

## 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:**

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 – 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 shows the 'International Information GOAINTL 7.1 (PREP)' application window. The 'ID' field is populated with 'FSA\_SW\_0C' and 'Jack B Nimble'. The 'Visa' tab is selected, showing the following fields:

**Visa Information**

- Sequence Number: 1
- Visa Type: F1 Student
- Visa Number: [Empty]
- Nation of Issue: [Empty]
- Issuing Authority: [Empty]
- Port of Entry: [Empty]
- Number of Entries: [Empty]
- Date Requested: [Empty]
- Date Issued: [Empty]
- Start Date: 01-APR-2005
- End Date: [Empty]

**Document Information**

Document	Description	Source	Description	Date Requested	Disposition	Date Received
[Empty]	[Empty]	[Empty]	[Empty]	01-AUG-2005	Pending	[Empty]
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]

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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

Visa Passport Certification of Eligibility Nationality

**Passport**

Number:

Nation of Issue:

Expiration Date:

**Admission and Departure**

Status:

Expiration Date: 30-JUN-2007

Alien Registration Number: 111111222

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 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)

International Information GOAINTL 7.1 (PREP)

ID: FSA\_SW\_0C Jack B Nimble

Visa Passport Certification of Eligibility Nationality

**Nationality**

Nation of Birth: NZ  New Zealand

Nation of Citizen: AS  Australia

Native Language:

Sponsor: OTH  Other

Employment Type: OPT  Optional Practical Training

Foreign Tax ID:

**Family**

Spouse Accompanying Person To Country:  Not Reported

Number of Children Accompanying Person:

Signature for Availability of Funds:  Not Reported

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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 shows the GOAINTL 7.1 (PREP) software interface. At the top, the window title is "International Information GOAINTL 7.1 (PREP)". Below the title bar, there is an "ID:" field with a dropdown menu showing "FSA\_SW\_0C" and a text input field containing "Jack B Nimble".

There are four tabs: "Visa", "Passport", "Certification of Eligibility", and "Nationality". The "Visa" tab is selected.

The "Visa Information" section contains the following fields:

- Visa Type: F1 Student (dropdown)
- Visa Number: (text input)
- Nation of Issue: AQ American Samoa (dropdown)
- Issuing Authority: (dropdown)
- Port of Entry: (dropdown)
- Sequence Number: 2
- Number of Entries: (text input)
- Date Requested: (calendar icon)
- Date Issued: (calendar icon)
- Start Date: 10-MAY-2005 (calendar icon)
- End Date: (calendar icon)

The "Document Information" section is a table with the following columns: Document, Description, Source, Description, Date Requested, Disposition, and Date Received. The first row is highlighted in green and contains the following data:

Document	Description	Source	Description	Date Requested	Disposition	Date Received
				03-AUG-2005	Pending	

# GOAINTL Form Data Entry Guidelines HR

## 2. Passport tab:

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

The screenshot shows the 'International Information GOAINTL 7.1 (PREP)' window. The 'Passport' tab is selected. The 'ID' field contains 'FSA\_SW\_0C' and 'Jack B Nimble'. Below the tabs, 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. 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)

The screenshot shows the 'International Information GOAINTL 7.1 (PREP)' window. The 'Nationality' tab is selected. The 'ID' field contains 'FSA\_SW\_0C' and 'Jack B Nimble'. Below the tabs, 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 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**

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: 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"/>

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**

Sequence Number: 2

Visa Type: F1 Student  Entry

Visa Number:

Nation of Issue:

Issuing Authority:

Port of 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"/>
<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"/>