International Applicants: Entering Citizenship & Visa Data

Description
International applicants should have their citizenship and visa status recorded. This Guide explains the process.

For more detailed coverage of this subject, see the Business Processes: CC035 Visa Permit Data and CC019 Citizenship and Passport Data.

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

Campus Community > Personal Information (Student) > Identification (Student) > Citizenship > Visa Permit Data

or
Student Admissions > Application Maintenance > Add/Update a Person
(use Visa/Permit Data and Citizenship links on the Biographical Details tab)

or
Campus Community > Personal Information (Student) > Add/Update a Person
(use Visa/Permit Data and Citizenship links on the Biographical Details tab)
Citizenship (International Applicants Only)

Step 1: Search for the person.
The search page will be slightly different depending on which navigation was used.

Some fields may be populated based on your User Defaults.

Enter criteria and click Search.

Alternative Navigation: navigate to Add/Update a Person. At the bottom right of the Biographical Details tab, will be links to Citizenship (and Visa).

F Y I
Do not enter Citizenship data for US citizens.
Step 2: Enter USA Citizenship Status

A. Enter USA in the **Country** field.

B. Use the pull-down menu to select the correct **Citizenship Status** relative to the USA.

C. Leave the Passport information blank unless this person has a US passport.

D. Click the **+** button to add another Country “row” to this page.

**F Y I**

**Citizenship Status** is relative to the USA only.
Step 3: Enter Country of Citizenship

Use the lookup to find the correct country code.

Citizenship Status is left blank.

If available, fill in Passport Information.

Click OK or Save

FYI

The page will look slightly different (for example, OK vs Save) depending on which navigation you used to get there.

You must always have two rows for Citizenship—one for USA status, the other for the country of citizenship.
Visa Permit Data

Step 1: Search for person, or use the alternative navigation as shown for Citizenship.

Step 2: Enter USA in the Country field.

FYI

Visa data is always relative to the USA, so the only country used on this page is USA.

The Port of Entry Data tab will not be used until SEVIS is fully implemented.
Step 3: Select Visa Type from the look up menu.

For students, the type is usually F-1.
Step 4: Fill in data.

Enter the date when the visa or permit is effective or the date when the information should become effective in your database.

Enter the visa Number, Status (use pull-down menu), Status Date, Issue Date, Duration, Date of Entry and Expiration Date. Enter the Issuing Authority and Issue Place.

When the visa Status changes, use the button to add a new row to record the change(s).
Step 5: Get Supporting Documents

Click the button.

In the resulting list of documents, fill in the dates.

Use the button to add more document rows if needed.

The Document ID for the I-20 ID document must be changed to reflect the issuing University.

Use the lookup button to select the correct code:
Step 6: Correct I-20 Code

The Document ID for the I-20 ID document must be changed to reflect the issuing University.

Use the lookup button to select the correct code.

Step 7: Click **Save**