Identification Data

Citizenship and Passport Data

Description
An important component of the data that must be tracked for students or employees who travel internationally to or from your institution is passport and citizenship information. Using the Citizenship/Passport Data pages, you can enter multiple countries of citizenship and multiple passports for individuals.

Using the country codes and citizen status codes in your system, you can identify an individual’s country of citizenship, the current status of that citizenship, when citizenship was issued, and when citizenship expires.

The University of Maine System has decided to leave Citizenship field blank for U.S. citizens, and use two rows for other students – first row is relationship to US, with appropriate status, second row is country of citizenship, with status left blank (best practice to support SEVIS requirements).

Process Steps

Navigation:
Campus Community > Personal Information (Student) > Identification (Student) > Citizenship > Citizenship and Passport

Step 1: The Citizenship and Passport Data Search Page
Follow the navigation path listed above to bring up a Search Page. Enter information required to locate the student in the database.

1.1 Entering Search Criteria
Citizenship and Passport Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmplID:</td>
<td>begins with 0030001</td>
</tr>
<tr>
<td>Academic Career:</td>
<td>=</td>
</tr>
<tr>
<td>National ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>Campus ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>Last Name:</td>
<td>begins with</td>
</tr>
<tr>
<td>First Name:</td>
<td>begins with</td>
</tr>
</tbody>
</table>

\[Case Sensitive\]

Search  Clear  Basic Search  Save Search Criteria

1.1.1 EmplID: If you know the student’s EMPLID, enter it here. This is the most efficient way to search for a student.

1.1.2 Academic Career: You can enter the student’s career, e.g., undergraduate or graduate.

1.1.3 National ID: If you know the student’s National ID number (Social Security Number for USA, Social Insurance Number for Canada), enter it here.

1.1.4 Campus ID: The University of Maine System is not currently using the Campus ID.

1.1.5 Last Name: You can enter a portion of the last name as search criteria.

1.1.6 First Name: You can enter a portion of the first name as search criteria.

1.1.7 You can save (and name) your search parameters by clicking the Save Search Parameters link.

1.1.8 Click to continue or to have the system clear all of the text boxes so you can start again.

Step 2: Citizenship and Passport Data

2.1 Enter the Country for which you wish to add citizenship information. Use the button to lookup the country abbreviation.

2.2 Once you have tabbed out of the Country field, you may enter a Citizenship Status, if a status has been defined for the country you are loading. Again, use the button to look up valid values. For non-U.S. citizens, the values for USA must represent the relationship the person has with the United States. Select the appropriate value based on the following table

<table>
<thead>
<tr>
<th>Citizenship Status</th>
<th>Reason for Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native</td>
<td>Born in the USA. Do not use for students.</td>
</tr>
<tr>
<td>Naturalized</td>
<td>Naturalized; US Citizen; Born outside the USA</td>
</tr>
<tr>
<td>Alien Permanent</td>
<td>Permanent Resident; non-citizen, i.e. green card or refugee status.</td>
</tr>
<tr>
<td>Citizenship Status</td>
<td>Reason for Use</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Alien Temporary</td>
<td>Non-resident alien; visa type A-Z. Does not have the right to remain indefinitely.</td>
</tr>
<tr>
<td>Not Indicated</td>
<td>Citizenship status not indicated.</td>
</tr>
</tbody>
</table>

2.3 To add the second row of information (e.g., an international student, or resident refugee), you need to insert a row (+) at the Citizenship/Passport level. This row should record the relationship they have with their country of origin. See example below.

![Citizenship/Passport form]

**Step 3: Modifying Citizenship and Passport Data**

Since data in this section is not effective-dated, you can add or delete rows of information as needed.

3.1 To modify an existing row, change the data on that row (Country or Citizenship Status) as needed.

3.2 To delete an existing row, click on the - symbol on the row you wish to delete.
3.3 To add a new row, click on symbol on the top row of the section. A new blank row will be inserted.

3.4 Refer to Step 2 to enter the information needed for this new row.

In this case, we added passport data to the existing Country section for France.

3.5 Click when you have finished entering the changes.

**Source Documents**


**Security Roles**

Maintained by:
Designated admissions officers and whoever processes SEVIS forms.

Viewable by everyone

APPROVED and TESTED by Admissions and Campus Community Team on January 11, 2006.