

## GOINTL 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 GOINTL form.

**If there is not a current visa type present (no visa type listed on GOINTL) 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 GOINTL 7.1 (PREP)

ID: FSA\_SW\_OC Jack B Nimble

Visa Passport Certification of Eligibility Nationality

Visa Information

Number in Classes: [ ] Visa Number: [ ] Student: [ ]

Document Information

Date	Document Type	Date Received
01-AUG-2005	Pending	

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

The screenshot shows the GOINTL 7.1 (PREP) software interface. The title bar reads "International Information GOINTL 7.1 (PREP)". The ID field is populated with "FSA\_SW\_00" and "Jack B Nimble". The Nationality field is set to "United States". The Visa Type field is set to "F-1". The Employment Type field is set to "Student". The Foreign Tax ID field is empty.

**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 GOINTL:**

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.

