visa (Form I-20) instead.
UNDERSTANDING WHAT IT MEANS TO TRANSFER YOUR SEVIS I-20 TO UC SAN DIEGO (SEVIS TRANSFER)

- **What is it:** What does it mean to transfer my SEVIS record? Many students think the term 'Transfer' only applies to the transferring of academic credits or units from one school to another. However, for international students, the terms 'SEVIS Transfer', 'Transferring my SEVIS Record', or 'Releasing my SEVIS Record' has nothing to do with academic credits or units. So, what does it mean to transfer your SEVIS record to UC San Diego? If you are currently enrolled at another U.S. Institution and hold an active SEVIS record, you may be eligible for a SEVIS Transfer. A SEVIS Transfer occurs when a Designated School Official (DSO) at your current institution electronically sends your SEVIS record (Form I-20) to UC San Diego. Once they electronically release your SEVIS record, UC San Diego can then issue you a Form I-20 with the same SEVIS ID Number with your new program dates and details. A DSO can electronically release your SEVIS record on the same day or schedule a transfer for a future date. The date that the record is released from your current school to UC San Diego is know as your SEVIS Record Release Date.

- **Eligibility:** How do I know if I am eligible for a SEVIS transfer? If your last date of enrollment or last date of employment on post-completion OPT is within 5 months of your program start date at UC San Diego, you may be eligible to request a SEVIS Transfer. Eligibility to transfer is dictated by your current school that holds your I-20. Note that SEVIS Transfers are NOT automatic upon Accepting your Offer of Admission from UC San Diego. You must contact your school to request a timely SEVIS Transfer. The deadline for F-1 students to request a transfer is 60 days after the program completion date or OPT end date, whichever is later.

How does it work: What's the process of transferring my SEVIS record?

- **How does it work:** SEVIS Transfers require coordination between you, the DSO at your current school, and UC San Diego.

  1. **Schedule a SEVIS Release Date:** You'll need to contact your DSO at your current school and let them know that you wish to transfer your SEVIS record to UC San Diego. Our SEVIS school code is SND214F00088000. Ensure that you obtain written confirmation from your school that your SEVIS record was released successfully in active status. Ensure that your release date is within 5 months of when you wish to begin your full-time program at UC San Diego (usually Fall Quarter, Sept 23, 2019).

  2. **Request Form I-20 from UC San Diego:** Even prior to your SEVIS Release date, you can log into iPortal and request your I-20 from UC San Diego. We will issue your I-20 within 15 business days of your SEVIS release date. If your SEVIS Record is not released to UC San Diego on your indicated SEVIS Release Date, UC San Diego will contact you to let you know! However, it is your responsibility to follow up with your current school to ensure the SEVIS record was released successfully on your SEVIS release date.

  3. **Obtain Transfer I-20 from UC San Diego & begin program:** Once you receive your document from UC San Diego, ensure that the SEVIS ID listed is the same SEVIS ID number listed on your previous school’s I-20. Begin your program at UC San Diego on the program start date listed on your Form I-20.

REQUESTING A SEVIS TRANSFER FROM YOUR CURRENT SCHOOL TO UC SAN DIEGO:

- **After submitting my request in iPortal, how do I know if I’ve correctly requested for my SEVIS Record to be transferred?** Log into iPortal after you complete your request. Your Request Type should be listed as: NEW ADMIT: I-20 Early Start SEVIS Transfer. If it states otherwise, you have NOT requested a SEVIS Transfer within iPortal.

- **Do I have to wait for my current school to release my SEVIS record before I submit my iPortal Request?** No! Once you have contacted your DSO at your current school to let them know that you wish to transfer your SEVIS record to UC San Diego, you may submit your request within iPortal. If your SEVIS Record is not released to UC San Diego on your indicated SEVIS Release Date, UC San Diego will contact you to let you know! However, it is your responsibility to follow up with your current school to ensure the SEVIS record was released successfully on your SEVIS release date.

- **What if I’m currently on OPT but haven’t found an employer yet, am I eligible to transfer my SEVIS record?** This depends. Eligibility to transfer is dictated by your current school that holds your I-20. To confirm eligibility, contact your current school and let them know you have not found an employer while on OPT. If you have not exceeded your 90-day limit of unemployment while on post-completion OPT, ask them to provide you with the last date you can transfer your SEVIS record in active status. You must contact your school to request a timely SEVIS Transfer. The deadline for F-1 students to request a transfer is 60 days after the program completion date or OPT end date, whichever is later.
MY F-1 VISA AND TRAVELLING WHEN REQUESTING A SEVIS TRANSFER:

- If I apply for a SEVIS record transfer but depart the U.S., do I have to wait to receive my I-20 from UC San Diego before I return to the U.S.? Yes. Ensure that you indicate in your Document Delivery Preference that you wish to obtain your Form I-20 at your current location outside of the U.S. Once your SEVIS Record is transferred to UC San Diego, you must use UC San Diego’s I-20 to re-enter the U.S. prior to your program start date. Note the I-20 issued to you from your previous school reflecting your old program (as well as your EAD Card if previously on OPT) is no longer valid once your SEVIS Record is released to UC San Diego. Students transferring their SEVIS record may exit and re-enter the U.S. anytime between programs. Visit itravel.ucsd.edu for more information regarding traveling.

- If I apply for a SEVIS record transfer but need to renew my U.S. Visa, do I need to wait to receive my I-20 from UC San Diego before I schedule a visa interview? No. When transferring your SEVIS record, your SEVIS ID number will remain the same. You may move forward in scheduling your visa renewal appointment. However, you will need to ensure you obtain your original I-20 from UC San Diego before attending your visa interview.

- If I transfer my SEVIS record, do I need to get a new U.S. Visa since the school listed in my current visa shows my old school and not UC San Diego? Not necessarily. If your current U.S. Visa is still valid, transferring your SEVIS record ensure that the SEVIS ID Number listed in your visa remains the same. It is okay if your U.S. Visa still lists your old school’s name if the SEVIS ID Number remains the same. If your current U.S. Visa is no longer valid and you wish to renew it prior to starting your program at UC San Diego or are currently outside the U.S., you may move forward in scheduling your visa renewal appointment. However, you will need to ensure you obtain your original I-20 from UC San Diego before attending your visa interview.

CHANGES OR PROBLEMS WITH THE SEVIS TRANSFER PROCESS OR SEVIS RELEASE DATE:

- What if I accidentally requested an Initial I-20 with a new SEVIS ID Number but would actually like to transfer my SEVIS Record to UC San Diego? To make edits to your application, Contact ISPO. The actions required to request this change will depend on the status of your current iPortal Request.

- What if I’ve already accepted an offer and transferred my SEVIS record to another school and now want to study at UC San Diego? Contact the school that currently holds your SEVIS record and ask them to transfer your SEVIS Record to UC San Diego. If the school that holds your SEVIS record is unable to facilitate a transfer, you will need to request a New I-20 with a NEW SEVIS ID Number from UC San Diego. If you’ve already submitted in iPortal Request, you’ll need to contact ISPO to clarify you will not be transferring your SEVIS Record. This will then prompt us to issue a new I-20 with a new SEVIS ID Number. Obtaining a New I-20 with a New SEVIS ID Number will require departing the U.S. and entering within 30 days of your program start date. If your F-1 Visa is expired, you will need to renew your visa using the New I-20 with the new SEVIS ID Number from UC San Diego.

- What if my current school has already released my SEVIS record to UC San Diego but my release date is NOT within 5 months of my program start date at UC San Diego? An advisor will contact you if your SEVIS record is released too early. This may require that you contact your old school and ask them to call the SEVP Response Center to manually transfer the record back and re-transfer it within your 5-month eligibility window. It is important to ensure you do NOT release your record to early. Contact ISPO if this happens.

- What if my current school says my record will be transferred to UC San Diego in ‘Terminated’, ‘Completed’ or another inactive status? If your school says you are SEVIS record is in an inactive status, you will need to first Contact ISPO prior to scheduling a transfer. Further, your school should NOT release the SEVIS record to UC San Diego in an inactive status without first receiving written confirmation from our office that we are willing to accept the transfer. Depending on your situation, you may be required to obtain a New I-20 with a New SEVIS ID Number to begin your program at UC San Diego. Obtaining a New I-20 with a New SEVIS ID Number will require departing the U.S. and entering within 30 days of your program start date. If your F-1 Visa is expired, you will need to renew your visa using the New I-20 with the new SEVIS ID Number from UC San Diego.

EMPLOYMENT ELIGIBILITY, ENROLLMENT, AND SEVIS TRANSFERS:

- What if I want to enroll in Summer Session Classes before I start my program of study in the Fall? If you successfully transfer your SEVIS record, you may take classes before your program starts in the Fall without having to adjust your program start date. Part-time or full-time enrollment is permitted. Students who do not successfully transfer their SEVIS record are required to obtain an i-20 with a Summer Session Start Date and enroll full-time. Contact ISPO for more information if you are not transferring your SEVIS record but wish to obtain an earlier start date than indicated in your iPortal Application.

- What if I want to work on campus before I start my program of study in the Fall? If you successfully transfer your SEVIS record, you may work on campus between programs. This includes TA and GSRs. Note off-campus employment is not permitted between programs as this type of employment requires proper work authorization listed on your Form I-20. Before you accept any type of off-campus employment, its’ best to contact ISPO to confirm your employment eligibility before and after you begin your program at UC San Diego.
TEACHING ASSISTANTSHIP (TA) & GRADUATE SUMMER RESEARCH (GSR): ADDITIONAL INFORMATION

If you have been offered a position with a UC San Diego Department under a faculty member as a GSR or TA, you will be required to enroll full-time during the Summer to receive a Form i-20 that reflects the program start date earlier than the Fall quarter. However, if you are transferring your SEVIS record to UC San Diego, you are eligible to begin a GSR or TA without needing to request an earlier start date on your Form I-20 and do not need to enroll in any units. If you are not transferring your SEVIS Record to UC San Diego, depending on when your TA or GSR will start, you will be required to show the following enrollment:

<table>
<thead>
<tr>
<th>Summer Session Enrolled in</th>
<th>Start Date of GSR or TA</th>
<th>Required Units for Full-Time Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session I (July 1st) + Summer Session II (August 5th)</td>
<td>July 1 – August 2</td>
<td>6 units in BOTH Session I and Session II</td>
</tr>
<tr>
<td>Summer Session II (August 5th)</td>
<td>August 3 – September 7</td>
<td>6 units in Session II</td>
</tr>
<tr>
<td>Special Summer Session III (Varies)</td>
<td>Varies</td>
<td>6 units in Session III or Total of 6 units between Session I/II and III</td>
</tr>
</tbody>
</table>

For questions about HOW to enroll in Summer Session units, please contact your Graduate Coordinator or faculty advisor at your department directly.

HOW LONG WILL IT TAKE TO PROCESS AND RECEIVE MY DOCUMENT?

Please view iNewStudent.ucsd.edu for normal processing time. Currently, all documents will take 15 business days for processing from the time of submission of a complete application within iPortal. Note, if you are transferring your SEVIS Record to UC San Diego, 15 days processing time begins from when your SEVIS Record has been successfully released to UC San Diego. From the time you begin your application within iPortal, you will be able to view your application status and where it is in the process of completion as well as a due date for expected date of issuance of your document. This does not include the time needed for shipping. See the normal process for your request below and which iPortal Status it should go to next:

STEP 1  Submitted to Intl Student Advisor
- You have successfully submitted your application and it is waiting to be reviewed.
- If you are missing information, the status may change to INCOMPLETE - CHECK DETAILS.
- If your documents are complete but we are unable to process your request due to a pending transfer or other administrative reason, the status may change to PRELIMINARY APPROVAL.

STEP 2  Under Review
- We are in the middle of reviewing your application.
- If you are missing information, the status may change to INCOMPLETE - CHECK DETAILS.
- If your documents are complete but we are unable to process your request due to a pending transfer or other administrative reason, the status may change to PRELIMINARY APPROVAL.

STEP 3  Application Reviewed
- We have reviewed your application and are now preparing your document to be mailed or picked up.

STEP 4  Document Mailed/ Ready for Pick-Up
- Your document has left our processing office. It is on its way to you or ready to be picked up at our front desk.
TECHNICAL DIFFICULTIES – IPortal Help & Troubleshooting Guide

RETURN TO MAIN MENU OF RESOURCES

Browser Issues: Ensure that you are using Google Chrome when navigating IPortal.

Submission Issues: If you are unable to submit or move forward from a certain page, please contact our IPortal Tech Team at IPortal@ucsd.edu with your Name, PID, and screenshots describing the error message or technical errors you are experiencing.

Missing/Incorrect Personal and Academic Information: If the information in our student profile is incorrect, such as your permanent address, do not worry. This information is sometimes not properly loaded within IPortal. To ensure we have the most updated contact information and addresses on file, ensure they are updated within TritonLink within 10 days of when you make the change.

SUMMER SESSION VISITING STUDENTS: ADDITIONAL INFORMATION

RETURN TO MAIN MENU OF RESOURCES

Please find more information regarding your program requirements including English Language Requirements and the ISPO Visa Administrative Fee by visiting our website.