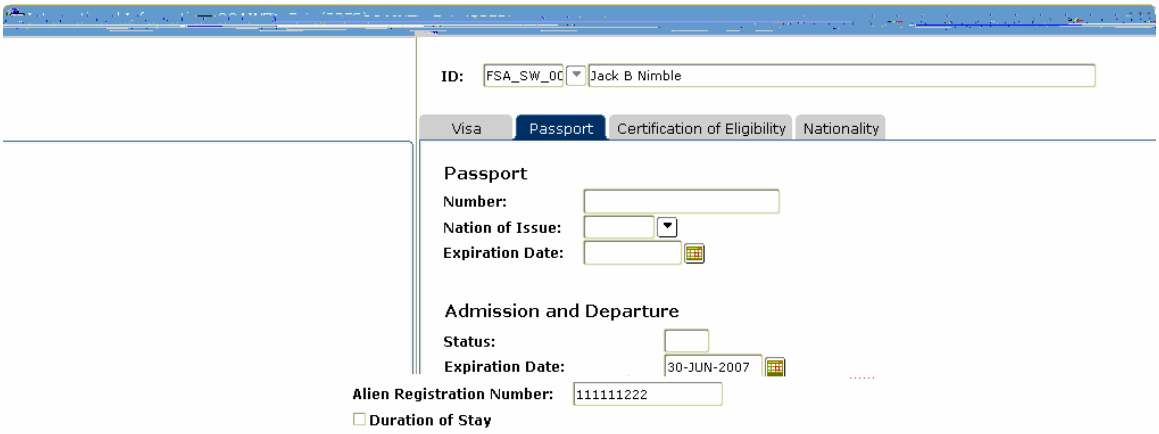
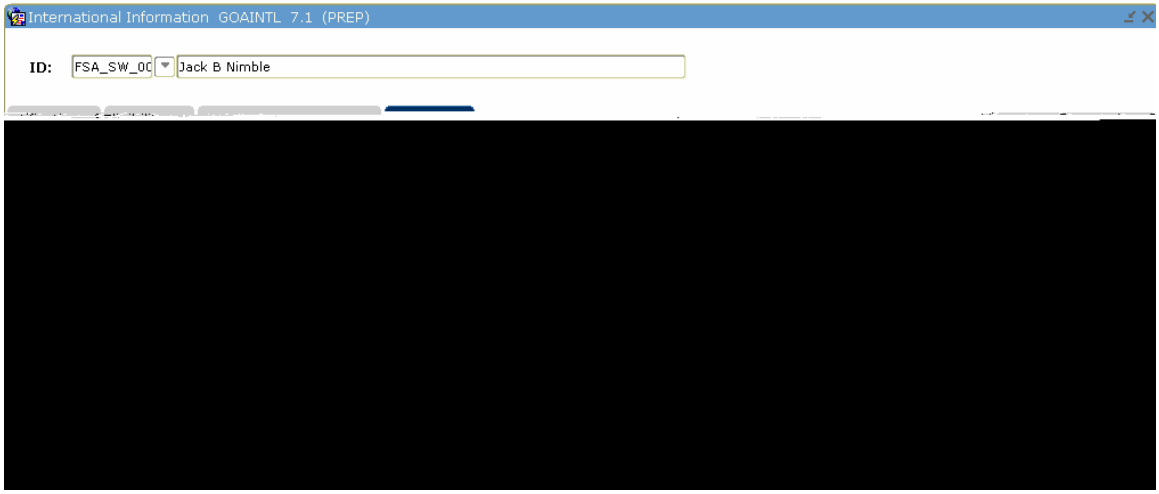
GOAINTL Form Data Entry Guidelines
Finance

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.



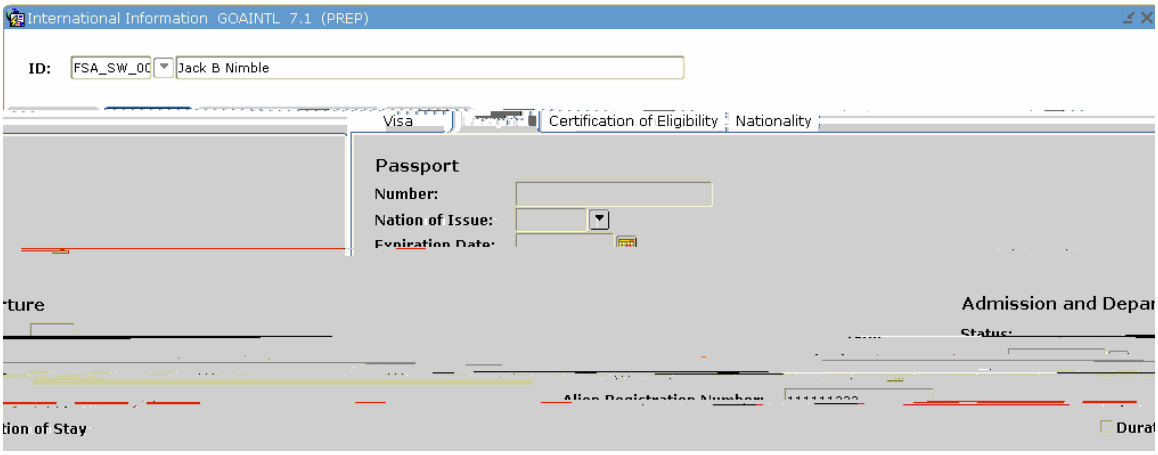
3. Nationality tab:
   a. Nation of Birth
   b. Nation of Citizen
   c. Sponsor- Enter Other (OTH) only if individual has a visa sponsored by an institution other than the University of Alaska

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



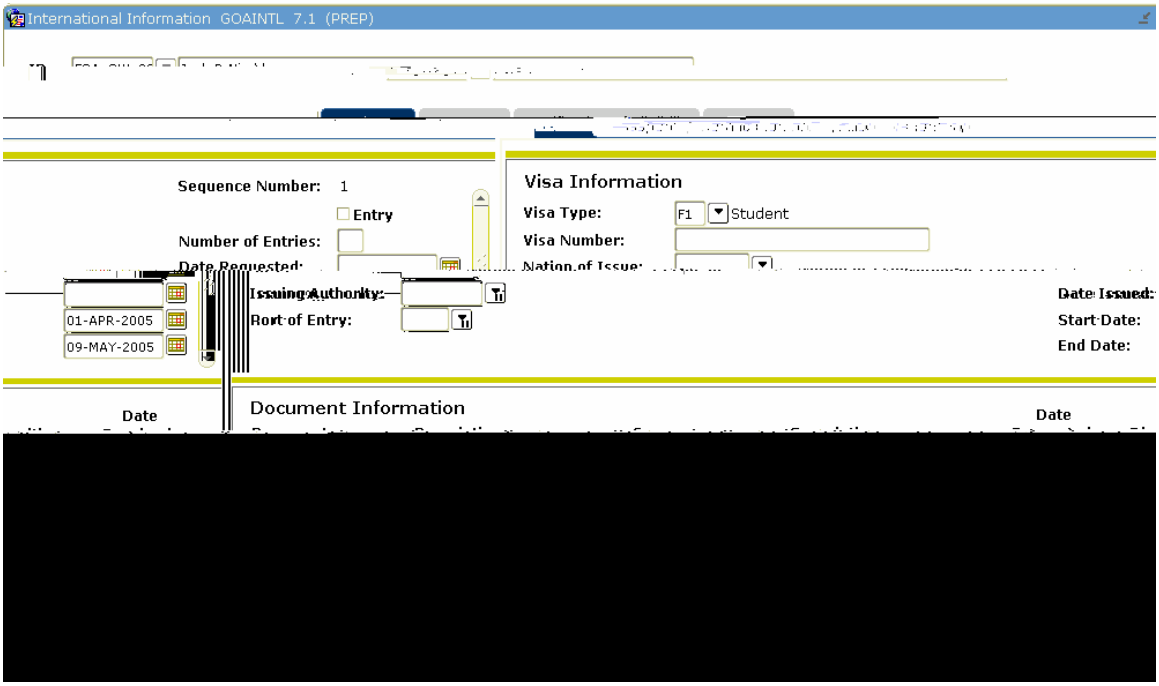
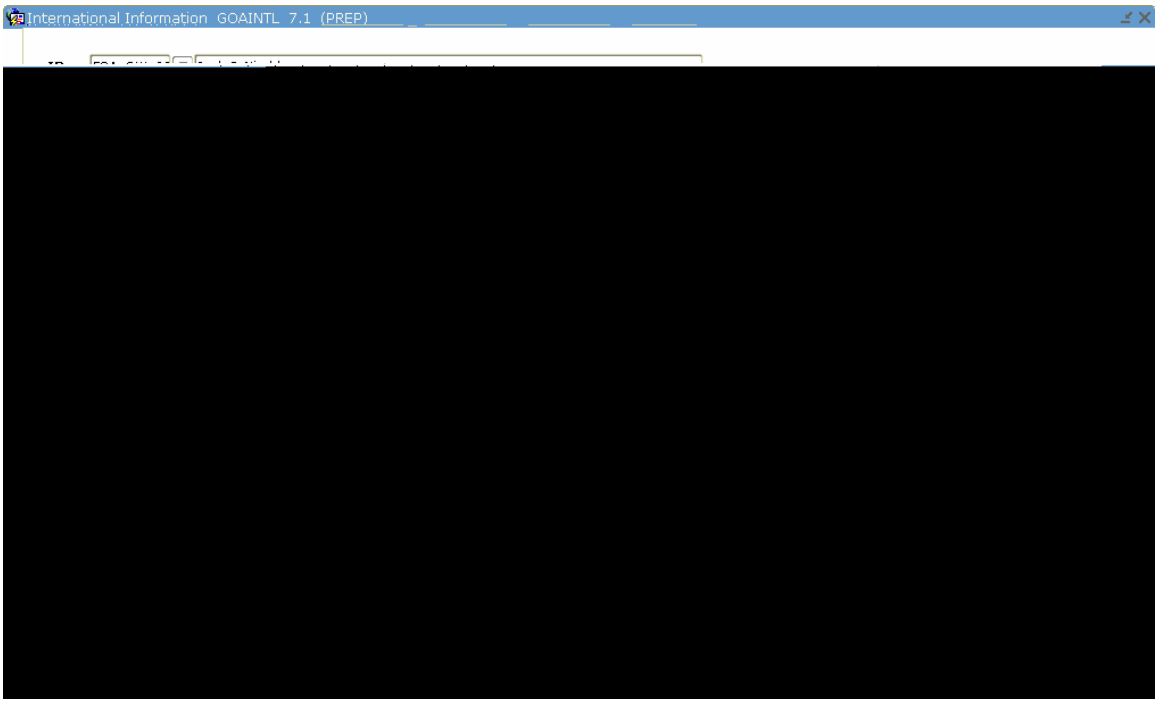
2. Passport tab:
    a. Alien Registration Number (for Permanent Residents only)

    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

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.