HOW TO GET A UCARD AS A J-1 VISA HOLDER

For U of U paid J-1 Scholars, Professor, Short-term Scholars and Interns:

1. Set up either on-line or in person at orientation with Human Resources.
2. Register with payroll (E-Paf) similar to any U.S. Citizen employee.
3. Human Resources will issue a uNID which you can then present at the UCard office to obtain your UCard and a UTA bus/trax pass if needed.

For J-1 students accepted and enrolled by the U of U:

1. You must be registered for classes before you can receive your UCard.
2. You may go to the UCard office to obtain your UCard.

* Visiting Scholar Registry Forms: https://gradschool.utah.edu/visitingscholars/index.php

** U affiliate/ non employee Form: www.hr.utah.edu/forms/lib/u-affiliate-nonemployee-form.pdf

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For J-1 Scholars, Professor and Short-term Scholars Not Paid Through the U of U:

1. Visit the Graduate School Website and complete the appropriate “Visiting Scholar Registry Form”.
2. Submit the form to the Graduate School (302 Park Building, Attn: Pat Ross). Please contact the Graduate School if you have questions.
3. When your application is approved by the Graduate School, a letter of appointment and the signed registry form will be sent back to the originating department outlying the privileges that you are entitled to receive.
4. The department will then need to apply for a uNID for you through Human Resources.
5. From the Human resources website, click on “Forms”, then near the bottom of the page click on “U Affiliate/ Non Employee Form”. Fax the form and the Graduate School letter to Human Resources.
6. Human Resources will issue a uNID which you can then present at the UCard office along with the registry form and letter to obtain your UCard.
7. If a parking or a UTA bus/trax pass is needed, the department will need to contact Commuter Services to make the necessary arrangements. You may purchase the pass or the department will be billed.

For J-1 Interns Not Paid by the U of U:

1. The department will need to write a letter on letterhead stating how long you will be here, the reason you are here, why you need the card and what type of access you need.
2. The department will then need to apply for a uNID for you through Human Resources.
3. From the Human Resources website, click on “Forms”, then near the bottom of the page click on “U Affiliate/ Non Employee Form”. Fax the form and the department letter to Human Resources.
4. Human Resources will issue a uNID which you can then present at the UCard office along with the department letter to obtain your UCard.

International Center: 801-581-8876 http://internationalcenter.utah.edu/
Graduate School: 801-581-7642 http://www.gradschool.utah.edu/
Human Resources: 801-581-2169 http://www.hr.utah.edu/
U Card Services: 801-581-2273 http://www.ucard.utah.edu/
Commuter Services: 801-581-6415 http://www.parking.utah.edu/