



UC San Diego

Policy & Procedure Manual

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PERSONNEL – GENERAL

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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 Faculty & Scholars Office and International Students & 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, ([Working in the US](#)).

III. POLICY

The International Faculty & Scholars Office has the sole authority to assist University departments and international scholars with respect to U.S. nonimmigrant (temporary) and immigrant (permanent) visa status, with the exception of J-1 Exchange Visitors sponsored through University Extension's Exchange Visitor Program. Only the Director and the Counseling Attorney of the International Faculty & Scholars 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 Faculty & Scholars Office. The International Students & 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 & 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 & Programs Office.

IV. PROCEDURES

A. International Scholars

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

B. International Students

All new international students (including transfer students from other US schools) must visit the International Students & 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 & Programs Office website](#).

V. RESPONSIBILITIES

A. International Faculty & Scholars Office

The International Faculty & Scholars 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 Faculty & Scholars Office is the office of record concerning all international scholars, with the exception of J-1 Exchange Visitors sponsored through University Extension's Exchange Visitor Program. The International Faculty & Scholars 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.

- **Nonimmigrant (Temporary) Visa Status**

The International Faculty & Scholars 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.

- **Immigrant (Permanent) Visa Status**

The International Faculty & Scholars 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 Faculty & Scholars Office and after consultation with the Office of Campus Counsel, the International Faculty & Scholars 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 Faculty & Scholars Office and signed by the Director or Counseling Attorney of the International Faculty & Scholars Office or their delegates.

B. International Students and Programs Office

The International Students & 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 & Programs Office, in conjunction with the Office of Admissions and Relations with Schools and the Graduate Division, sponsors international students in F-1 and J-1 nonimmigrant (temporary) visa status. The International Students & 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, and designated by the U.S. Department of State to sponsor Exchange Visitors in J-1 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. Additionally, University Extension is

responsible for ensuring that the University is in compliance with its legal and ethical responsibilities affecting all international faculty, academic researchers, and selected research staff sponsored through University Extension's Exchange Visitor program. University Extension is the office of record concerning all international scholars sponsored through its Exchange Visitor program.

D. Hiring Department

The hiring department must provide timely, accurate, and complete information to the International Faculty & Scholars 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 Faculty & Scholars 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
[GLACIER Tax Prep System](#)

VII. SUPPLEMENTS

- [Supplement I](#): Job Titles and Visa Selection Table
- [Supplement II](#): Visa Options for Temporary and Permanent Academic Teaching and Research Appointments at UC San Diego

VIII. REVISION HISTORY

2018/07/02 - Policy comprehensively reviewed. Updates made to align with University Extension role and Career Tracks.



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SUPPLEMENT I

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			
Junior Specialist	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 (excluding Junior)	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			

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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

Staff Titles

Paid			
Research	J-1	H-1B	PR
Clinical Research Coordinator, Assistant Clinical Research Coordinator	Y	N	N
Clinical Research Coordinator, Senior	Y	Y	N
Research and Development Engineer, P 3-5, S 1-2, M 1-2	E ¹	E ¹	N
Bioinformatics, P 3	Y	Y	N
Bioinformatics, P 4-5, S 2, M 1	Y	Y	Y ¹
Computational and Data Science Research, P3	Y	Y	N
Computational and Data Science Research, P 4-5, S 2, M 1-3	Y	Y	Y ¹
Geographic Information Systems, P 3-4, S 2	Y	Y	N
Information Technology matrix, other titles, P 3 and above	N	E ¹	N
Staff Research Associate I and II	Y	N	N
Staff Research Associate III and up	Y	Y	N
Animal Care, P 3-5, S 1-2, M 1-3	N	Y	N
Field Researcher, P 3-4, S 1-2, M 1	Y	Y	N
Clinical Researcher Human Subjects, P 4-5, S 1-2, M 1-2	Y	Y	N
Lab Instruction Supervisor, S 1-2	Y	Y	N
Lab Research Supervisor, S 1-2	Y	Y	N
Survey Researcher, P 3-4, S 1-2, M 2	Y	Y	N
Academic or Research Program Manager, P 3-5, M 1-2	E ²	E ²	N
Research Data Analyst, P 3-5, S 2, M 1	Y	Y	N

Key:

- Y = Eligible**
- Y¹ = Eligible with permanent intent and only through Employment-based first preference or National Interest Waiver pathways**
- E = Exception by Human Resources (only research-related positions)**
- E¹ = Exception by Human Resources (only research-related positions)**
- E² = Exception by Human Resources Compensation and Classification team (only research related positions) with approval by Visa Policy Committee**
- N = Not eligible**

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

Additional Titles in Health Sciences

Paid	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
Professor of Clinical "X" (e.g. Medicine) Series	N	Y	Y ¹
Clinical Professor Series	N	Y	Y ¹
Non-Physician Clinical Trainee	N	Y	N
Resident Physician (clinical) MD degree	ECFMG	E	N
Senior Clinical Fellow (clinical) MD degree	ECFMG	E	N
(Staff) Physician Series	N	Y	N

Key:
ECFMG = DS-2019 for J-1 status issued by Educational Commission for Foreign Medical Graduates
Y = Eligible
Y¹ = Only with permanent appointment (intent) verified by VCHS School of Medicine Dean's Office
Y² = Only with approval of Dean of Medical Education
E = Exception by VCHS Associate Dean of Medical Education
N = Not eligible

Non-Paid	J-1	H-1B	PR
Clinical Affiliate	Y ²	N	N



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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 Faculty & Scholars Office. Each of the options below carries limitations which the International Faculty & Scholars Office 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) UCOP Payroll Coordination & Tax Services	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

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Temporary Appointments	Visa/Status Options	U.S. Government Regulatory References	Job 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