



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)

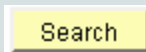
QG / Quick Guide

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



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.

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

ID:

Academic Career:

National ID:

Campus ID:

Last Name:

First Name:

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

Contact Information

Addresses

Find | View All | First 1 of 1 Last

No current addresses exist.

[Addresses](#)

Phone

*Type	Phone	Ext	Country	Preferred
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add

Email

*Type	*Email Address	Preferred
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add

[Visa/Permit Data](#)


[Citizenship](#)




Citizenship Page



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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.



Citizenship Detail


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


'Country: USA  United States Citizenship Status: 

Passport Information 1 of 1 Last  

'Passport Number:


Issue Date:  Expiration Date: 

Country: USA  United States

State: 

City:

Issuing Authority:

Comment: 

OK Cancel Refresh

F Y I

Citizenship Status is relative to the USA only.



Citizenship

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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

F Y I

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.

Citizenship Detail

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

'Country:

Citizenship Status:

Passport Information Find | View All First 1 of 1 Last

'Passport Number:

Issue Date: Expiration Date:

Country:

State:

City:

Issuing Authority:

Comment:

OK Cancel Refresh

Look Up Country

Country: begins with

Description: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View All First 1-100 of 239 Last

Country	Description
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina
ARM	Armenia



▶ Visa Permit Data

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

Step 2: Enter **USA** in the **Country** field.

F Y I

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.

[Visa/Permit Data](#) | [Port of Entry Data](#)

Hiram Czerny 0539791

[Visa/Permit Data](#) Find | View All First 1 of 1 Last

*Country:
[Get Supporting Documents](#)

*Type:

Classification:

*Effective Date:

Number: *Status: *Status Date:

Issue Date: Duration: *Duration Type:

Date of Entry into Country: Expiration Date:

Issuing Authority:

Issue Place:

[Supporting Documents Needed](#) Customize | Find | View All First 1 of 1 Last

Document ID	Description	Request Date	Date Received
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="B1"/>	<input type="text"/> <input type="button" value="B1"/>

[Visa/Permit Data](#) | [Port of Entry Data](#)



▶ Visa Permit Data

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Step 3: Select Visa Type from the look up menu.

F Y I

For students, the type is usually F-1.

Look Up Type

Country:

Visa/Permit Type:

Visa/Permit Classification:

Description:

[Basic Lookup](#)

Search Results

View All First 1-25 of 25 Last

Visa/Permit Type	Visa/Permit Classification	Description
AR1	W/R Permit	Alien Registration
B-1	Visa	B-1 Business Visitor
B-2	Visa	B-2 Tourist Visa
E-1	Visa	E-1 Treaty Trader & Dependents
E-2	Visa	E-2 Treaty Investor and Dependents
F-1	Visa	F-1 Student Visa
F-2	Visa	F-2 Dependent of F-1 (Student)
H-4	Visa	H-4 Dependents of H1,H2,H3
H1B	Visa	H-1B Specialty Scholar Visa
H2B	Visa	H2B Temp Wkr Skilled/Unskilled
J-1	Visa	J-1 Exchange Student/Scholar
J-2	Visa	J-2 Dependent of J-1 Visa
K-1	Visa	K-1 Fiance(e) of a US Citizen



▶ Visa Permit Data

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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).

Visa/Permit Data Port of Entry Data

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Visa/Permit Data Find | View All First 1 of 1 Last

*Country: USA USA

*Type: F-1 F-1 Student Visa

Classification: Visa

*Effective Date: 07/13/2006

Number: *Status: Applied

Issue Date: *Status Date: 07/13/2006

Date of Entry into Country: *Duration: Applied

Issuing Authority: Expiration Date: Renewal

Issue Place: Renewed

Get Supporting Documents

Supporting Documents Needed Customize | Find | View All First 1 of 1 Last

*Document ID	Description	Request Date	Date Received

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include Hi




▶ Visa Permit Data

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Step 5: Get Supporting Documents

Click the **Get Supporting Documents** 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:

Look Up Document ID

Supporting Document ID: begins with

Description: begins with

Search Results

Supporting Document ID	Description
001	Social Security Number
002	ITIN
003	DS-2019 (formerly IAP-66)
004	I-20 ID
005	Special Letter
006	I-797A Petition
007	Event Specific
008	Unexpired Passport
009	I-94
010	Current Visa
011	EAD
012	I-551 Resident Alien Card
A01	UMA Issued I-20
F01	UMF Issued I-20
I01	UMPI Issued I-20
K01	UMFK Issued I-20
M01	UMM Issued I-20
O01	UM Issued I-20
P01	USM Issued I-20

Visa/Permit Data | Port of Entry Data

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Visa/Permit Data Find | View All First 1 of 1

*Country: USA USA **Get Supporting Documents!**

*Type: F-1 F-1 Student Visa

Classification: Visa

*Effective Date: 07/13/2006

Number: *Status: Applied *Status Date: 07/13/20

Issue Date: Duration: *Duration Type: Months

Date of Entry into Country: Expiration Date:

Issuing Authority:

Issue Place:

Supporting Documents Needed Customize | Find | View All First 1-3 of 5

*Document ID	Description	Request Date	Date Received	
001	Social Security Number	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>
004	I-20 ID	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>
008	Unexpired Passport	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>



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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 

Visa/Permit Data | Port of Entry Data

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Visa/Permit Data

*Country: USA USA

*Type: F-1 F-1 Student V

Classification: Visa

*Effective Date: 07/13/2006

Number:

Issue Date:

Date of Entry into Country:

Issuing Authority:

Issue Place:

Supporting Documents Needed

Document ID	Description
001	Social Security Number
004	I-20 ID
008	Unexpired Passport

Look Up Document ID

Supporting Document ID: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View All First 1-19 of 19 Last

Supporting Document ID	Description
001	Social Security Number
002	ITIN
003	DS-2019 (formerly IAP-66)
004	I-20 ID
005	Special Letter
006	I-797A Petition
007	Event Specific
008	Unexpired Passport
009	I-94
010	Current Visa
011	EAD
012	I-551 Resident Alien Card
A01	UMA Issued I-20
F01	UMF Issued I-20
I01	UMPI Issued I-20
K01	UMFK Issued I-20
M01	UMM Issued I-20
O01	UM Issued I-20
P01	USM Issued I-20