

Coding for International Students



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OUTREACH

Search Match



- Name – first three letters of first and last name
- Birthdates – careful to note that most countries write day/month/year rather than our standard month/day/year format
- Look at/ask for copy of passport – other documents to cross check

VISA PERMIT DATA



- F-1 = Non-immigrant student status (degree seeking)
- J-1 = Non-immigrant exchange student or scholar
- H-1 = Non-immigrant working visa holder
- H-4 = Dependent of H1 worker
- J-2 = Dependent of J-1 exchange student or scholar
- F-2 = Dependent of F-1 student
- E, L or B visa holders
 - Necessary entry of information
 - Granted, renewed, etc...
 - Capability of use in future?
 - What happens if a visa type does not show up in drop down menu?

CITIZENSHIP



- **Very important field for data collection, queries, etc...**
- **Native, permanent resident, citizen**
 - What's the difference?
 - Our common practice

Screen Shots



Citizenship and Passport - Windows Internet Explorer

https://studentadmin.connectnd.us/jsp/NDCSPRD/EMPLOYEE/HRMS/c/CC_IDENTIFICATION_DATA_STDNT.CITIZEN_PASSPORT.GBL?FolderPath=PORTAL_ROOT_OBJECT.1

File Edit View Favorites Tools Help

Citizenship and Passport

CONNECT ND

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Menu

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- Progress/Graduation
- Transfer Credit
- Admissions
- Campus Community
 - Personal Information
 - Personal Information (Student)
 - Biographical (Student)
 - Identification (Student)
 - Citizenship

- Citizenship and Passport
- Visa Permit Data
- Driver's License Data
- Residency Data
- Photo
- Participation Data (Student)
- Biodemo Processes (Student)
- Health Information (Student)
- SEVIS
- Checklists
- Communications
- Comments
- 3C Engine
- Service Indicators
- Organization
- Committees
- Campus Event Planning
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Student Financials
- Academic Advisement
- Contributor Relations
- Set Up SACR
- Reporting Tools
- People Tools
- Student Center
- Emergency Notification Update
- Ad Astra Room Scheduler
- Online Admissions Application
- Class Search
- Browse Course Catalog
- My Personalizations
- My System Profile

Citizenship/Passport

Kauffman, Alicia Jane 0580928

Citizenship/Passport Find | View All First 1 of 1 Last

*Country: CHN China Citizenship Status: Not Indicated

Passport Information

*Passport Number: 0

Issue Date: 01/01/1900 Expiration Date: 01/01/1900

Country: USA United States

State:

City:

Issuing Authority:

Comment:

Save Return to Search

Start

Inbox in alicia.kauffman... Kauffman, Alicia - 03-12... PrintKey Program - Mess... Citizenship and Passp... Microsoft PowerPoint - [...]

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NAMES



- Entering legal names in the system (passport and/or TOEFL score a good reference)
- No last name / No first name
 - How does one enter it?
 - Practices at NDSU – what OIP has done to help with this situation
 - What the visa officer does

Addresses



- Japan, China, Canada
- Permanent address should be address in student's home country (ie parents' address)
- Mailing address – if individual has both a street and PO Box, the street address must be entered in the Home address and the PO Box address be entered in the Mailing address.

Admit Types / Program Specifics



Cond Admit

IELP

Exchange students

RESIDENCY DATA



- Residency can only be added after ID number is generated (record has been saved)
- Residency Official Tab 1
- Residency Official Tab 2

- Putting in ND residency vs. putting in non-resident for Residency Official Tab 1
- Very important to make sure Residency Official 2 is entered correctly for data collection
- Residency Official 1 tab – important to distinguish between immigrant and non-immigrant

QUERIES



- **Query 70 – Missing Residency**
 - Run weekly
- **Query 9 – Application by Admission Status**
 - Processes to make sure all apps are counted and numbers increase (they shouldn't decrease)
- **Query 65 – Received Application Fees**
 - Run each day app fees are received