Visiting Graduate Researchers

What to do when you get here.

Welcome to UCLA! Here are some important things you need to do when you arrive on campus.

1. Go to the Visa Office (international visitors only)
   You must check in within thirty days of your start date or your visa may be canceled.
   - Those appointed by the medical school should go to 128 Capital Programs Building, 1060 Veteran Ave. The School of Medicine Visa and Licensing office is open Monday through Friday from 11:00 am – 12:00 pm and 1:00 pm – 4:00 pm. Please check in one to two days after your arrival. Bring your:
     - Valid passport with the J-1 visa stamp
     - UCLA initial or transfer DS2019 with entry stamp
   - All other visiting graduate researchers should go to the Dashew Center for International Students & Scholars, 106 Bradley Hall, on the corner of Strathmore and Gayley Avenue. The Dashew Center is open Monday through Friday from 8:30 am – 5:00 pm. Bring photocopies of your:
     - UCLA initial or transfer DS2019 with entry stamp
     - I-94 arrival/departure card
     - Valid passport with the J-1 visa stamp
     - Proof of health insurance. It must meet the federal visa requirements.
   While there, you will sign up for a mandatory orientation session.
   Questions? Visit www.internationalcenter.ucla.edu or call (310) 825-1681.

2. Go to the Graduate Division
   Go to 1255 Murphy Hall. The office is open Monday through Friday from 9:00 am – 4:00 pm. Bring the following:
   - **Proof of registration as a graduate student at another university.** The Proof of Registration is an official letter from your university that includes an official university letterhead, seal or stamp, and signature. The Proof of Registration must indicate that your program of enrollment (degree objective such as Ph.D. or MA), start date of enrollment, expected graduation date, and be a certified English translation (as applicable).
   - **Proof of health insurance, U.S citizens, permanent residents, or current F visas only.** Visitors from the U.S. who already have coverage can submit an insurance card or benefits summary.

   Questions? Email vgr@grad.ucla.edu.

3. Proof of health insurance, International Visitors only
   Use the Visiting Scholar Benefit Plan Portal to either enroll or opt out of the UCLA Visiting Scholars Health Insurance Plan. It is required that all international visitors complete this process.

4. Pay any remaining fees that the department is not paying for you.
   Your campus fees are due upon arrival; you will receive an email with this information once you submit the above-mentioned documents. You must pay the fees by credit card. There is no other way for the Graduate Division to process your fees. Once you submit payment, you will see a receipt screen and will be emailed a confirmation receipt. You can print this sheet for future reference if you wish. After you have submitted your documents to the Graduate Division and paid any remaining fees, the Graduate Division will send you a final approval email confirming your appointment at UCLA.

5. Get a BruinCard
   **Note: Appointments of less than 3 months will not qualify for a BruinCard.**
   Your BruinCard is your official UCLA identification and will allow you to check out books at the library. If you will need a UCLA BruinCard for access to University privileges and facilities, please work with your sponsoring department to obtain a BruinCard. When your sponsoring department provides you with a copy of the BruinCard confirmation, you can visit the BruinCard Office located at 123 Kerckhoff Hall. The office is open from 9:00 am – 4:00 pm Monday through Friday.

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