

## GOAINTL Form Data Entry Guidelines Registrar

The registrar's office 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".

**If a current visa type already exists (visa type does not have a visa end date) and the student's visa type is the same:**

1. No further action required on GOAINTL form.

**If there is not a current visa type present (no visa type listed on GOAINTL) and student registers, 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. *Field of Study (not yet available at the time of this screen print) is to be completed by admissions, only.*
  - 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)*

International Information GOAINTL 7.1 (PREP)

ID: FSA\_SW\_OC Jack B Nimble

Visa | Passport | Certification of Eligibility | Nationality

**Visa Information**

Sequence Number: 1

Visa Type: F1 Student  Entry

Visa Number:

Nation of Issue:

Issuing Authority:

Port of 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
				01-AUG-2005	Pending	

## GOAINTL Form Data Entry Guidelines Registrar

2. Nationality tab:
  - a. Nation of Birth
  - b. Nation of Citizen



International Information GOAINTL 7.1 (PREP)

ID: FSA\_SW\_00 Jack B Nimble

Visa Passport Certification of Eligibility **Nationality**

**Nationality**

Nation of Birth: NZ New Zealand

Nation of Citizen: AS Australia

Native Language:

Sponsor:

Employment Type:

Foreign Tax ID:

**Family**

Spouse Accompanying Person To Country: Not Reported

Number of Children Accompanying Person:

Signature for Availability of Funds: Not Reported

**If there is a visa type present, but it is not current (there is a visa type with an End Date) and student registers:**

1. Click on “Insert Record” button on toolbar to get new sequence number.
2. Complete the fields as noted above.

**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 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.

# GOINTL Form Data Entry Guidelines

## Registrar

International Information GOINTL 7.1 (PREP)

ID: FSA\_SW\_00 Jack B Nimble

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**Visa Information**

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

Sequence Number: 1  
 Entry  
 Number of Entries:   
 Date Requested:   
 Date Issued:   
 Start Date: 01-APR-2005  
 End Date: 09-MAY-2005

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**Document Information**

Document	Description	Source	Description	Date Requested	Disposition	Date Received
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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"/>
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3. Click on “Insert Record” button on toolbar to get new sequence number. Continue entering the GOINTL form with the new visa type.

International Information GOINTL 7.1 (PREP)

ID: FSA\_SW\_00 Jack B Nimble

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**Visa Information**

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

Sequence Number: 2  
 Entry  
 Number of Entries:   
 Date Requested:   
 Date Issued:   
 Start Date: 10-MAY-2005  
 End Date:

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**Document Information**

Document	Description	Source	Description	Date Requested	Disposition	Date Received
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