The admissions 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 a student is a foreign national review the biographical tab on the SPAIDEN form and verify that the citizenship indicator is set to “N”.

**When application packet received, 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. 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)*

2. **Passport tab:**
   a. Alien Registration Number (for Permanent Residents only)
3. **EXCH Field of Study Tab (Previously Certification of Eligibility)**
   a. Field of Study: Enter field of study for J-1 with EXCH major, only. *(Note: Field will be available in January 2006, enter actual Major, not “EXCH”)*

4. **Nationality tab:**
   a. Nation of Birth
   b. Nation of Citizen
If a student withdraws or defers admission, complete the following:

1. **Visa tab:**
   a. **End Date:** Enter date that the data entry occurred

![Visa Data Entry Form](image-url)
GOAINTL Form Data Entry Guidelines
Admissions

If a student applies again after withdrawal or deferral, complete the following (only if student is not a Permanent Resident-PR or Naturalized Citizen- NC):

1. Visa tab:
   a. Click on “Insert Record” button on toolbar to get new sequence number.
   b. Visa Type Code
   c. 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)

2. EXCH Field of Study Tab (Previously Certification of Eligibility)
   a. Field of Study: Enter field of study for J-1 with EXCH major, only. (Note: Field will be available in January 2006, enter actual major, not EXCH)
3. Verify the following information on the Nationality tab:
   a. Nation of Birth
   b. Nation of Citizen

   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 GOAINL:
   1. Contact 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.
3. Click on “Insert Record” button on toolbar to get new sequence number.

4. Continue entering the GOAINTL form with the new visa type.