

PLEASE READ ALL THE CONTENT CAREFULLY!

1. Submit documents to get your DS-2019.

About DS-2019

The Form DS-2019 or "Certificate of Eligibility for Exchange Visitor (J-1) Status" is the basic document used in the administration of the exchange visitor program. This form permits a prospective exchange visitor to seek an interview at a U.S. embassy or consulate in order to obtain a J-1 visa to enter the United States. The Form DS-2019 identifies the exchange visitor and their designated sponsor and provides a brief description of the exchange visitor's program, including the start and end date, category of exchange, and an estimate of the cost of the exchange program. This is the document you need in order to book an appointment with the US Embassy or Consulate.

What documents do I need to obtain a DS-2019?

Before your DS-2019 can be processed, you must submit the following documents: You **DO NOT** need to fill in your PID or NID on any of the form!

- ***Copy of Passport***

A passport valid for travel to the U.S. and with a validity date at least six months beyond the applicant's intended period of stay in the U.S. (unless country-specific agreements provide exemptions).

Please **follow this tutorial** to upload your current passport information and be sure to sign your name on the signature page of your passport book.

- ***DS-2019 Request Form***

Download and complete the **DS-2019 Request Form**

You may click the following link in order to see an example of what the form should look like once it is filled in **DS-2019 Request Form - Sample**

Make sure to print and sign the document as electronic signatures are not accepted.

- ***Certificate of Finance Form and Bank Documents***

Download and complete the **Certificate of Finance Form**

When you submit your Certificate of Finance Form, you have to provide supporting bank documents for what you are claiming on the certificate of finance. You have several options:

- **If you are funding yourself:**

You can just fill in the personal savings with the amount you have for your study abroad. The supporting bank document can be in the form of a bank letter (on bank letterhead) or a bank statement.

- **If you are having support from a family member, then you must follow this guidelines:**

Fill in the Family/ Sponsor Funds on the certificate of finance with the amount they will provide during your studies at UCF.

The supporting bank documents can be either a bank letter (in bank letterhead) which must state your parent's name, your name, the relationship (father/son, mother/son), the amount they will be funding during your stay at UCF, and the use (study abroad). If you use the letter with these specifications, then you will not need to have the affidavit of support notarized stamped and signed (page 2 of the certificate of finance) You can also submit a bank statement, however with this document you must submit the affidavit of support (page 2 of the certificate of finance) notarized stamped and signed.

- You must show financial support for the entire period you are planning to stay at UCF in an amount of at least \$7,615 for each single semester. If you are staying for the full academic year, you must show \$15,230. The amount you seen in the certificate of finance is for a full degree seeking student. Since you are only studying at UCF for one or two semesters, you must show enough funds for your time here only.

ALL DOCUMENTATION MUST BE IN ENGLISH

- ***Language Proficiency***

The US Government requires all exchange students with passports from non-English speaking countries to submit proof of English language proficiency. If your passport is from an English Speaking Country, you do not need to show language proficiency. The language proficiency may come in the form of test results (TOEFL or IELTS) or it may come in the form of a letter from your University. If you plan to submit a letter, you must contact your international office and have them prepare it. All Submitted letters must use university's letterhead format in order to be accepted. You can provide the sample letter found below to your international office.

Minimum scores:

- TOEFL = 80
- IELTS = 6.5

Sample letter: **Language Proficiency Requirement Letter**

2. Health Insurance and Immunizations

Health Insurance

UCF is required to ensure that all students have the appropriate medical insurance. Students have the opportunity to obtain a UCF Insurance plan or choose from those already approved by our university. If you plan to use an approved insurance, you will only need to submit the confirmation page. Please make sure to read carefully the list of approved insurance plan to avoid getting the wrong one. Not all insurance plans from the providers below are accepted, make sure to choose the correct one.

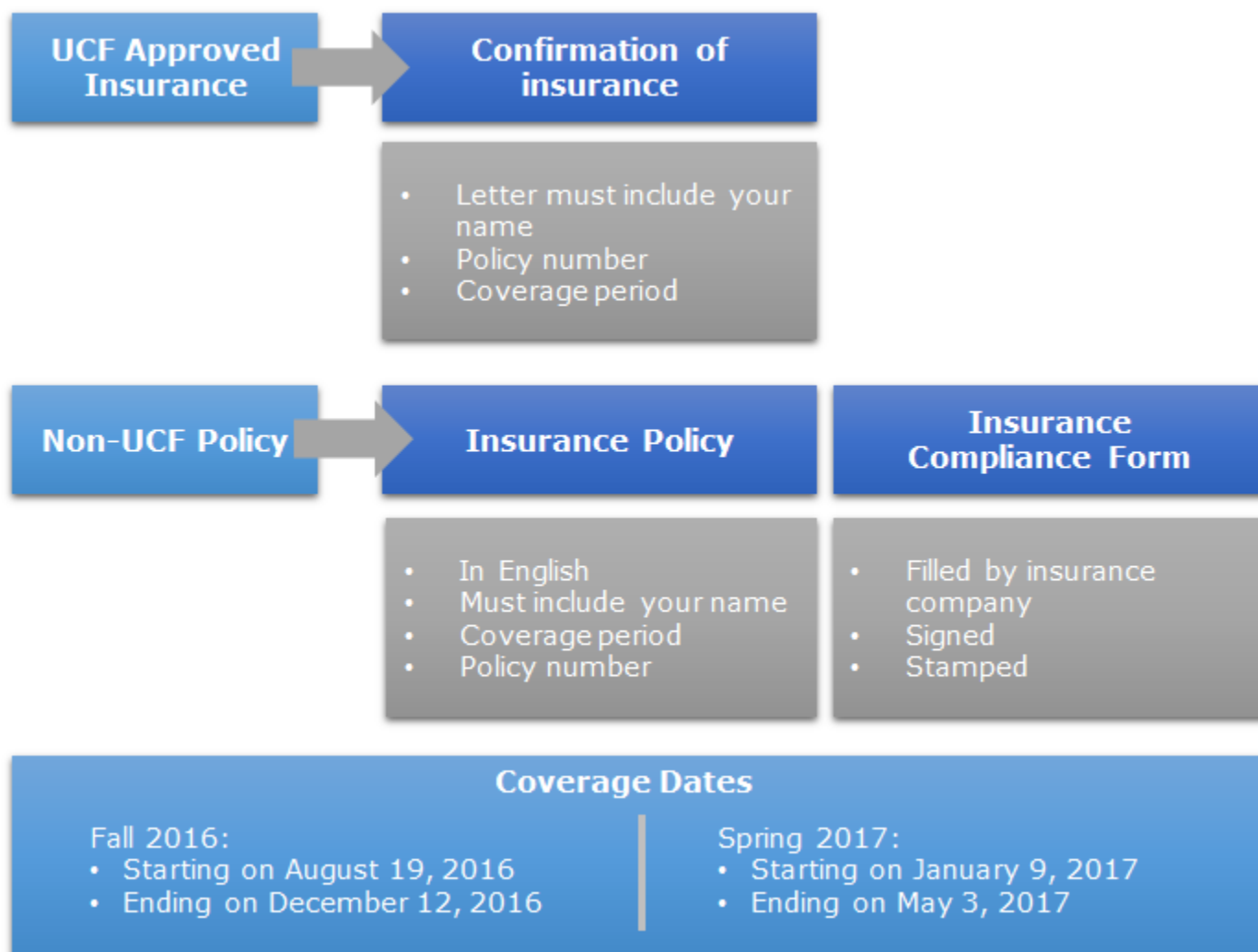
List of **APPROVED** Health Insurance Plans:

Option 1	Option 2	Option 3
International Student Organization (ISO) http://www.isoa.org/ Accepted Plans: ISO Med and Shield For Florida System E-mail: mailbox@isoa.org ISO has a PPO health plan 2	Professional Service, Inc. (PSI) http://www.psiservice.com/UCF Accepted Plans: Gold Plan (2014-202820- 1), Platinum Plan(2014-202819-1) Diamond Plan (2014-202821-1) Email: psi@psiservice.com PSI has a PPO health plan	Insubuy http://www.insubuy.com/study-usainurance/ Accepted Plan: Study USA Florida Plan E-mail: info@insubuy.com
Option 4	Option 5	Option 6
International Student Insurance http://www.internationalstudentinsurance.com/ Accepted Plan: tudent Secure Select Plan E-mail: info@internationalstudentinsurance.com	International Student Protection http://intlstudentprotection.com/schools/university-of-central-florida Accepted Plan: Trail Blazer Plan E-mail: info@intlstudentprotection.com	Gallagher Koster https://www.gallagherkoster.com/ucf

Confirmation of Insurance Samples: **Insurance Sample 1, Insurance Sample 2, Insurance Sample 3, Insurance Sample 4**

Should you choose a medical insurance policy that is not from an already approved plan, we will verify if the medical insurance plan meets the regulatory requirements. You will have to submit the **Health Insurance Compliance Form** completed by the insurance company in which they agree with all the State of Florida Requirements. The insurer must agree to ALL the terms in order for us to accept the outside plan. Please make sure the insurer signs and stamps the form. If your insurance company is not willing to comply, then you will need to acquire a UCF approved

plan. In addition to the compliance form, we will also need the actual insurance policy submitted. Please see the below table for more details.



Immunizations

UCF also requires you to submit your Immunization records to the Health Services. Download the **Immunization Form**, have your healthcare professional fill it out for you and remember to follow the instructions carefully. Once the form has been signed by both you and a respective health care professional you should scan it and submit it using your UCF Abroad profile. Forms that are not completed by your doctor will not be accepted. Every form **MUST** have the stamp and signature of the healthcare physician. Please make sure to sign and date the form under the student section.

Sample - Immunization Form

NOTE: Registration of courses will not be possible until you have obtained health insurance and immunizations. The classes are on first come first serve basis. Once classes are full, you will not be able to register for them.

3. Registration Worksheet and Transcript

Registration Worksheet

You also need to choose your courses and submit your **Registration Worksheet**. We recommend that you pick courses and double check with your academic advisor for approval. You **MUST** enter at least TEN (10) courses on your registration worksheet. All registration worksheets must be properly completed before they can be accepted, this includes having the correct class numbers entered for each course. Failure to submit correctly will delay enrollment in your courses. For immigration purposes, as a minimum, undergraduate students require 12 credit hours and graduate students require 9 credit hours to be considered full-time. This usually means enrollment in a minimum of 4 classes, depending on the number of credit hours associated with each course.

Course Prefixes:

Business: General Business (GEB) Accounting (ACG) Business Law (BUL), Economics (ECO, ECP, ECS) Finance (FIN) Management (MAN) Marketing (MAR) Real Estate (REE)	Engineering: General Engineering: (EGN) Computer Science (CAP, CDA, CET, CGS, CIS, CNT, COP, COT) Civil and Environmental (CEN, CES, CCE, CGN, ENV, TTE) Mechanical & Aerospace (EAS, EMA, EML) Electrical (EEE, EEL) Industrial (EIN, ESI, ETI)	Hospitality: Hospitality Management (HFT) Food Service Systems (FSS)
Communication: Advertising (ADV) Public Relations (PUR) Human Communication (COM) Journalism (JOU) Radio/Television (RTV) Speech Communication (SPC) Mass Media Communication (MMC) Visual Communication (VIC)	Political Science: Comparative Politics (CPO) Public Policy (PUP) International Relations (INR) Political Science (POS)	

All students - If your home university advisor allows you to take courses outside your main area of studies, you may choose other courses and we will let you know if it is possible or not. For example, you may want to take American History, Personal Fitness, Cinema Studies, or other courses offered at UCF.

Important UCF Abbreviated Terms

PR: (Prerequisite) A course in which credit must be earned prior to enrollment in the listed course.

CR: (Co-requisite) A course that must be taken during the same semester, or prior to, the listed course.

CI: (Consent of the Instructor)

ASC: At Student's Convenience

TBA: To Be Announced. This is often used for courses that are video streamed. Video streamed classes are video recorded, and students have the option to go to class, watch the class online, or both. A professor teaches the class live just like any other class, but students are not required to attend because they are able to watch the class at their convenience from home. Read the course description to see what time the live classes are.?

Undergraduate students

You may take courses at the 1000, 2000, 3000 or 4000 level with 1000 being the easier course and 4000 being the more difficult courses. You may **NOT** take 5000 or 6000 level courses!

Please be sure to include the Course Number (shown as "Course Nbr" in blue) for the class on the Registration Worksheet.

If you are unsure about how to complete the worksheet view the all the guides:

Sample Registration Worksheet

Class Search Guide

How to Obtain Class Numbers

To search for courses:

You may use the links below to search for courses. If the links do not work, please visit my.ucf.edu and use the 'Class Search' and 'Browse Course Catalog' links on the left-hand side of the page.

Browse Course Catalog

Class Search

Transcript

You must also submit your academic transcript in English; this is a record of the courses that you have taken at your home university. If a particular course has pre-requisites, your academic transcripts must show that you have the appropriate courses to meet the requirement.

Keep in mind registration for Fall begins in April and registration for Spring begins in November. We want you to get enrolled in all your preferred courses so we urge you to work fast in submitting your registration worksheet and transcript so that you can be registered with no delay. The longer you take to submit your paperwork the greater the chances that the classes you like will be full.

NOTE: You can only be enrolled in classes if your DS-2019 is being processed, you have submitted your immunizations, insurance requirements, registration worksheet with the appropriate academic transcript.

4. Create your Knights Email

Creating a Knights Email Account

UCF Requires that all correspondences from students be routed through UCF email addresses. The UCF student emailing system is called "Knights Mail." in order to obtain your Knights Mail address you will need to sign on to **MyUCF**, select the Knights Email link and proceed.

We recommend that you use your name in your knights email account: for example if your name is Martin Garcia we suggest mgarcia@knights.ucf.edu or martingarcia@knights.ucf.edu.

In order to log in to MyUCF, you will need your student NID (Network ID). If you don't know your NID, that's okay! This information can be sent to you automatically. Before accessing the **NID Lookup** tool, you will need to know what email account was on file with your records at UCF. Type in your first and last name and the email address you have on record with UCF and click on "Continue". The system will then send an email (subject: UCF NID Confirmation Email) to that address.

After signing up on Knights Email you will have an active ID. It will give you access to a set of Office 365 services, all of which are opt-in and free unless otherwise noted. Here are just a few services: Outlook Live Mobile Access: Students can access their Knights Email on virtually any web-enabled phone. With Outlook Live you will be able to sync your email, contacts, and calendar across all your mobile devices including iOS and Android devices.

Knights Email Forwarding

You cannot configure your other email accounts to fetch Knights Email. Forwarding is no longer available for Knights Email. Knights Email is predominantly a means of communication between UCF professors and their students. Features such as calendaring can be utilized to help professors inform students of upcoming events. Forwarding email prevents this communication since it does not encourage users to use their Knights Email account.

5. Get Your Visa

SEVIS

Fee

After receiving your DS-2019, you must pay your SEVIS I-901 fee to the Department of Homeland Security (DHS). Once you have paid your SEVIS fee, you can proceed to make an appointment at your local US Embassy or Consulate.

Description	Amount
I-901 SEVIS Fee J visa applicants (full payment)	\$160 USD

Required Documentation for Interview

When applying, each visa applicant must submit to the U.S. Embassy or Consulate the following:

- DS 2019, Certificate of Eligibility for Exchange Visitor Status. A SEVIS-generated Form, DS-2019, is provided to you by your program sponsor, after the sponsor enters your information in the SEVIS system. All exchange visitors, including their spouses and dependents must be registered in the Student and Exchange Visitor Information System (SEVIS). 2011 Pilot Summer Work Travel Program participants' Form DS-2019, Certificate of Eligibility for Exchange Visitor Status, will be sent by your U.S. program sponsor directly to the U.S. embassy or consulate where you will apply for your visa. Please also note that all pilot program participants will be placed in jobs in the United States by the designated U.S. sponsor before the DS-2019 is issued.
- Online Non-immigrant Visa Electronic Application, Form DS-160. Visit the [DS-160 website](#) to learn more about the online application process.
- A passport valid for travel to the U.S. and with a validity date at least six months beyond the applicant's intended period of stay in the U.S. (unless country-specific agreements provide exemptions). If more than one person is included in the passport, each person desiring a visa must complete an application.
- One (1) two inch by two inch (5 cm by 5 cm) photograph. The interview cannot take place until you have provided an appropriate photo which was taken less than 6 months ago. Even if you were able to scan in the photo, please bring an appropriate photo with you at the time of your visa interview appointment date. Please do not delay your interview by presenting an inadequate photo. [More information](#)

- Find out if there are any additional documentation items required by reviewing the [U.S. Embassy or Consulate website](#).
- Applicants must demonstrate to the consular officer that they have binding ties to a residence in a foreign country which they have no intention of abandoning, and that they are coming to the U.S. for a temporary period. It is impossible to specify the exact form the evidence should take since applicants' circumstances vary greatly.

Interviews

As part of the visa application process, an interview at the U.S. Embassy or Consulate is required for visa applicants. The waiting time for an interview appointment for applicants can vary, so early visa application is strongly encouraged. Visa wait times for interview appointments and visa processing time information for each U.S. Embassy or Consulate worldwide is available on the [Visa Wait Times website](#), and on most embassy websites. Learn how to schedule an appointment for an interview, pay the application processing fee, review embassy specific instructions, and much more by visiting the [U.S. Embassy or Consulate website](#) where you will apply.

During the visa application process, usually at the interview, an ink-free, digital fingerprint scan will be quickly taken. Some visa applications require further administrative processing, which takes additional time after the visa applicant's interview by a Consular Officer.

Additional information

The student is allowed to travel to the U.S. up to 30 days before the start date of the visa
The student is allowed an additional 30 days to leave the country after the visa expires.

6. Housing Application

Housing is guaranteed and reserved for all of our incoming exchange students. You will receive an email from our housing office inviting you to apply, please make sure that you **DO NOT** apply before receiving this email. Main campus students will be housed in our Lake Claire Apartments and Rosen College of Hospitality students will be housed in our Rosen College Apartments and the average cost for housing is \$ 3,300 USD.

Lake Claire Apartments

The Lake Claire Community Apartments are located between the Communication Building and Greek Park. There are fifteen buildings arranged in three courtyards. The community has a central office building which includes the lounge, mail center, vending, and laundry. Lake Claire Recreation Center is within walking distance from the apartments, where residents can sunbathe, play volleyball, picnic, rent canoes and relax by the water.

These apartments are all 4 bedroom, 2 bathroom units with living rooms and kitchens. The kitchens include a full-size refrigerator, range, plenty of cabinetry and sinks. These apartments are open to both first year students and upper-classmen, and spaces are limited.



Rosen College Apartments

The Rosen College Apartments are located at the Rosen College campus on Universal Blvd.- near Sea World, Universal Orlando and The Walt Disney World Resort. The Rosen College Apartments primarily serve hospitality majors of all years or those students who want to live and work near Orlando tourist destinations. With academic-year agreements (fall and spring only) as well as summer-only options, these are the only local apartments that can be described as all-inclusive student housing.

The community features a beautiful heated pool that gives residents a chance to relax and socialize during sunny days. Convenient study lounges on each floor and a central community center provide space for activities and events or for larger study groups to gather in. Free Rosen campus parking, free laundry facilities on each floor, and free coffee at the concierge lounge downstairs make the Rosen experience even more comfortable and convenient.



Signing Housing Agreement and Deferment

In order to set up your on-campus housing, you will need to complete the online agreement through your myUCF portal (www.my.ucf.edu).

Step-by-step instructions for completing the online agreement will be provided directly from housing. While following these instructions, it is important to make sure that you electronically sign the Prepayment Deferment as well as the Terms and Conditions. Your housing application will remain incomplete if these steps are not taken.

You will be assigned to a 4 bedroom/2 bathroom apartment at the either Rosen College Apartments or Lake Claire Apartments.

Room Assignment

Once your room assignment has been issued, you can view it by logging on into MyUCF and navigate to Student Self Service > Housing > Assignments. There you will see your building and apartment number along with the names of his roommates.

Payment

Housing payment can be done through you MyUCF portal following the below instructions.

Student Self Service

- Personal Information
- Holds & To Dos
- Student Records
- Graduate Students
- International Students
- Undergraduate Admissions
- Student Accounts
- Financial Aid
- Scholarship Application
- Housing
- Student Center
- Employee Self Service
- Manager Self Service
- Faculty/Advisor Self Service
- Reporting Tools
- Change my NID Password
- Update my Challenge
- Questions
- Knights Email
- UCF Home Page
- UCF COM Home Page

Academics

Search:

[Plan](#) [Enroll](#) [My Academics](#)

enrollment shopping cart

other academic...

Finances

My Account

- [View My Account](#)
- [Fee Invoice](#)
- [Statement of Charges](#)
- [Student Direct Deposit](#)
- [Tuition Payment Plan](#)
- [1098-T Tax Management](#)

Financial Aid

- [View Financial Aid](#)
- [Accept/Decline Awards](#)
- [View Financial Aid Bulletin](#)
- [View Financial Aid Status](#)
- [Report Other Financial Aid](#)
- [Disbursement Details](#)
- [View My Financial Aid Eligible Courses](#)

UCF Textbook Purchase Program

- [Textbook Purchase Program Opt In](#)
- [Textbook Purchase Program Status](#)

You are not enrolled in classes.

You have no outstanding charges at this time.

To View:

Charges use the View Your Account link.
Tuition, Due Date, Deferments use Fee Invoice link.

Due Charges / ePay

7. Arrival Information

Closer to the time of your arrival, you will receive an arrival guide with all the information you will need upon your arrival. This will include tips during your journey to Orlando, how to arrive on campus and orientation information. Please keep in mind that you are **REQUIRED** to attend the mandatory orientation session. Please make sure to book your flights to arrive before the orientation date. Failure to do so may result in getting withdrawn from the program.

Fall 2016		Spring 2017	
Arrival Date	August 18	Arrival Date	January 5
Orientation	August 19	Orientation	January 6
Classes Begin	August 22	Classes Begin	January 9
Holiday	September 5 November 11 November 22-26	Holiday	January 16 March 7-12
Final Exams	December 6-12	Final Exams	April 27 - May 3
On-Campus Move Out	December 13	On-Campus Move Out	May 4