

VISA SERVICES FOR INTERNATIONAL SCHOLARS AND INTERNATIONAL STUDENTS

I. INTRODUCTION

Regulations, criteria, and procedures for obtaining visas are complex and subject to change. UC San Diego has established internal procedures to counsel departments, review and sign documents, and secure government agency approval. The International Scholar Office and International Students and Programs Office are the authoritative sources of information for all visa matters.

II. DEFINITIONS

For visa status terms and definitions, see U.S. Citizenship and Immigration Services website, <http://www.uscis.gov/portal/site/uscis> (Working in the US).

III. POLICY

The International Scholar Office has the sole authority to assist University departments and international scholars with respect to U.S. nonimmigrant (temporary) and immigrant (permanent) visa status. Only the Director and the Counseling Attorney of the International Scholar Office and their delegates may sign University-sponsored nonimmigrant and immigrant petitions and applications. Departments may not expend campus funds for nonimmigrant or immigrant petitions or applications without the approval of the International Scholar Office.

The International Students and Programs Office has the sole authority to assist University departments and international students with respect to U.S. nonimmigrant (temporary) visa status. Only the Director of the International Students and Programs Office and their delegates may sign University-sponsored nonimmigrant petitions and applications. Departments may not expend campus funds for nonimmigrant petitions or applications without the approval of the International Students and Programs Office.

IV. PROCEDURES

A. International Scholars

Departments must follow appropriate campus guidelines and procedures as published on the [International Scholars website](#). These procedures are applicable to all appointments with salary or other compensation, and certain non-salaried appointments, for international professors, researchers, or academic visitors.

B. International Students

All new international students (including transfer students from other US schools) must visit the International Students and Programs Office upon arrival in the USA. Failure to check in may result in the termination of the SEVIS record and loss of the F-1/J-1 status. For more information, see the [International Students website](#).

V. RESPONSIBILITIES

A. International Scholar Office

The International Scholar Office is responsible for ensuring that the University is in compliance with its legal and ethical responsibilities affecting international faculty, academic researchers, and selected research staff. The International Scholar Office is the office of record concerning all international scholars. The International Scholar Office represents UC San Diego in all regulatory matters concerning the nonimmigrant (temporary) and immigrant (permanent) visa status of international scholars and is exclusively authorized to represent UC San Diego in routine administrative filings with U.S. Department of Homeland Security's Citizenship and Immigration Services (USCIS) and other relevant U.S. government agencies.

1. Nonimmigrant (Temporary) Visa Status

The International Scholar Office advises and assists University departments and international scholars, determines appropriate nonimmigrant (temporary) visa status, and prepares and files University-sponsored nonimmigrant petitions and applications in compliance with federal law, stated campus policy, and in collaboration with the hiring department on case-specific needs.

2. Immigrant (Permanent) Visa Status

The International Scholar Office advises and assists University departments and international scholars, determines appropriate immigrant (permanent) visa status, and prepares and files University-sponsored immigrant petitions and applications. Rarely, only in cases determined by the International Scholar Office and after consultation with the Office of Campus Counsel, the International Scholar Office may refer the preparation and submission of an immigrant petition to an outside attorney. Those petitions will be prepared under the supervision of the International Scholar Office and signed by the Director or Counseling Attorney of the International Scholar Office or their delegates.

B. International Students and Programs Office

The International Students and Programs Office is exclusively authorized to process routine administrative filings with U.S. Department of Homeland Security's Citizenship and Immigration Services (USCIS) and other relevant U.S. government agencies on behalf of UC San Diego's international students in academic degree and non-degree programs. Certified by U.S. Department of Homeland Security's Student and Exchange Visitor Program (SEVP), the International Students and Programs Office, in conjunction with the Office of Admissions and Relations with Schools and the Office of Graduate Studies, sponsors international students in F-1 and J-1 nonimmigrant (temporary) visa status. The International Students and Programs Office has the sole authority to assist University departments and international students, with respect to U.S. nonimmigrant (temporary) visa status.

C. University Extension

For international students enrolled in Extension's full-time English Language Institute, professional certificate, and non-degree programs, the University of California, San Diego, Extension, is certified by the U.S. Department of Homeland Security's Student and Exchange Visitor Program (SEVP) to sponsor international students in F-1 non-immigrant (temporary) visa status. Extension's International Student Services has the sole authority to advise and assist Extension departments and international students regarding U.S. non-immigrant (temporary) visa issues pertaining to enrollment in Extension programs.

D. Hiring Department

The hiring department must provide timely, accurate, and complete information to the International Scholar Office and ensure that international scholars are hired in accordance with regulations by USCIS, other relevant U.S. government agencies, and University policy. Departments must maintain appropriate employment records that comply with applicable regulations and inform the International Scholar Office of any material change in the scholar's employment status. The department must pay any costs or fees incurred as part of the application process.

E. International Scholars

International scholars are responsible for complying with USCIS regulations and University policy as determined by their nonimmigrant or immigrant visa status.

VI. REFERENCES AND RELATED POLICIES

[PPM 395-13](#) Alien Information, 3/15/1993

VII. SUPPLEMENTS

A. Supplement I: Job Titles and Visa Selection Table

B. Supplement II: Visa Options for Temporary and Permanent Academic Teaching and Research Appointments at UC San Diego

JOB TITLES AND VISA SELECTION

Academic Titles

Paid			
Teaching and Research	J-1	H-1B	PR
Acting Professor Series	N	Y	N
Adjunct Professor Series	Y	Y	Y ¹
Professor Series	N	Y	Y
Professor In Residence Series	N	Y	Y ¹
Visiting Adjunct Professor Series	Y	E	N
Visiting Professor Series	Y	E	N
Teaching			
Lecturer with Security of Employment Series (Academic Senate)	N	Y	Y
Lecturer Series (Non-Senate)	Y	E	N
Research			
Miscellaneous Academic (Graduate Student)	Y	N	N
Postdoctoral Scholar-Employee	Y	E	N
Postdoctoral Scholar-Fellow	Y	N	N
Project Scientist Series	Y	E	Y ¹
Research Scientist Series	Y	E	Y ¹
Specialist Series	Y	E	N
Visiting Project Scientist Series	Y	E	N
Visiting Research Scientist Series	Y	E	N
Key:			
Y = Eligible			
Y ¹ = Only with permanent appointment (intent)			
E = Exception only			
N = Not eligible			

Non-Paid			
Research	J-1	H-1B	PR
Postdoctoral Scholar-Paid Direct	Y	N	N
Visiting Graduate Student	Y	N	N
Visiting Scholar	Y	N	N

JOB TITLES AND VISA SELECTION cont'd.

Staff Titles

Paid			
Research	J-1	H-1B	PR
Development Engineer, Junior and Assistant	N	N	N
Development Engineer, Associate, Principal, and Senior	N	E	N
Programmer Analyst I and II	N	N	N
Programmer Analyst III	N	E	N
Programmer Analyst IV and up	N	E	E
Staff Research Associate I and II	Y	N	N
Staff Research Associate III and up	Y	E	N
Statistician, Assistant	N	N	N
Statistician, Senior and Principal	N	E	N
Key:			
Y = Eligible			
E = Exception by Human Resources (only research-related positions)			
N = Not eligible			

Non-Paid			
Research	J-1	H-1B	PR
Staff Volunteer	Y	N	N

JOB TITLES AND VISA SELECTION cont'd.

Additional Paid Titles in Health Sciences

	J-1	H-1B	PR
Clinical Lab Scientist Series	N	Y	N
Clinical Lab Scientist, Specialist	N	Y	N
Clinical Lab Scientist, Manager	N	Y	N
Clinical Professor Series including Clinical "X"	N	Y	Y ¹
Resident Physician (clinical) domestic MD degree	N	Y	N
Resident Physician (clinical) foreign MD degree	ECFMG	E	N
Senior Clinical Fellow (clinical only) domestic MD degree	N	Y	N
Senior Clinical Fellow (clinical only) foreign MD degree	ECFMG	E	N
Senior Clinical Fellow (research and incidental clinical)	N	Y	N
(Staff) Physician Series	N	E	N
Key:			
ECFMG	= DS-2019 for J-1 status issued by Educational Commission for Foreign Medical Graduates		
Y	= Eligible		
Y ¹	= Only with permanent appointment (intent) verified by VCHS School of Medicine Dean's Office		
E	= Exception by VCHS School of Medicine Dean's Office		
N	= Not eligible		

Visa Options for Temporary and Permanent Academic Teaching and Research Appointments at UC San Diego

The following is intended as a general overview, not to answer specific questions or to provide specific guidance on any individual case. When you have questions about the appropriate visa type for an individual, please contact the International Scholar Office. Each of the options below carries limitations which the International Scholar Advisors will explain.

Temporary Appointments	Visa/Status Options	U.S. Government Regulatory References	Job Titles
Short-term visitor without salary/compensation For up to 9 days may receive an honorarium and/or reimbursement of expenses	B-1 and WB	INA § 101(a)(15)(B) 22 CFR § 41.31(b)(1) http://www.ucop.edu/ucophome/cao/paycoord/honorpay.html http://www.ucop.edu/ucophome/cao/paycoord/documents/coaa.pdf	Short-term guest lecturer, consultant, conference attendee, visiting scholar
Short-term visitor for up to 6 months may receive reimbursement and/or payment for services including salary	J-1 Short-Term Scholar	INA § 101(a) (15) (J); INA § 212(e); INA § 212(j) 22 .CFR Part 62; 22 CFR §§ 41.61-41.63	Postdoctoral Scholar (Employee; Fellow; Paid-Direct) Specialist Series Research Scientist Series Project Scientist Series) Visiting Professor Series Visiting Adjunct Professor Series Visiting Scholar Miscellaneous Academic, Visiting Graduate Student Selected staff titles
Temporary hire for academic exchange, training, employment, or faculty appointment	F-1 Optional Practical Training J-1 Academic Training	F-1: INA §101(a)(15)(F); 8 CFR § 214.2(f) 8 CFR § 214.3 ; 8 CFR § 214.4 J-1: INA § 101(a) (15) (J); INA § 212(e) INA § 212(j) 22 CFR Part 62; 22 CFR §§ 41.61-41.63	Postdoctoral Scholar-Employee Specialist Series Research Scientist Series Project Scientist Series Professor Series Adjunct Professor Series Visiting Scholar Selected staff titles
Temporary hire for academic exchange, training, employment, or faculty appointment	J-1 Research Scholar/Professor	J-1: INA § 101(a) (15) (J); INA § 212(e); INA § 212(j) 22 CFR Part 62; 22 CFR §§ 41.61-41.63	Postdoctoral Scholar (Employee; Fellow; Paid-Direct) Specialist Series Research Scientist Series Project Scientist Series Visiting Professor Series Visiting Adjunct Professor Series Visiting Scholar Selected staff titles

Temporary Appointments	Visa/Status Options	U.S. Government Regulatory References	Job Titles
Faculty or temporary research appointment	H-1B Temporary Worker O-1 Extraordinary Ability	H-1B: INA § 101(a)(15)(H)(i)(b); INA § 214(g) and (i); INA § 212(n) 8 CFR § 214.2(h); 20 CFR § 655.700 - .800 et seq. O-1: INA § 101(a)(15)(O) 8 CFR § 214.2(o)	Postdoctoral Scholar-Employee Specialist Series Research Scientist Series Project Scientist Series Professor Series Adjunct Professor Series Selected staff titles
Temporary research appointment	TN (Canadian and Mexican Citizens only)	INA § 214(e)(2) 8 CFR § 214.6	Postdoctoral Scholar-Employee Specialist Series Research Scientist Series Project Scientist Series Selected staff titles

Permanent Appointments	Visa/Status Options	U.S. Government Regulatory References	Job Titles
Tenure-track or tenured faculty; permanent (intent) research appointment	Lawful Permanent Residence ("Green Card")	INA § 203(b)(1)(B) 8 CFR § 204.5(i)(2) 8 CFR § 204.5(i)(3)(i) et seq	Professor series Adjunct Professor Series Research Scientist Series Project Scientist Series