

Foreign Nationals Data

Visa/Permit Data

Description

The United States has regulations for permitting foreign students or employees to study, work, visit, or reside here. This script will describe how to use the Visa/Permit Data page to track information on the visas and permits required in order for individuals to work at, visit, or attend your institution.

Process Steps

Navigation:

Campus Community > Personal Information (Student) > Identification (Student) > Citizenship > Visa Permit Data
Student Admissions > Application Maintenance > Maintain Applications > Add/Update Person ([Visa/Permit Data](#))

Step 1: The Visa/Permit Data Search Page

Follow the first navigation path listed above to bring up a Search Page. Enter information required to locate the student in the database.

Visa Permit Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

| | | | |
|-------------------------|-------------|--|---|
| EmpID: | begins with | <input type="text" value="0066880"/> | |
| Academic Career: | = | <input type="text" value="Undergraduate"/> | ▼ |
| National ID: | begins with | <input type="text"/> | |
| Campus ID: | begins with | <input type="text"/> | |
| Last Name: | begins with | <input type="text"/> | |
| First Name: | begins with | <input type="text"/> | |

Include History Correct History Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)



1.1 Entering 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:** This is not required, but enter it if known.
- 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 Click **Search** to continue or **Clear** to have the system clear all of the text boxes so you can start again.

Step 2: Entering Visa/Permit Data

After searching, you will be presented with the **Visa/Permit Data** page. On this page, you can track multiple visa or permit types and the effective-dated history for each visa/permit type for the individual. You can also track documents that are required for the issuance of the visa or permit.

By adding effective-dated rows to the Visa/Permit History section, you can track the progression of a visa or permit application (e.g., applied, granted, renewal).

- 2.1 You must first enter the country for which you wish to track a visa or permit. Use the lookup function, , to locate the country code. This should always be USA.
- 2.2 After you tab-out of the field, you can enter the visa type using the lookup function, , to locate the visa types available for the country you are using.
- 2.3 Tab-out of the Type field and click on **Get Supporting Documents** to populate the list of required documents at the bottom of the page.
- 2.4 Enter all relevant information in the Visa/Permit Data and Visa/Permit History sections:

Effective Date

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

Number

Enter the issuance number from the individual's official visa or permit.

Status

The status (*Applied, Granted, Renewal, or Renewed*) of the official visa or permit.

Status Date

Enter the date of the status. The default status date is the system's current date. You can override this date.

Duration

Specify the length of time during which the visa or permit is valid. Enter the number in the first field and specify the period, *Days, Months, Terms, or Years* in the second field.

Issue Date

Enter the date of issuance from the individual's official visa or permit.

Date of Entry into Country

Enter the official date when the individual entered your institution’s country.

Expiration Date

Enter the date when this individual’s visa or permit will expire. The system calculates the expiration date based on the specified duration and the date of entry into the country. You can override the system-calculated date.

Issuing Authority

Enter the name of the agency or authority that issued the official visa or permit.

Issue Place

Enter the name of the location where the official visa or permit was issued.

- 2.5 **Supporting Documents Needed** – A pre-defined set of documents will appear in this section. You can modify this list of documents based on your university business procedures. You may also choose to leave the requested and receive dates blank.

IMPORTANT: For F-1 Student Visas you must always overwrite the I-20 ID document with the appropriate institution issued I-20 document, which identifies the school for which this visa or permit is being issued. Tracking this document allows the user to know the Institution for which the visa has been requested or issued.

| Code | Institution |
|------|------------------|
| 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 |

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Visa/Permit Data Port of Entry Data

*Country: USA USA + -
 *Type: F-1 F-1 Student Visa + - Get Supporting Documents
 Classification: Visa
 *Effective Date: 12/13/2005 31
 Number: 12574345 *Status: Applied *Status Date: 12/13/2005 31
 Issue Date: 31 Duration: 31 *Duration Type: Months
 Date of Entry into Country: 31 Expiration Date: 31
 Issuing Authority:
 Issue Place:

Supporting Documents Needed Customize | Find | View 3 |

| *Document ID | Description | Request Date | Date Received | | |
|--------------|------------------------|----------------------------|----------------------------|----------------|----------------|
| 001 | Social Security Number | 31 | | | |
| 004 | I-20 ID | 12/13/2005 31 | 12/13/2005 31 | + | - |
| 008 | Unexpired Passport | 12/13/2005 31 | 31 | + | - |
| 009 | I-94 | 12/13/2005 31 | 31 | + | - |
| 010 | Current Visa | 12/13/2005 31 | 31 | + | - |

This student has applied for an F-1, by receiving a valid I-20ID from the Admissions Office.

NOTE:

The Port of Entry Data tab will not be used until SEVIS functionality is implemented as part of Student Records.

2.6 Click Save when you have entered all of the required information.

Step 3: Modifying Visa/Permit Data

You can add effective-dated rows to track the progression of a visa or permit for a person.

- 3.1 Add a new effective-dated row in the Visa/Permit History section by clicking on the +.
- 3.2 Enter the appropriate information for the changes to the visa/permit data in the new section. Notice that the Expiration Date will automatically update based on the date of entry into the country. You can override this date if needed.
- 3.3 Update the Supporting Documents section if you have received additional documentation regarding this visa or permit.

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Visa/Permit Data Find | View All

*Country: USA USA
*Type: F-1 F-1 Student Visa
Classification: Visa
*Effective Date: 01/03/2006
Number: 12574345 *Status: **Granted** *Status Date: 12/13/2005
Issue Date: 01/03/2006 Duration: 4.0 *Duration Type: Years
Date of Entry into Country: 01/03/2006 Expiration Date:
Issuing Authority: US CIS
Issue Place: Boston, MA (Logan)

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

| *Document ID | Description | Request Date | Date Received | | |
|--------------|------------------------|--------------|---------------|---|---|
| 001 | Social Security Number | | | + | - |
| 004 | I-20 ID | 12/13/2005 | 12/13/2005 | + | - |
| 008 | Unexpired Passport | 12/13/2005 | 01/03/2006 | + | - |
| 009 | I-94 | 12/13/2005 | 01/03/2006 | + | - |
| 010 | Current Visa | 12/13/2005 | 01/03/2006 | + | - |

This student has arrived in the U.S. and been granted an F-1 visa for four years.

2.6 Click  when you have entered all of the required information.

Source Documents

The I20, Passport, SEVIS, VISA

Security Roles

Designated admissions officers and whoever processes SEVIS forms.

APPROVED and TESTED by Admissions and Campus Community Team on January 11, 2006.
Conferred with HR on the supporting document.