

GOAINTL Form Data Entry Guidelines Finance

The Finance 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 vendor is a foreign national, review the FTMVEND form and verify that the vendor type is set to “F” and contains a note regarding the paperwork that is on file. The note field contains paperwork information such as “W-4, W8-BEN, etc.

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:

1. Visa tab:
 - a. Visa Type 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 - Choose document type that supports the activity authorization. Enter date that activity authorization expires in the Date Received column.

International Information GOAINTL 7.1 (PREP)

ID: FSA_SW_0C Jack B Nimble

Visa | Passport | Certification of Eligibility | Nationality

Visa Information

Sequence Number: 1

Visa Type: F1 Student

Visa Number:

Nation of Issue:

Issuing Authority:

Port of Entry:

Entry

Number of Entries:

Date Requested:

Date Issued:

Start Date: 01-APR-2005

End Date:

Document Information

Document	Description	Source	Description	Date Requested	Disposition	Date Received
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01-AUG-2005	Pending	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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2. Passport tab:

NOTE: Expiration Date is to be used by HR only.

Alien Registration Number (for Permanent Residents only) is to be used by HR and Admissions only.

The screenshot shows the 'Passport' tab selected in the 'International Information GOAINTL 7.1 (PREP)' application. The ID field is set to 'FSA_SW_0C' and the name is 'Jack B Nimble'. The 'Passport' section includes fields for 'Number', 'Nation of Issue', and 'Expiration Date'. The 'Admission and Departure' section includes fields for 'Status', 'Expiration Date' (set to 30-JUN-2007), 'Alien Registration Number' (set to 111111222), and a checkbox for 'Duration of Stay'.

3. Nationality tab:

- a. Nation of Birth
- b. Nation of Citizen
- c. Sponsor- Enter Other (OTH) only if individual has a visa sponsored by an institution other than the University of Alaska

NOTE: Employment Type is to be completed by HR only.

The screenshot shows the 'Nationality' tab selected in the 'International Information GOAINTL 7.1 (PREP)' application. The ID field is set to 'FSA_SW_0C' and the name is 'Jack B Nimble'. The 'Nationality' section includes fields for 'Nation of Birth' (set to NZ - New Zealand), 'Nation of Citizen' (set to AS - Australia), 'Native Language', 'Sponsor' (set to OTH - Other), 'Employment Type' (set to OPT - Optional Practical Training), and 'Foreign Tax ID'. The 'Family' section includes fields for 'Spouse Accompanying Person To Country' (set to Not Reported), 'Number of Children Accompanying Person', and 'Signature for Availability of Funds' (set to Not Reported).

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

1. Visa tab:
 - a. Visa Type 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 - Choose document type that supports the activity authorization. Enter date that activity authorization expires in the Date Received column.

The screenshot shows the 'International Information GOINTL 7.1 (PREP)' window. At the top, there is an ID field with 'FSA_SW_06' and a name field with 'Jack B Nimble'. Below this are tabs for 'Visa', 'Passport', 'Certification of Eligibility', and 'Nationality'. The 'Visa' tab is active, showing 'Visa Information' and 'Document Information' sections.

Visa Information

Sequence Number: 2

Entry
 Number of Entries:
 Date Requested:
 Date Issued:
 Start Date: 10-MAY-2005
 End Date:

Visa Type: F1 Student
 Visa Number:
 Nation of Issue: AQ American Samoa
 Issuing Authority:
 Port of Entry:

Document Information

Document	Description	Source	Description	Date Requested	Disposition	Date Received
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	03-AUG-2005	Pending	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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2. Passport tab:

- a. Alien Registration Number (for Permanent Residents only)

NOTE: Expiration Date is to be used by HR only.

Alien Registration Number (for Permanent Residents only) is to be used by HR and Admissions only.

The screenshot shows the 'Passport' tab of the GOAINTL 7.1 (PREP) International Information form. The ID field is set to 'FSA_SW_00' and the name is 'Jack B Nimble'. The 'Passport' section includes fields for 'Number', 'Nation of Issue', and 'Expiration Date'. The 'Admission and Departure' section includes fields for 'Status', 'Expiration Date' (set to 30-JUN-2007), and 'Alien Registration Number' (set to 111111222). There is also a checkbox for 'Duration of Stay'.

3. Nationality tab:

- a. Nation of Birth
- b. Nation of Citizen
- c. Sponsor- Enter Other (OTH) only if individual has a visa sponsored by an institution other than the University of Alaska

The screenshot shows the 'Nationality' tab of the GOAINTL 7.1 (PREP) International Information form. The ID field is set to 'FSA_SW_00' and the name is 'Jack B Nimble'. The 'Nationality' section includes fields for 'Nation of Birth' (set to NZ - New Zealand), 'Nation of Citizen' (set to AS - Australia), 'Native Language', 'Sponsor' (set to OTH - Other), 'Employment Type' (set to OPT - Optional Practical Training), and 'Foreign Tax ID'. The 'Family' section includes fields for 'Spouse Accompanying Person To Country' (set to Not Reported), 'Number of Children Accompanying Person', and 'Signature for Availability of Funds' (set to Not Reported).

If a current visa type already exists (visa type does not have a visa end date) and the individual'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.

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- On the visa tab, end the prior visa type using the day prior to the current data entry date.

International Information GOINTL 7.1 (PREP)

ID: FSA_SW_0C Jack B Nimble

Visa Passport Certification of Eligibility Nationality

Visa Information

Sequence Number: 1

Visa Type: F1 Student

Visa Number:

Nation of Issue:

Issuing Authority:

Port of Entry:

Entry

Number of Entries:

Date Requested:

Date Issued:

Start Date: 01-APR-2005

End Date: 09-MAY-2005

Document Information

Document	Description	Source	Description	Date Requested	Disposition	Date Received
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01-AUG-2005	Pending	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click on “Insert Record” button on toolbar to get new sequence number.
- Continue entering the GOINTL form for the new visa type.

International Information GOINTL 7.1 (PREP)

ID: FSA_SW_0C Jack B Nimble

Visa Passport Certification of Eligibility Nationality

Visa Information

Sequence Number: 2

Visa Type: F1 Student

Visa Number:

Nation of Issue:

Issuing Authority:

Port of Entry:

Entry

Number of Entries:

Date Requested:

Date Issued:

Start Date: 10-MAY-2005

End Date:

Document Information

Document	Description	Source	Description	Date Requested	Disposition	Date Received
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	03-AUG-2005	Pending	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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