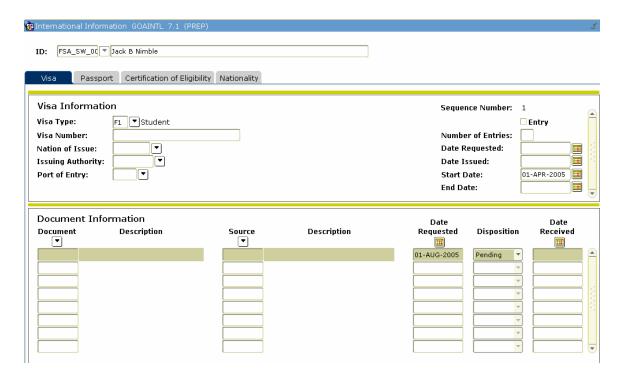
The Finance department at each MAU has the responsibility to collect and enter the following information. These guidelines should be followed when documenting procedures and processes for each particular department. If there is a need to change or add additional fields, the MAU should bring the proposal 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.



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.



3. Nationality tab:

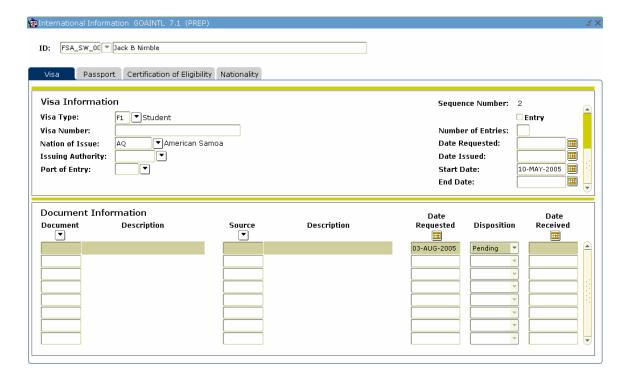
- a. Nation of Birth
- b. Nation of Citizen
- c. Sponsor- Enter Other (OTH) only if individual has a visa sponsored by an institution other than the University of Alaska

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



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
 - 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.



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.



3. Nationality tab:

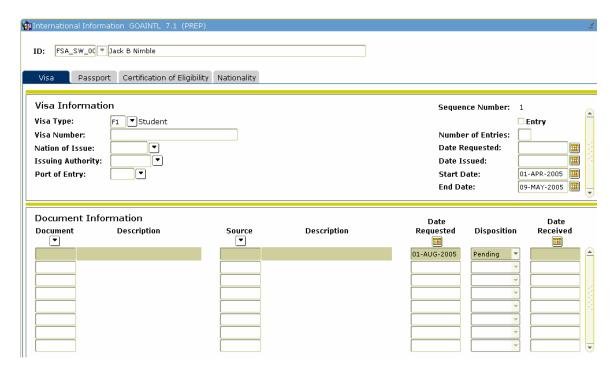
- a. Nation of Birth
- b. Nation of Citizen
- c. Sponsor- Enter Other (OTH) only if individual has a visa sponsored by an institution other than the University of Alaska



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.

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 for the new visa type.

