

**UCI** Paul Merage  
School of Business

*Leadership for a Digitally Driven World*

# Merage Specialty Masters I-20 Submission Guide

[merage.uci.edu](http://merage.uci.edu)

# International Students

- All students who are admitted to UC Irvine for a graduate school program must complete the I-20 Request Form.
- Please read carefully, as incomplete submissions will cause a delay in processing the request.

## International Center

- Click [here!](#)

## New Graduate Student Request Forms (Download)

- Click [here!](#)

You must complete all sections of this form to request a new visa document (I-20/DS-2019) from UC Irvine. Follow the instructions for each section and include any required documents indicated.

You will submit your completed packet to your admitting academic department. **DO NOT** submit pages 1-3 of this form. Your academic department will include additional information and deliver the entire packet to the International Center (IC). Once the International Center receives your packet, and verifies that it is complete, the **processing time** for your document will be 3 weeks.

You must activate your UCI netID before mailing these documents to your department. Please visit this website: <https://activate.uci.edu/activate/menu.php> and follow the directions to activate your UCI netID. The start date of your academic program will determine when you are able to activate your UCI email address. It is important to note that the International Center will utilize email as the primary form of communication.

If your packet is incomplete or changes occur then there will be a delay in processing your request. Due to high volume of document requests, the International Center is unable to expedite individual requests. A checklist of all required sections and documents has been included below.

# Student Checklist (For your reference only)

- SECTION 1: VISA INFORMATION**
- SECTION 2: PERSONAL INFORMATION**
  - COPY OF PASSPORT BIOGRAPHICAL PAGE
- SECTION 3: ADDRESS INFORMATION**
- SECTION 4: FUNDING INFORMATION**
  - REQUIRED FINANCIAL DOCUMENTS
- SECTION 5: MAILING INFORMATION**
  - PAY FOR UEMS/ESHIPGLOBAL
- SECTION 6: SIGNATURE**
- J-1 STUDENT HEALTH INSURANCE REQUIREMENT INFORMATION**
- DEPENDENT INFORMATION [IF APPLICABLE]**
  - ADDITIONAL FUNDING DOCUMENTS
  - COPY OF DEPENDENT(S) PASSPORT BIOGRAPHICAL PAGE
- SEVIS RECORD TRANSFER PROCESS [IF APPLICABLE]**

# Sections 1-3

## **SECTION 1: VISA INFORMATION**

This section will provide the International Center with information about your individual visa document needs. For more information about the F-1 and J-1 visas, please visit the International Center website: <https://www.ic.uci.edu/students/newStudents.php>.

- J-1 students only, you must indicate your position title in your home country

## **SECTION 2: PERSONAL INFORMATION**

Information in this section must be completed exactly as it appears in your passport—including symbols and spacing. You must include a copy of your passport biographical page (passports must be valid a minimum of 6 months beyond your intended start date at UCI).

## **SECTION 3: ADDRESS INFORMATION**

Must be a physical street address. P.O. Box addresses cannot be accepted. If you are TRANSFERRING your SEVIS record to UCI, you must provide a local address to complete the transfer.

## NOTES:

Ensure the copy of your passport page is fully legible.

# Section 4: Funding Information

UCI must verify that you have sufficient financial support to meet your educational and living expenses. Indicate all funding sources for the 2019-2020 academic year by selecting the appropriate categories. You may select multiple funding sources. For each source you select, please write in the Funding Amount in the column to the right and provide the additional requested items with your complete packet.

- **F-1 students, indicate funding for at least one academic year**

- o If requesting a document for a dependent, you must provide additional financial support of \$4,500 *per* dependent

Providing insufficient funds will delay processing time. **The International Center will accept a scan/copy of your financial document; however, if the document provided is illegible or difficult to read, we will request a replacement.** The U.S. consulate will require original financial documents.

**[MPAC STUDENTS] If you will begin your program during Summer Session, you must enroll in a minimum of 6 units and provide the following amount of additional funding: \$11,028 (except for students in the MFin and MSBA programs). This amount is subject to change.**

**\*\*All MPAC students who completed their degree outside of the US will be required to enroll in our summer session. If you have taken your accounting pre-requisites in the US, but have not met all the requirements for entry into Fall, the summer session is required. Please email [mpac@merage.uci.edu](mailto:mpac@merage.uci.edu) if you have questions regarding your pre-requisite coursework.**

# Section 4 (continued)

## All Financial documents must meet the following criteria:

- Less than 3 Months old (from date the International Center receives packet)
- Must be in English or have an official notarized English translation
- Must be in U.S. Dollars (USD) or provide currency conversion for total amount shown
- Total funding amount must be written in the designated field
- Name on bank document must match listed sponsor(s)
- Financial documents must show liquid assets that can be easily converted to cash

\*\*\*The International Center will **not** accept deeds, trusts, tax documents, salary or investment account statements, etc.\*\*\*

## The International Center will **only** accept:

- Bank Statements/Letters for Savings/Checking Accounts and Deposit Certificates
  - Approved Student Loan Letters
  - UCI Funding Letters
  - Scholarship Letters
- 
- For more information regarding financial documents, you can visit our site by clicking [here](#).

## Notes:

A simply currency converter is allowed for submission.

(Option: <http://www.xe.com/currencyconverter/>)

**If you are receiving funding from a parent or other source, please submit an Affidavit of Support (See next slide for sample).**

# Affidavit of support from sponsoring family member (Sample)

To whom it may concern:

I, \_\_\_\_\_, \_\_\_\_\_, am willing and able to provide the educational and living  
(sponsor) (relationship to student)

expenses in the amount of \_\_\_\_\_ for \_\_\_\_\_ during their studies at UC Irvine.  
(Amount in \$) (Student)

Signature: \_\_\_\_\_ [Cannot be typed, must be hand signed]

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



# Section 4 (continued)

| 2019-2020 FUNDING INFORMATION |              |   |                             |
|-------------------------------|--------------|---|-----------------------------|
| PROGRAM                       | TUITION/FEES | LIVING EXPENSES   | TOTAL FOR ONE ACADEMIC YEAR |
| GRADUATE (STANDARD)           | \$32,487     | \$20,000 REQUIRED FOR 9 MONTH ACADEMIC YEAR (\$6,667 PER QUARTER) | \$52,487                    |
| BIOTECHNOLOGY MGMT            | \$42,014     |   | \$62,014                    |
| ENG. MGMT                     | \$43,521     |   | \$63,521                    |
| GENETIC COUNSEL               | \$40,572     |   | \$60,572                    |
| LAW (JD)                      | \$55,635     |   | \$75,635                    |
| LAW (LLM)                     | \$62,860     |   | \$82,860                    |
| MBA                           | \$52,629     |   | \$72,629                    |
| MCS                           | \$31,041     |   | \$51,041                    |
| MECPS                         | \$35,316     |   | \$55,316                    |
| MS-BATS                       | \$41,279     |   | \$61,279                    |
| MSWE                          | \$34,516     |   | \$54,516                    |
| MPAC                          | \$50,041     |   | \$70,041                    |
| MPH                           | \$36,453     |   | \$56,453                    |
| MPP                           | \$36,864     |   | \$56,864                    |
| MURP                          | \$35,931     |   | \$55,931                    |
| MFin and MSBA                 | \$59,641     | \$26,668  | \$86,309                    |
| ADDT'L PER DEPENDENT          | N/A          | \$4,500   | \$4,500                     |

# Section 5: Mailing Information

You have two options to receive your new student visa document: **(a) pay for mailing through eShipGlobal**, or **(b) pick-up the document in-person from the UCI International Center**. **The International Center strongly encourages all students to pay for mailing**. Failing to select an option, or changing a selection, will delay the release of your immigration document. The International Center is unable to modify document processing times to accommodate individual travel plans.

See next slide for Eshipglobal information.

# Eshipglobal

For instructions or more information, please visit our website by clicking [here](#).

## **Mailing Information: UEMS/eShipGlobal**

UCI International Center uses University Express Mail Services (UEMS)/eShipGlobal to ensure reliable and secure delivery of your visa document.

### **Steps to arrange for mailing of your visa document:**

- Go to UEMS/eShipGlobal website <https://study.eshipglobal.com> (works best with Internet Explorer & Mozilla Firefox browsers).
- Click Student section, then click on "Sign up"
- Create an account. You will need your UCI Student ID number, mailing address, e-mail address, phone number and your payment information.
- If you experience problems or have questions about this service, use the "Help" link in the UEMS/eShipGlobal site.

### **Visa Documents cannot be sent electronically:**

You must wait to receive your visa document in the mail. The International Center cannot send a scanned copy of your visa document and cannot provide your SEVIS number before you receive your visa document. All I-20/DS-2019 documents must be sent to a secure mailing address where you are listed as a recipient.

# Dependent Information (If Applicable)

Complete this section if you will be requesting a visa document for a **spouse and/or child**. All information must be completed exactly as it appears in their passport(s). You must submit the following items for each dependent:

- A copy of their passport biographical page (passports must be valid a minimum of 6 months beyond your intended start date at UCI)
- Financial support, please see **Section 4** for funding requirements

# SEVIS RECORD TRANSFER PROCESS (If Applicable)

This section is to be completed by students who are currently attending school in the U.S. in F-1/J-1 student status. This information will be used to complete the transfer of your current SEVIS record to UCI.

You will need to inform your current school who issued your I-20/DS-2019 that you have been admitted and plan to transfer your SEVIS record to UCI. To be eligible to transfer to UCI, you must be in legal F-1/J-1 status; and your SEVIS record must be in **ACTIVE status**. If you are NOT in status, you will need to request a NEW initial I-20/DS-2019 from UCI. Your school should NOT transfer an inactive or terminated SEVIS record to UCI. If you meet these requirements, you are eligible to transfer your SEVIS record to UCI.

You will need to show the school codes below and an admission letter to the (P)DSO/(A)RO at your current school to have your SEVIS record transferred. Your SEVIS record should not be transferred if you are unable to provide your previous school with an admission letter verifying you have been admitted to UCI.

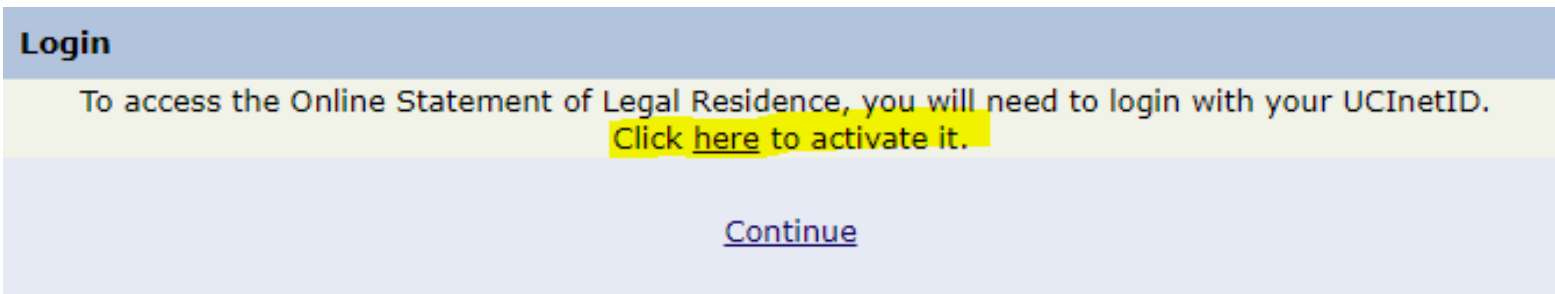
The International Center cannot begin processing your new student request until your SEVIS record has been released to UCI. Processing time is 3 weeks from your SEVIS record release date.

SEVIS School Codes for UNIVERSITY OF CALIFORNIA, IRVINE: [F-1: LOS214F01962000](#)

# Tips for filing out the forms (Pages 4-7)

Please include your Student ID# and UCINetID.

Your student ID number was sent in an email with directions to complete your Statement of Legal Residence and active your UCInetID. If you have not done so, please click [here](#).



**Login**

To access the Online Statement of Legal Residence, you will need to login with your UCInetID. Click [here](#) to activate it.

[Continue](#)

# Signature

## SECTION 6: SIGNATURE

| SIGNATURE  |                     |
|--|---------------------|
| I VERIFY THAT ALL INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE. I VERIFY THAT I CAN MEET ALL EXPENSES WHILE ATTENDING UC IRVINE. I UNDERSTAND THAT THE INTERNATIONAL CENTER WILL ONLY PROCESS COMPLETE APPLICATIONS FOR AN I-20/DS-2019. I AM AWARE THAT THE PROCESSING TIME FOR A NEW VISA DOCUMENT IS 3 WEEKS FROM THE DATE THE INTERNATIONAL CENTER RECEIVES MY COMPLETED APPLICATION. IT IS MY RESPONSIBILITY TO NOTIFY BOTH MY ADMITTING ACADEMIC DEPARTMENT AND THE INTERNATIONAL CENTER OF ANY CHANGES TO MY ACADEMIC PLANS AT UCI. |                     |
| STUDENT SIGNATURE: _____   | TODAY'S DATE: _____ |

**This cannot be typed and must be hand signed.**

If you are completing the Dependent Information (page 6) and/or SEVIS Record Transfer Process (Page 7), make sure to include your signature in the appropriate section as indicated.

**Please review all documents before submitting to our program office.**

## Questions? Contact Us!

Questions and all I-20 documents can be sent electronically to [specialtymasters@merage.uci.edu](mailto:specialtymasters@merage.uci.edu) or submit via mail.

### **UCI** Paul Merage School of Business

*Leadership for a Digitally Driven World*

The Paul Merage School of Business  
UC Irvine  
MPAc/MFin/MSBA/MIE  
Attn: Crystal Leal  
SB1- 4500  
Irvine, CA 92697-3125

Please allow our department two weeks to process your submission and submit to the International Center.

[merage.uci.edu](http://merage.uci.edu)