

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

EmplID: begins with ▼ 0030001

Academic Career: = ▼ ▼

National ID: begins with ▼

Campus ID: begins with ▼

Last Name: begins with ▼

First Name: begins with ▼

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 Search to continue or Clear 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

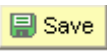
| Citizenship Status | Reason for Use |
|--------------------|---|
| Native | Born in the USA. Do not use for students. |
| Naturalized | Naturalized; US Citizen; Born outside the USA |
| Alien Permanent | Permanent Resident; non-citizen, i.e. green card or refugee status. |

| Citizenship Status | Reason for Use |
|--------------------|--|
| Alien Temporary | Non-resident alien; visa type A-Z. Does not have the right to remain indefinitely. |
| Not Indicated | Citizenship status not indicated. |

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.

The screenshot shows a web interface for managing student citizenship and passport data. At the top, the user 'Amy Picard' and ID '0030001' are displayed. The main section is titled 'Citizenship/Passport' and contains two rows of data. Each row has a 'Country' dropdown and a 'Citizenship Status' dropdown. The first row shows 'France' and 'Native'. The second row shows 'United States' and 'Alien Temporary'. Below each row is a 'Passport Information' section with fields for 'Passport Number', 'Issue Date', 'Expiration Date', 'Country', 'State', 'City', 'Issuing Authority', and 'Comment'. A red box highlights the 'Passport Information' section of the second row, with a callout box stating 'This section is optional'.

2.4 **Passport Information:** You may choose to enter the person’s passport information in this section. Passport information needs to be entered only once, under the issuing country.


2.5 Click  when you have finished entering the changes.

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.

Citizenship/Passport

Amy Picard 0030001

Citizenship/Passport Find | View All First 1 of 2 Last

'Country: France Citizenship Status: Native

Passport Information Find | View All First 1 of 1 Last

'Passport Number:

Issue Date: Expiration Date:


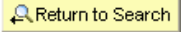

Country: France

State:

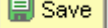
City:

Issuing Authority:

Comment:

 Save  Return to Search  Notify

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

I-20 and other VISA forms. Passport. Admissions application (citizenship). Green card.

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.