



INTERNATIONAL AFFAIRS HANDBOOK

V 1.3
May 22, 2026

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INTERNATIONAL AFFAIRS

Our various departments promote UCR's global presence, with operations that adapt to meet the specific needs of our international collaborators, visiting researchers, faculty, and students. The International Affairs team provides the necessary guidance, assistance, and expert advice to bolster UCR's international influence through a steadfast commitment to public service, research, and teaching.

Through a number of academic engagements and cultural events, we facilitate an exchange of cultural values and ideas to broaden the global perspective on the UC Riverside campus. We also offer current UCR students a variety of opportunities to enrich their academic experiences through in situ experiential learning opportunities and internships abroad.

Our office works closely with the Provost and Executive Vice Chancellor to provide leadership and thoughtful direction for all of UCR's short- and long-range strategic international activities that raise the university's profile and ranking in the local, national, and international marketplace. We develop strategies for engagement with peer educational institutions in the U.S. and abroad to establish partnerships and recruitment pipelines.

In existence since 2015, International Affairs (IA) continues to grow as it adjusts its operation to better serve our internationally rich campus under everchanging national and international climate. It is composed of Strategic Initiatives and International Recruitment (SIIR), International Students and Scholars (ISS) and Education Abroad (EA) teams. True to its name, SIIR focuses on broadening UCR's global reach through partnerships agreements and initiatives that introduce a global perspective through the exchange of ideas, research, and experiential learning opportunities. Creative strategic initiatives are designed to showcase and share UCR's many areas of expertise and to introduce an enriched academic experience for its students. In return, the campus community benefits from a diverse and culturally rich student population, draws a diverse faculty, and introduces internationalization to all areas of campus. In addition, SIIR invests in forging partnerships with institutions and agencies that wish to exchange academic opportunities through partnership agreement and cross-pollination of academic research and in the exchange of knowledge, best practices, and areas of shared interests. The ISS team works to ensure international students and scholars are in compliance with US policies and laws. As much as we know how the immigration process for our international students and scholars is rewarding, we are also aware of how stressful it can be. We are dedicated to providing expedient and competent service for the immigration needs of our international students and scholars.

The Education Abroad department offers several distinct opportunities to students that include UC system-wide education abroad programs (UCEAP), opportunities abroad programs offered by outside vendors, and UCR faculty-led programs (FLEAP).

International Affairs



International Affairs is led by the Vice Provost of International Affairs. In the absence of the Vice Provost of International Affairs, International Student and Scholar Director and/or Assistant Provost of Strategic Initiatives and International Recruitment serve as IA primary points of contact, and Associate Provost is available to make any urgent decisions if needed. All operations under the IA organization are supported by an Executive Manager and a Business Operations team (ASSET). For general inquiries we can be reached at internationalaffairs@ucr.edu.

TRAVEL

While international affairs is not overseeing university related travel we work closely with numerous campus partners to ensure safety and compliance of UCR travelers.

Travelers on visas, we strongly recommend to schedule an appointment with our international student and scholar team members while traveling plans are still in the planning stages.

Global developments serve as an important reminder that thoughtful planning and proactive risk management are essential when traveling, especially when students are involved. Whether travel is for study abroad, academic programs, conferences, field research, or other university-related activities, these steps can enhance safety, preparedness, and our ability to respond effectively in the event of an emergency.

One of the most important and straightforward actions all travelers can take is to register travel through UC Away (ehs.ucop.edu/away - use your NetID to log in). This mandatory no-cost online system ensures that UCR Risk Management is aware of your out-of-state and international travel location during an emergency, and enables you to receive real-time alerts and support through UC's travel security provider, Crisis24. To register on UC Away, travelers provide their names, travel locations, and contact information. Registration helps UCR provide timely assistance, coordinate responses, and support travelers in navigating unexpected situations. **If you are traveling with UCR students, you must register your group with UC Away.**

Benefits of UC Away registration include 24/7 travel and medical assistance. Should travelers experience an emergency abroad, they can call and be connected to multilingual assistance coordinators and medical professionals. Travelers have immediate access to many travel assistance services, such as referrals to a doctor or medical air evacuation. More details on benefits can be found via this [page](#).

UCR requires all faculty, staff, and students traveling on university business, both domestically and internationally, to review the guidance at [UCOP RISK SERVICES](#).

Taking these measures supports personal safety and helps UCR fulfill its responsibility to safeguard our campus community wherever travelers are.

For personal travel where UCR business may be conducted, UC Away registration is strongly recommended. While registration for strictly personal travel is available, it is not a mandatory requirement.



Further, as delineated in [UC's International Travel Program](#), export control and economic sanction laws prohibit the export of specific items, software, technology, and services. All faculty and staff traveling internationally should complete the [International Travel - Export License Review webform](#) prior to their departure, at least a week in advance, so that the export control office can conduct a licensing review at that time. For additional information concerning export control and how they can have an effect on international travel plans, please visit [UCR's Export Control website](#). Any UCR-owned equipment intended for use abroad must be cleared through Export Control (EC). Personal equipment does not require such clearance.

Finally, we recognize that the traveler's well-being is an increasingly important component of safe and successful travel. Existing resources, such as UCR Health, Well-being & Safety's [Mental Health Allies program](#), equip students, faculty and staff with practical tools to identify signs of distress, respond appropriately, and connect travelers with support when needed. For additional guidance or questions, please contact thewell@ucr.edu.

EDUCATION ABROAD

Education Abroad (EA) is one of the high impact practices that expands minds and opens doors to lifelong opportunities. Unfortunately, not participating in study abroad programs remains one of the biggest regrets of undergraduates across the country. Approximately a half of U.S. graduates look back on their college years wishing they had studied abroad, and more than half of young professionals feel that a lack of global experience has limited their career growth. In contrast, nearly 100% of participants in study abroad secure employment within a year of graduation (compared to just 49% of general college graduates) and earn an average of 25% higher starting salaries. More information can be found at <https://www.iesabroad.org/>.

Hence, our team's unwavering commitment to programs and dedication to promote and send students abroad.

Our Education Abroad (EA) team advises and supports students on outbound international programs and facilitates faculty-led education abroad programs at UC Riverside. We are UCR students' gateway to high-quality international opportunities offered through academic coursework, experiential learning, and cultural/language immersion. The goal is to have UCR students to acquire skills necessary to succeed in a global marketplace and become global citizens through:

- o transformative cross-cultural experiences
- o foreign language learning
- o identifying, articulating, and reflecting on their values and beliefs while interacting with people of different cultures and contexts

We provide student support services, which includes advising, program counseling, and resource sharing. We also welcome UCR and non-UCR collaboration. Please let us know if you are interested in a class or conference presentation, facilitating new education abroad opportunities, or helping students navigate the education abroad application process.

We offer several program types, with hundreds of programs to choose from. They include learning abroad with a UCR professor, taking UCR courses on a global stage through a Faculty-Led Education Abroad Program (FLEAP), participating in the UC systemwide network through a UC Education Abroad Program (UCEAP), or additional options through the Opportunities Abroad Program (OAP). Most of our programs are for credit, however, there is also an array of non credit bearing programs.

Faculty-Led Education Abroad Program

Students can spend the summer traveling and learning alongside UCR classmates in UCR professor-taught courses on a Faculty Led Education Abroad Program (FLEAP). Since the summer quarter is an “open enrollment” term, non-UC students are also welcome to participate in these programs. The programs offer 8 units of general catalog course credit, which gives eligible students the opportunity to apply for financial aid to assist with course fees and living expenses.

International Affairs has been working closely with the Vice Provost for Academic Affairs for all faculty who prepare and participate in our FLEAP programs to receive proper credit for their service and teaching. Our FLEAP faculty are acknowledged for their efforts in a letter to the Department Chair and the Dean to be included in their merit files. *All faculty leaders are vetted through the UCR Compliance Office.*

Faculty interested in leading a FLEAP program should contact our [EA team](#).

For more information please visit: <https://international.ucr.edu/abroad/fleap>

UC Education Abroad Program

Students will join the 5,000-plus UC students who go abroad each year through the UC Education Abroad Program (UCEAP). We teamed up with campuses throughout the University of California system to provide students with an easy and affordable way to get a global education. By working together, we offer a variety of programs in numerous disciplines throughout the world to keep options flexible and credits easy to transfer. UCR students benefit from an extensive network of participating UC education abroad opportunities at their disposal.

For more information please visit: <https://uceap.universityofcalifornia.edu/programs>

Opportunities Abroad Program

Students can get creative and experience the world with programs outside the UC Education Abroad Program (UCEAP) or UCR Faculty-Led Education Abroad Program (FLEAP). Students have the option of enjoying unparalleled flexibility with other Opportunities Abroad Programs (OAP) for both academic courses and internships.

Campus Faculty Director

In addition to a staff team dedicated to advising, recruitment, and operational/fiscal administration, Education Abroad includes a Campus Faculty Director (CFD) that serves as a liaison with the University of California Education Abroad Program (UCEAP). The CFD assists with advancing the academic integration of UCEAP programs on campus, works closely with staff team and takes pertinent and time-sensitive issues to the Academic Senate's [Committee on International Education](#), attends a quarterly meeting of UC



systemwide CFDs, and generally acts as an educator/liaison for UCEAP on the Riverside campus.

Highlander Abroad Fund

In the Spring of 2026, the student body of the University of California, Riverside (UCR) approved the implementation of a Highlander Abroad Referendum (HAR) fee of \$3.00 per quarter for all undergraduate students in support of expenses related to learning abroad, less the “return to aid” portion (25% or \$.50 per student/per quarter off the top). HAR went into effect Fall 2019 and is subject to reaffirmation by the student body every five years. The HAR fee is intended to fund student services, programming, projects, student leadership, employment, and operational support directly related to learning abroad, including:

- o HAF outreach campaign
- o Raised awareness across campus to help make students aware of their opportunities and how they can help their fellow students.
- o HAF Travel Grants

UCR Education Abroad Contact Information

To Email or Make an Appointment: educationabroad@ucr.edu

Office: +1-951-827-4113

Standard Hours of Operation: Monday–Friday, 8:00am-5:00pm (closed from 12:00 – 1:00pm)

To find a program tailored to your needs, connect with the EA Team! You can engage with our staff or student peer advisors by visiting the [EA chat room](#).

International Affairs Education Abroad is continuously exploring ways to promote education abroad opportunities to our students and faculty. If you are interested in hosting an education abroad presentation for your class or student organization led by a student leader, please submit a [classroom visit request form](#).

INTERNATIONAL STUDENTS AND SCHOLARS

Our International Students and Scholars (ISS) team supports and promotes the success, wellness, and personal growth of UCR's international students and scholars through expert advising, intercultural programming, and advocacy. Our staff offer a variety of support to prospective students, as well as, for new and current students and scholars.

We create a safe and welcoming environment that respects cultural diversity and fosters intercultural skills and communication across campus. All UCR students are welcome to get involved in our intercultural programs. Announcements are frequently made to the general campus to participate in International Affairs events, as well as holiday celebrations aimed at introducing our international friends to U.S. festivities. We are also happy to assist and discuss creative ideas with faculty and staff who are exploring ways to support our growing international student and scholar population. Our expert student team assists international students and their dependents navigate complex federal regulations.

Our expert scholar team will help scholars navigate through the various necessary visa requirements and provide networking opportunities for scholars and their dependents. UCR is home to world-class faculty whose innovative research enriches California's bright future. We strive to infuse a global dimension into all areas of teaching, research, and engagement.

UCR International Students and Scholars Contact Information

Students Email: internationalstudents@ucr.edu

Scholars Email: internationalscholars@ucr.edu

Office: +1-951-827-4113

Standard Hours of Operation: Monday – Friday, 8:00am – 5:00pm (closed from 12:00 – 1:00pm)

To make an appointment with an International Student Advisor, please email:
internationalstudents@ucr.edu



Scholar Vetting Process

UCOP requires Export Control review for all visa applicants. Moreover, for all international campus visitors. All sponsoring units must fill out the required [Visa Screening Form](#). Once the form is completed, it will then be sent automatically to the UC Riverside Export Controls office by clicking the submit button. This step must be taken prior to requesting DS-2019 processing from the Office of International Students and Scholars (ISS). Once the Certification of Export Control review is obtained, the Export Control office will issue a certifying letter to the sponsoring units. Sponsoring units should include a copy of this letter along with the other DS-2019 request documents when contacting ISS through ISSonline to initiate document processing.

[Campus visitor request/screening form](#) has to be completed for all international campus visitors by hosting faculty or departments.

If the screening process yields a positive match for a visitor's institution, the UCR host must complete the form in [Appendix](#) to acknowledge the associated risks and potential export control implications.

Conversely, if the screening process results in a match for an individual, the host must explore next steps with the Vice Chancellor for Research and Economic Development (VCRED) and the Vice Provost for International Affairs (VPIA). Depending on the evaluation, further actions may include approving the visit outright, approving the visit with restricted or limited access, or issuing a full denial of the visit.

Campus visitors on visa waivers and tourist visa

The U.S. [Department of State](#) has made clear that any visitor to a US academic institution who engages in research and whose activity will benefit the hosting institution should be sponsored for a J-1 or H1-B visa and not a tourist visa.

While at first glance, a tourist visa (B-1/B-2; Visa Waiver: WB/WT) may seem to be an appropriate status for certain visitors who are invited to UCR or who come to UCR for an unpaid visit of short duration, the State Department requires a J-1 visa if:

1. The university is benefiting from the visit
2. Equipment and facilities used are owned or operated by the university
3. The contents of the visit and/or research activity undertaken might result in the form of published work, patent, or discovery at a later date, or
4. The visitor is involved in a formally structured program.

If any one of these instances applies, the use of B-1/B-2 or WB/WT would be out of alignment with US Department of State guidelines. It is the activity the visitor will be performing while at UCR, and not the length of the individual's visit, that is the determining factor as to whether a J-1 visa is needed, even for short visits. If in doubt, please contact the [International Scholar Office](#) for consultation.

To keep UCR in compliance with federal regulations, we require international visitors participating in research activities at UCR for at least 21 days to come as J-1 Exchange Visitors, which is consistent with the requirements at other UC campuses. Please note that visits shorter than 21 days may also require a J-1 visa. Prospective hosts and/or researchers should consult with the [International Scholar Office](#) to determine the most appropriate status for the proposed visit.

STRATEGIC INITIATIVES AND INTERNATIONAL RECRUITMENT

Our Strategic Initiatives and International Recruitment (SIIR) team support and lead UCR's global strategy, engagement and international student recruitment in an increasingly complex global landscape. Our team maintains and enhances UCR international branding and reputation as a top tier teaching and research university.

We initiate and manage UCR's partnership agreements with foreign institutions, education organizations, and agencies to promote research collaboration, visiting scholars, student exchange, and to recruit top quality students. We work with internal and external stakeholders to develop customized international programs for students, scholars and professionals. We support the campus to host foreign delegations and dignitaries and represent UCR when working with international constituencies and organizations.

Our team is also responsible for UCR's centralized effort in international student recruitment for both undergraduate and graduate degree and non-degree programs. We identify key markets for short-term and long-term recruitment plans and implement targeted strategies for-specific regions of interests.

UCR Strategic Initiatives and International Recruitment Contact Information

Strategic Initiatives and International Recruitment Email: siir@ucr.edu

Office: +1-951-827-4113

Standard Hours of Operation: (Monday–Friday) 8:00am-5:00pm

To Make an Appointment, please email: siir@ucr.edu



RECURRING INTERNATIONAL AFFAIRS EVENTS

International Education Week

The purpose of International Education Week is to provide cultural education, engage with the campus and community, and to bring awareness to the services provided by International Affairs. International Education Week is held in institutions of higher education across the United States and is usually held the second week of November.

FALL – INTERNATIONAL EDUCATION WEEK and WORLDVEST
SPRING -INTERNATIONAL AFFAIRS AWARDS RECOGNITION CEREMONY and BON VOYAGE
SUMMER -INTERNATIONAL STUDENT ORIENTATION

International Recruitment

FIRE - Faculty - Mentored Interdisciplinary Research Experience

UCR FIRE Program is a unique, one-to-one mentorship experience with UCR's renowned faculty. This project-oriented experience is customized for its students. Students in UCR's FIRE program work exclusively with experienced faculty members. They design and manage a directed research project, enhance their research skills, and build their professional contacts network. International Affairs coordinates the UCR Fire Program in collaboration with UCR's colleges and schools. Contact siir@ucr.edu for more information.

Education Abroad

WorldFest Education Abroad Fair (Fall & Winter)

Each year the Education Abroad office hosts a WorldFest Education Abroad Fair on campus in the fall and winter quarters to promote international education opportunities to the UCR community. It can take up to a year to figure out what to study, where to go, and how to pay for a program abroad, so students should begin their journey to career readiness as soon as possible. WorldFest is held in October and January.

International Students and Scholars

International Student Orientation (ISO)

ISO is held at the beginning of each Fall, Winter and Spring quarter. Through ISO, newly admitted international students learn important information about UCR, establish long-lasting friendships, get valuable advice for achieving success, become familiar with campus programs and resources, and learn how to navigate federal immigration regulations. ISO attendance is mandatory for all new international students in their first quarter.

Employment Workshops

Each quarter, our International Students and Scholars (ISS) team offers various workshops for students on legal employment options, taxes, American classroom culture, and more. Please refer to our website for upcoming workshops and events. For information on upcoming events, please [click here](#).

Tax Workshops

The ISS office offers various tax workshops during tax season each year, which is typically from February to April. The “Introduction to Federal Tax Workshop” is designed to provide non-residents general information about tax filing in the U.S. The workshop provides an overview of the GLACIER Tax Prep (GTP) software to inform students how to access this online tax compliance system. It is strongly recommended that students who are filing taxes for the first time in the United States attend one of these workshops before accessing GTP.

The California State Franchise Tax Board presents the “CA State Tax Workshop” to guide students on filing any required state tax forms. This workshop is held during the tax season (typically between February to April). It is recommended that students complete their federal tax returns before attending this workshop. For information on upcoming events, please [click here](#).



Language Circles

Our ISS office hosts a weekly Language Circle program to help all students, scholars, and their dependents practice their foreign language speaking skills through informal conversations with native speakers. We typically offer six languages: Chinese (Mandarin), Korean, French, Japanese, Spanish, and English. The program is open to everyone with all levels of proficiency and tends to be quite popular. For more information on Language Circles, please [click here](#).

International Peer Mentor Program

The International Peer Mentor program supports undergraduate international students at UCR through meetings with their IPM mentors and participation in workshops and events. International Peer Mentors get involved with students in the international community, make new friends, and help them guide new international students. For more information about the IPM program, For upcoming events, please [click here](#).

Volunteering Opportunities

There are many opportunities to get involved with the UCR International Community. UCR students can volunteer as an International Student Orientation Leader, International Peer Assistant, Language Circles Facilitator, and more. Sign-up to be added to our volunteer listserv. For more information, email us at internationalstudents@ucr.edu

International Student Newsletter

Our International Student Newsletter for international students is sent out once a month. It contains important information from our office, such as:

- o notices from the U.S. government
- o reminders to ensure that students stay in status
- o UCR campus updates and upcoming events

International Women's Day

International Women's Day is on March 8. To celebrate this day, the ISS office and the Women's Resource Center often host events to celebrate, connect, and learn how to promote equality for women and all students at UCR.

International Scholar Meet and Greet

We invite our current scholars to be introduced to our newly arrived scholars on the final Wednesday of the month. We give them opportunities to share helpful pointers to the new scholars.



J-1 Scholar Orientation

Upon arrival, J-1 scholars (who can bring their dependents) must attend a mandatory J-1 Orientation, which is usually held every 2nd and last Wednesday of the month, 8:30am – 10:00am (location varies). Please contact internationalscholars@ucr.edu with any questions:

Cultural Conversation Class

Our Cultural Conversation Class is an opportunity for our scholars to practice English language conversation skills, learn more about American culture, and meet other people in the international community at UCR. We usually offer beginner and advanced English classes. These classes are held weekly for visiting scholars and their dependents.

Annual Scholar Picnic

We host an annual picnic, usually in May, to bring scholars and their dependents together for a picnic to share in this American cultural experience and to give an opportunity for our scholars to share about their home cultures.

Monthly Scholar Newsletter

It is important that we stay in touch with our international students and scholars throughout the year. Just as we send out a newsletter to students, we also send out a scholar newsletter each month to keep our scholars updated regarding our scholars' successes along with immigration regulations and local news, as well as events that are offered by our office and by others on campus.

Weekly Scholars Coffee Hour

We host a scholar coffee hour each week to offer a relaxed environment for our scholars to socialize, share their experiences over coffee, and build lasting connections, as well as informally discuss events that are offered by our office and by others on campus.

CONTACT LIST of IA Campus Partners

Academic Resource Center (ARC)

- o Offers peer to peer tutoring through drop-in tutoring, supplemental instruction, and workshops. <https://arc.ucr.edu/>

UCR Alumni Network

- o Connects fellow Highlander alumni and keeps them connected to their college or school to share resources, ideas, and experiences. <https://alumni.ucr.edu/alumni-networks>

Counseling and Psychological Services (CAPS)

- o Provides group and individual counseling assistance, as well as emergency assistance through its Counselor on Duty service. <https://counseling.ucr.edu/>

Campus Advocacy, Resources & Education (CARE) Office

- o Serves as an intervention and prevention support program committed to ending sexual violence at UC Riverside. <https://care.ucr.edu/>

Career Center

- o Provides career planning and professional development skills for UCR students. <https://careers.ucr.edu/>

Case Manager

- o Assists students who have outside issues, especially if they do not fall under counseling or academic resources, that are stopping their success. <https://casemanagement.ucr.edu/>

Export Control

- o Provides resources related to everchanging federal research security regulations. <https://research.ucr.edu/export-control>

Institutional Research UCR

- o Offers historical data for ABET and other purposes. <https://ir.ucr.edu/>

Information Center UCOP

- o Provides system-wide data. <https://www.universityofcalifornia.edu/infocenter>

Ombudsperson

- o Helps to resolve complaints by providing information and referrals and by making recommendations for constructive change. https://administrativeresolution.ucr.edu/other-resources#ombudspersons_office

Student Conduct and Academic Integrity Programs

- o Assists students who are accused or want to file a complaint. <https://conduct.ucr.edu/>



Center for Undergraduate Research and Engaged Learning

- o The Office of Student Engagement is dedicated to the innovation, reimagining, and expansion of various student-centric programs. We prioritize initiatives revolving around leadership development, national fellowships and prestigious awards, as well as undergraduate research, community service, and professional internships..
<https://ue.ucr.edu/units/curel>

Student Life

- o Promotes getting involved in the “life” of campus outside of academics; this includes starting new student organizations. <https://studentlife.ucr.edu/>

Office of Civil Rights

Provides resources to students dealing with issues pertaining to sexual violence of all types.
<https://titleix.ucr.edu/>

The Well

- o Provides programming for a wide range of issues pertaining to the health and wellness of all students. <https://well.ucr.edu/>

Facilities

- o Provides service while maintaining an environment conducive to teaching, learning, living, working and research for the entire campus community. <https://facilities.ucr.edu/>

Campus Police Department

- o Provide safety awareness, crime prevention, and a wide variety of safety services 24 hours a day - 365 days a year. <https://police.ucr.edu/>

Cashier's Office

- o Provide customer service in the areas of cashiering operations, billing receivables, disbursement of student aid, maintenance and collection of student loans and campus receivables. <https://sbs.ucr.edu/contacts>

ITS Help Desk

- o Provide assistance with IT issues or technical support. <https://its.ucr.edu/bearhelp>

Barnes & Noble Bookstore

- o Students can purchase course materials & textbooks, school apparel, supplies & technology, and student essentials. <https://ucr.bncollege.com/>

HUB Plaza Dining

- o The place to go for a variety of restaurants and plenty of seating.
<https://dining.ucr.edu/campus-dining/hub-plaza-dining>

Mail Services



- o Assist in planning and coordinating your large mailings, help cut your postage expenses, and speed the delivery of your mail. <https://cbs.ucr.edu/mail-services>

TAPS (Transportation and Parking Services)

- o Provide innovative, environmentally sound, and resourceful transportation options for the future growth of the UCR community. <https://transportation.ucr.edu/>

Food Pantry (R'Pantry)

- o Provides emergency non-perishable food, personal hygiene, household care, and childcare items to both undergraduate and graduate students experiencing food insecurity. <https://basicneeds.ucr.edu/rpantry>

UCR's Basic Needs

- o Provide essential resources that make college life easier such as food insecurity, housing displacement/homelessness, or financial crisis, we encourage you to reach out to us for assistance. <https://basicneeds.ucr.edu/>

Calendar of Events

- o UC Riverside events are updated every day. <https://events.ucr.edu/>

Campus Safety Escort Service

- o Ensures the safety of UCR's students, faculty, and staff by accompanying them to their campus destination. <https://wrc.ucr.edu/programs/campus-safety-escort-service>

UCR Colleges and Schools

Marlan and Rosemary Bourns College of Engineering (BCOE)

Website: <https://www.engr.ucr.edu/>

Phone: (951) 827-5190

General Email: news@engr.ucr.edu

Academic Advising Email: bcoeadvising@engr.ucr.edu

College of Humanities, Arts, and Social Sciences (CHASS)

Website: <https://chass.ucr.edu/>

Phone: (951) 827-3683

Academic Advising: <https://chassintranet.ucr.edu/saas2/>

College of Natural and Agricultural Sciences (CNAS)

Website: <https://cnas.ucr.edu/>

Phone: (951) 827-6555

Academic Advising Email: cnasstudent@ucr.edu

School of Education (SOE)

Website: <https://education.ucr.edu/>

Phone: (951) 827-4633

Undergraduate Advising: <https://education.ucr.edu/undergraduate-education-students>

Graduate Advising: <https://education.ucr.edu/graduate-students>

School of Business

Website: <https://business.ucr.edu/>

Phone: (951) 827-6329

Undergraduate Advising: undergradbusiness@ucr.edu

Graduate Advising: ucr_agsm@ucr.edu

School of Medicine (SOM)

Website: <https://medschool.ucr.edu/>

Phone: (951) 827-4568

General Email: medschool@ucr.edu

Career Advising: christina.rangel@medsch.ucr.edu

Residency Advising: alejandra.barajas@medsch.ucr.edu

Medical Student Advisors: <https://mms.ucr.edu/medical-student-advisors>

School of Public Policy (SPP)

Website: <https://spp.ucr.edu/>

Phone: (951) 827-5564

General Email: spp@ucr.edu



Appendix

UCR-QU Pre-Graduate Research Program

The University of California, Riverside (UCR) and Qatar University (QU) are excited to introduce a specific pre-graduate research program designed exclusively for students from Qatar University (QU) whose goal is to become faculty members at QU upon completion of their graduate studies. This custom designed program is crafted to prepare these students comprehensively for the rigors of graduate study and its research expectations and to equip them with the skills and knowledge needed to contribute significantly to academic research at Qatar University.

This program is designed to ensure that QU students are not only prepared for the academic challenges of graduate studies at UCR, or other top universities, but are also equipped with the research skills and insights needed to excel as future faculty members at Qatar University. We believe this initiative will foster a deeper collaboration between UCR and QU, enriching the academic research landscape at both institutions.

This specialized program will match QU students with UCR faculty members, who will oversee and mentor the QU students in conducting meaningful research in an area related to the QU students' educational backgrounds. Working alongside renowned UCR faculty, the QU students will gain hands-on research experience, which will result in outcomes of high academic quality in their chosen fields of study.

In addition, the QU students will receive the following support while engaged in their academic research:

- **Cultural Adaptation Workshops:** QU students will be able to participate in occasional sessions to help adapt to the cultural and academic environment in the U.S., fostering a smooth transition and promoting a sense of belonging.
- **Advanced Research Seminars:** QU students will have the opportunity to attend occasional seminars focusing on cutting-edge research methodologies and trends in various disciplines, with a particular emphasis on areas of interest to QU and the broader Middle Eastern academic community.
- **Faculty Development Modules:** QU students will be invited to participate in occasional workshops designed to prepare them for academic careers, covering topics such as curriculum development, pedagogical strategies, academic publishing, and research funding opportunities.
- **Networking and Mentorship:** QU students will be matched with mentors from both UCR and QU faculty, facilitating networking opportunities and offering guidance on navigating the path to becoming a faculty member.
- **Integration into UCR's Academic Community:** QU students will become fully integrated into the UCR community through participation in academic and social events, research symposiums, and departmental activities.



- **Support for Students with Families:** Comprehensive advice and assistance for students arriving with families, covering housing, schooling for children, and community integration.

Acceptance letter example

Date

Participant Name

Participant Title

Department of Social Sciences

College of Arts and Sciences

Qatar University

Doha, Qatar

Dear ,

On behalf of the University of California, Riverside (UCR), I am pleased to officially accept you into the UCR–Qatar University Pre-PhD Program. Your participation in this program will commence on June 1, 2025, and continue through June 1, 2026.

During your time at UCR, you will be affiliated with UCR as a visiting scholar under a J-1 visa. We are confident that your engagement in advanced research activities, professional development seminars, and academic community integration will significantly contribute to your academic and professional growth.

The tuition for the UCR–QU Pre-PhD Program is \$25,500 for the one-year period. This fee covers tuition, research engagement, workshops, seminars, and other program-related activities. Please note that travel, housing, and living expenses are not included and will be your personal responsibility.

In addition to the tuition fee, the following costs are associated with your participation:

- **International Students and Scholars (ISS) Fee: \$1,102 (includes DS-2019 processing, shipping, FedEx charges, and orientation fee)**
- **SEVIS Fee: \$220 (payable to the U.S. Department of Homeland Security)**
- **Visa Application Fee: \$185 (payable to the U.S. Department of State)**

For health insurance requirements, please refer to the following link for plan options and monthly costs, ranging from approximately \$69 to \$260 per month:
https://clients.garnett-powers.com/vs/ucr/plans_benefits/, Medical insurance coverage is mandatory for all visiting scholars during their stay.

Please also be reminded that under the terms of the UCR–QU Pre-PhD Program, once you begin the program, the tuition fee is non-refundable should you choose to withdraw for any personal reasons.



We are delighted to welcome you to the UCR community and look forward to supporting your academic journey and research pursuits during your time with us. Should you have any questions regarding your arrival, program details, or visa process, our team will be happy to assist you.

Congratulations once again on your acceptance. We look forward to meeting you soon in Riverside.

Sincerely,
Marko Princevac, Ph.D.
Vice Provost of International Affairs
Professor, Mechanical Engineering, Bourns College of Engineering

Exchange Visitor Restricted Party Screening

Record Number: J-1 Entity Risk Template
(Administrative Only)

Wednesday, September 6, 2023

To:

RE: Exchange Visitor Restricted Party Screening

Attachment: Webform submission from: Exchange Visitor Restricted Party Screening
Submitted on XXX

This letter is to inform you that the Export Control Office has completed Restricted Party Screening for exchange visitor [NAME], a citizen of [COUNTRY] and [POSITION] at [INSTITUTION]. At this time, Restricted Party Screening resulted in no positive matches for the visitor; however, in our review, we noted that the individual's home institution is designated [RISK LEVEL] according to the [China Defense Universities Tracker](#)¹ due to its [RISK REASON]. Activities with institutions that have been deemed to be higher risk have been under increasing scrutiny by the U.S. government.

In order to mitigate some of the risks, and allow International Office to proceed with visa processing, please confirm your understanding and acknowledge the following statements by signing in the space provided and returning a copy of this letter to all recipients via email:

¹ The China Defense Universities Tracker is a database of Chinese institutions engaged in military or security-related science and technology research database. The database was created by the Australian Strategic Policy Institute with funding support from the U.S. Department of State's Global Engagement Center, and is one of the tools used during Restricted Party Screening assessments.



10. I certify that the project on which the visitor will be working does not restrict or prohibit the participation of foreign persons in the project.
11. I certify that the project on which the visitor will be working does not restrict or prohibit the research team's right to publish any of the data or research results.
12. I certify that the visitor will NOT be provided access to:
 - a. Technical information that has been designated "export controlled";
 - b. Sponsor or third-party proprietary or confidential information, materials, or software; or
 - c. Encryption source code.
13. I certify that the visitor will NOT be provided access to equipment specifically designed or developed for military or space applications.
14. I certify that the visitor will NOT be provided access to pre-publication research results/data (e.g., via verbal communications, access to lab shared drives, etc.) outside the scope of their specific project.
15. I will ensure that approval from UCR's Export Control Office will be obtained prior to any transfer of items or information to [INSTITUTION].

Sincerely,

Roberto Galvan Ramos, Jr., [CUSECO®](#)
Export Control Officer | Research & Economic Development
University of California, Riverside

Cc: Marko Princevac, VP International Affairs Admin
Michael William Schmelzle, Director, International Students & Scholars

Acknowledgement of Academic Sponsor

Signature

Printed Name

Title and Department

Date

