

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 see 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

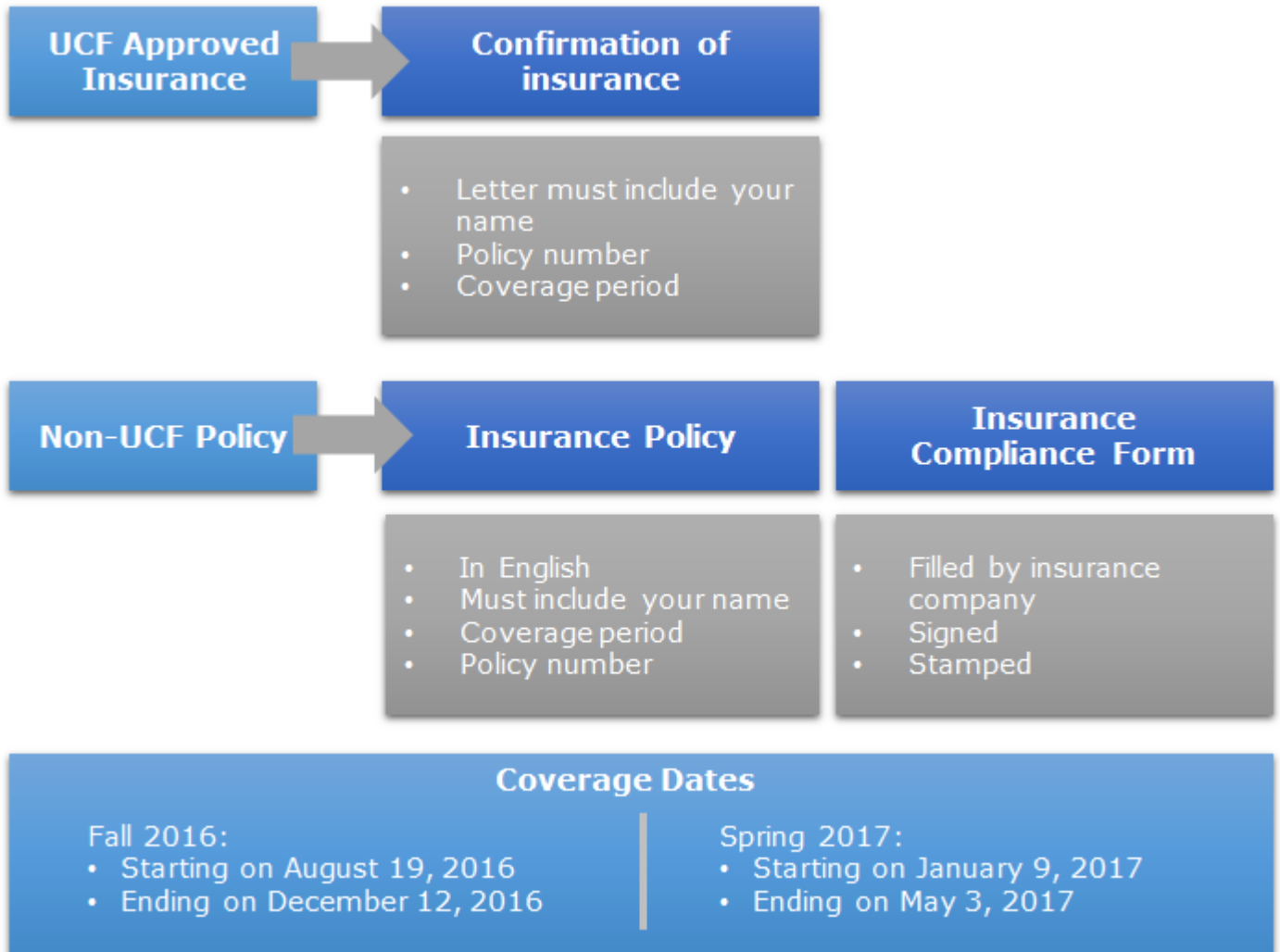
Health Insurance

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: [Insurance Providers](#)

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.



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

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](#)

3. Registration Worksheet and Transcript

You also need to choose your courses and submit your [Registration Worksheet](#). 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. 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.

If you are unsure about how to complete the worksheet view the [Sample Registration Worksheet](#).

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.

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 4 or 3 classes respectively, depending on the number of credit hours associated with each course.

To search for courses, please look at the attached guide and follow the instructions.

[Class Search Guide](#)

[Class Search](#)

[Browse Course Catalog](#)

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.

Your SEVIS number

The name of your Program Sponsor

Your Program number

Your category of Program

**The Form DS-2019
(for J-1 visa applicants)**



Description

Amount

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





7. Arrival Information

Please let us know your arrival information by filling out the [Arrival Form](#). This helps us better assist you!

Fall 2016

Arrival Date	August 18
Orientation	August 19
Classes Begin	August 22
Holiday	September 5 November 11 November 22-26
Final Exams	December 6-12
On-Campus Move Out	December 13

Spring 2017

Arrival Date	January 5
Orientation	January 6
Classes Begin	January 9
Holiday	January 16 March 7-12
Final Exams	April 27 - May 3
On-Campus Move Out	May 4