

GOINTL Form Data Entry Guidelines
Finance

GOINTL 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.

The screenshot shows the 'Passport' tab selected in the GOINTL form. The ID field is set to 'FSA_SW_0C' and 'Jack B Nimble'. The form contains the following fields:

- Passport Number:** [Empty text box]
- Nation of Issue:** [Dropdown menu]
- Expiration Date:** [Date picker]
- Admission and Departure Status:** [Empty text box]
- Expiration Date:** [Date picker] (30-JUN-2007)
- Alien Registration Number:** [Text box] (111111222)

Duration of Stay

3. Nationality tab:

- Nation of Birth
- Nation of Citizen
- 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.

The screenshot shows the 'Nationality' tab selected in the GOINTL form. The ID field is set to 'FSA_SW_0C' and 'Jack B Nimble'. The rest of the form is obscured by a black box.

GOAINTL Form Data Entry Guidelines Finance

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.

The screenshot displays the 'International Information GOAINTL 7.1 (PREP)' window. At the top, the 'ID' field is populated with 'FSA_SW_00' and 'Jack B Nimble'. Below this, there are tabs for 'Visa', 'Certification of Eligibility', and 'Nationality'. The 'Passport' tab is active, showing fields for 'Passport Number', 'Nation of Issue' (a dropdown menu), and 'Expiration Date' (with a calendar icon). To the right, there are fields for 'Admission and Departure Status'. At the bottom, there is a field for 'Alien Registration Number' with the value '44444000' and a 'Duration of Stay' field with a 'Duration' dropdown menu.

3. Nationality tab:

- a. Nation of Birth
- b. Nation of Citizen

GOINTL Form Data Entry Guidelines Finance

2. On the visa tab, end the prior visa type using the day prior to the current data entry date.

International Information GOINTL 7.1 (PREP)

Sequence Number: 1

Entry

Number of Entries:

Date Requested:

Issuing Authority:

Root of Entry:

Visa Information

Visa Type: F1 Student

Visa Number:

Nation of Issue:

Date Issued:

Start Date:

End Date:

Date	Document Information	Date
01-APR-2005		
09-MAY-2005		

3. Click on “Insert Record” button on toolbar to get new sequence number.
4. Continue entering the GOINTL form for the new visa type.