

GOAINTL Form Data Entry Guidelines

HR

The Human Resources (HR) department at each MAU has the responsibility to collect and enter the following information. These guidelines should be followed when documenting procedures and processes for each particular department. If there is a need to change or add additional fields, the MAU should bring the proposal to the NRA Immigration work team for discussion and approval.

If an employee is a foreign national review the PPAIDEN form under the biographic information and verify that the citizenship indicator is set to "N".

If a current visa type already exists (visa type does not have a visa end date) and the employee's visa type is the same, verify that the following is completed appropriately:

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2. Passport tab:
 - a. Expiration Date – Not currently being used. See GOA2TAX form for work authorization expiration.
 - b. Alien Registration Number (for Permanent Residents only)

International Information GOAINTL 7.1 (PREP)

ID: FSA_SW_0C Jack B Nimble

Passport

Expiration Date: []

Admission and Departure

Status: []

Expiration Date: 30-JUN-

Alien Registration Number: 111111

Duration of Stay

3. Certification of Eligibility tab:
 - a. *Field of Study is to be completed by admissions, only.*
4. Nationality tab:
 - a. Nation of Birth
 - b. Nation of Citizen
 - c. Sponsor- Enter Other (OTH) only if employee is working under Optional Practical Training (OPT), Curricular 11Tw 1.5 15.21T1 1 Tf ther s, onlyn institu

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If there is not a current visa type present (no visa type listed on GOAINTL or a visa type with an End Date), complete the following:

1. Visa tab:
 - a. Visa Type Code
Note: For individuals enrolling in a distance education program or course and not entering the U.S., use the OC visa code.
 - b. Start Date- Enter date that the data entry occurred
 - c. *Nation of Issue (optional field)* - Enter nation of tax residency (*Note: This information will be collected in a new Tax tab, to be implemented at a future date.*)
 - d. *Document Information* – Includes document type that supports the activity authorization and the date that activity authorization expires in the *Date Received* column (**completed by Finance, only**)

The screenshot displays the 'International Information GOAINTL 7.1 (PREP)' window. At the top, the 'ID' field is populated with 'FSA_SW_0C' and the name 'Jack B Nimble'. Below this, the 'Visa' tab is active, showing a data entry form with several fields. The 'Start Date' field is set to '03-AUG-2005' and the 'Status' dropdown menu is set to 'Pending'. The interface includes a navigation pane on the left with tabs for 'Visa', 'Document', 'Confirmation of Enrollments', and 'M-News-Items'. The main area contains various input fields and buttons for data entry.

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2. Passport tab:

- a. Not currently being used. See GOA2TAX form for work authorization expiration.
- b. Alien Registration Number (for Permanent Residents only)

3. Certification of Eligibility tab:

- a. *Field of Study is to be completed by admissions, only.*

4. Nationality tab:

- a. Nation of Birth
- b. Nation of Citizen
- c. Sponsor- Enter Other (OTH) only if employee is working under Optional Practical Training (OPT), Curricular Practical Training (CPT), or Academic Training (AT) with a visa sponsored by an institution other than the University of Alaska
- d. Employment Type- Enter only if employee is working under Optional Practical Training (OPT), Curricular Practical Training (CPT), or Academic Training (AT)

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If a current visa type already exists (visa type does not have a visa end date) and the student's visa type is different than what is already on GOAINTL:

1. Contact the International Student Advisor (ISA) to receive clearance to change the visa type.
2. On the visa tab, end the prior visa type using the day prior to the current data entry date.

International Information GOAINTL 7.1 (PREP)

ID: FSA_SW_0C Jack B Nimble

Visa Passport Certification of Eligibility Nationality

Visa Information

Visa Type: Student

Visa Number: []

Country of Issue: []

Issuing Authority: []

Port of Entry: []

Start Date: 01-AUG-2005

End Date: 09-MAY-2005

Document Information

Seq	Doc No	Doc Type	Doc Status	Doc Date	Doc Desc
1	01-AUG-2005	Pending			

3. Click on "Insert Record" button on toolbar to get new sequence number.
4. Continue entering the GOAINTL form with the new visa type.

International Information GOAINTL 7.1 (PREP)

ID: FSA_SW_0C Jack B Nimble

Visa Passport Certification of Eligibility Nationality

Visa Information

Visa Type: Student

Visa Number: []

Country of Issue: []

Issuing Authority: []

Port of Entry: []

Start Date: 10-05-2005

End Date: []

Document Information

Seq	Doc No	Doc Type	Doc Status	Doc Date	Doc Desc
1	01-AUG-2005	Pending			