

# ***Extending Visiting Scholar, Visiting Student Researcher, or Postdoctoral Status For International Affiliates***

Individuals applying for extensions for Visiting Scholar, Visiting Student Researcher, or Postdoctoral status must read and carefully follow the steps listed below, in order to avoid processing delays.

## **Step 1: Application**

- ❑ Once your faculty sponsor notifies the appropriate staff member at UC Berkeley regarding your appointment extension you will be contacted about completing the application in our Gateway system.
- ❑ You will then be asked to send all materials listed below as an electronic email file attachment.
  1. Updated curriculum vitae;
  2. Funding Letter in English translation (documentation verifying and detailing funding for entire period of extension at UC Berkeley).

**Note:** Visiting Scholars and Visiting Student Researchers: Your funding letter should show a minimum of \$1600 USD per month for yourself, \$500 USD per month for your spouse, plus \$200 USD per child per month.

**Note:** Postdoctoral Scholars: Your funding letter must show a mandatory 2% increase annually. Additionally, those in or moving to the Postdoc Employee title are entitled to a two-year reappointment; however, reappointments may be made for less than two-years under certain circumstances. Personal funds cannot be used to meet these minimum requirements; and

3. Visiting Student Researchers are again required to submit proof of enrollment at their home institution.

## **Step 2: DS-2019 Request Form (J-1 Visa)**

J-1 Visas are obtained by the issuance of a DS-2019 (which is the "Certificate of Eligibility")

- ❑ You will be instructed on how to complete the request for the DS-2019 document by the appropriate staff member here at UC Berkeley.

## **Step 3: J-1 Visa Processing Fee**

There is a required non-refundable fee of **\$250** for the processing of the documents needed to extend your J-1 status.

Your check or money order must be:

1. Drawn in U.S. funds, by a bank having business relationship with a U.S. bank;
2. Dated no older than 60 days; and,
3. Payable to "UC Regents"

**Note:** The University of California can only accept checks payable to the UC Regents, and all other checks must be returned, which can cause you significant delay in the processing of your application.

## **Step 4: Receipt of Materials and Approval Process**

Once we receive your completed forms, with attachments, we will process your information and forward it on for approval to the appropriate units on campus. Once appointment approvals are received, BIO will contact you about picking up your new DS-2019 [Certificate of Eligibility for Exchange Visitors (J-1) Status].

## **Mandatory Health Insurance**

All international visitors who enter the United States with a non-immigrant visa and who intend to stay for one month or more, are required to maintain adequate health insurance for themselves and their dependents. Information regarding group health plans for international visitors is available at <http://www.uhs.berkeley.edu/vspd/index.shtml>.

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## **Housing Accommodation Websites**

University-Operated Family Housing (<http://www.housing.berkeley.edu/>)

University Affiliated Housing (<http://ihouse.berkeley.edu/>)

Off-Campus Housing (<http://housing2.berkeley.edu/calrentals/>)

Free Housing Information (<http://www.craigslist.org/>)

## **Other Websites to Visit**

Prospective Visiting Scholars and Postdocs should consult the following websites for up-to-date information relevant to the application process and their visit at Berkeley. These websites are: **(1)** Visiting Scholar and Postdoc Affairs (VSPA) at <http://vspa.berkeley.edu/>; and, **(2)** Berkeley International Office, <http://internationaloffice.berkeley.edu/>. The VSPA website contains other important information about US visa regulations, the Patent Policy and the Patent Acknowledgment Form (<http://vspa.berkeley.edu/patent-policy-and-patent-acknowledgment-form>), and health insurance requirements for international visitors at <http://www.uhs.berkeley.edu/vspd/index.shtml>.