

The following includes several topics on how to Create/Maintain Identification (Student). Depending on your access/provisioning you **may** be authorized to add/update some of this information.

- Citizenship & Passport Data
- Visa/Permit Data
- External System ID
- Residency Data

### Create and Maintain Citizenship/Passport Data:

1. Click the **Campus Community** link.

[Campus Community](#)

2. Click the **Personal Information (Student)** link.

[Personal Information \(Student\)](#)

3. Click the **Identification (Student)** link.

[Identification \(Student\)](#)

4. Click the **Citizenship** link.

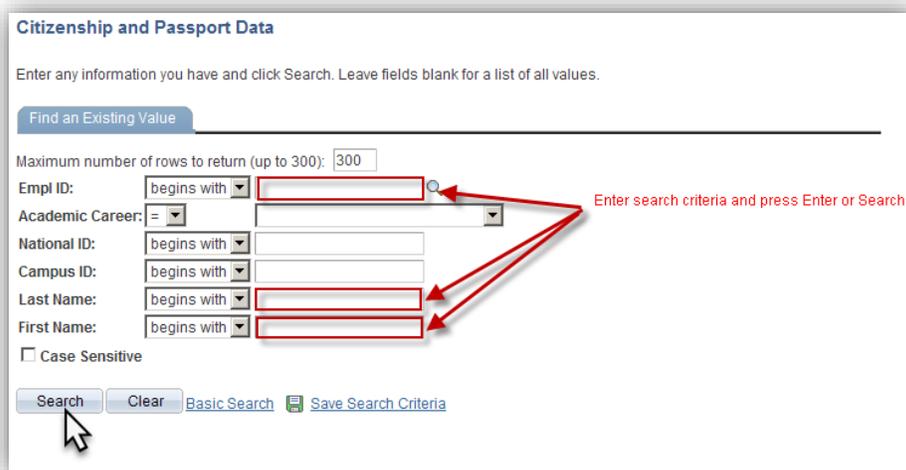
[Citizenship](#)

5. Click the **Citizenship and Passport** link.

[Citizenship and Passport](#)

6. Enter applicable search criteria: Emplid, First Name and/or Last Name. Click the **Search** button.

[Search](#)



**Citizenship and Passport Data**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Maximum number of rows to return (up to 300):

Empl ID:

Academic Career:

National ID:

Campus ID:

Last Name:

First Name:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Enter search criteria and press Enter or Search

# Create/Maintain Identification (Student)

SA – Student Administration Basics

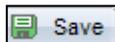


7. To view a list of Country codes click on the Look Up tool. Click the **Look up Country** button.



Tip: To limit the list displayed, enter the first few letters of the country code and press **Look Up**.

8. The Citizenship Status is **only** recorded when the Country code is Canada and the student is a Canadian Citizen. **Note:** When the student is from Canada and a **Permanent Resident** only, the Citizenship Status is left blank. When the student is from a country other than Canada, the Citizenship Status is not recorded. Click the **Save** button.



## Create and Maintain Visa/Permit Data:

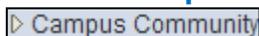
The next steps will explain how to Create/Maintain Visa/Permit Data.

Target Audience: Graduate Program Administrators, Faculty of Law, Faculty of Medicine, Undergraduate Programs Office, Undergraduate Admissions Office



Note: Users of Visa/Permit should concentrate on fixing error messages related to the Permit data as this will normally correct any SIN warnings and generic system generated error messages.

Click the **Campus Community** link.



2. Click the **Personal Information (Student)** link.

[Personal Information \(Student\)](#)

3. Click the **Identification (Student)** link.

[Identification \(Student\)](#)

4. Click the **Citizenship** link.

[Citizenship](#)

5. Additional navigation to Visa Permit Data can be completed via Student Admissions > Application Maintenance > Maintain Applications >Biographical Details > Visa Permit Data



- Click the **Visa Permit Data** link.

[Visa Permit Data](#)

6. Enter applicable search criteria: Emplid, First Name and/or Last Name. Click the **Search** button.

7. The Country code **must** be set to Canada to display the list of Visa types for Canada. Click the **Look up Country** button.



8. A list of Countries will appear. To reduce the list, enter **Can** (for Canada) in the Description field and then press **Look Up**.

9. Click the **Canada** link.

[Canada](#)

- 10 Click the **Look up Type** button.



- 11 Select the Visa/Permit type from the Search Results. Click the **Save** button.

# Create/Maintain Identification (Student)

## SA – Student Administration Basics



12 Normally, users do not record Work Permit (WP) or Visa Permit (SV1) information for students. It is suggested when entering WP or SV1 data for international applicants the status of the Permit should be set to "Applied".



Users who choose to enter additional Permit data will need to follow these rules:

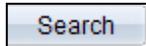
- if there is a Work Permit or Visa Permit number populated, then the status should be "Granted"
- expiry date and permit number must be entered
- Work Permit should be WP and begin with "U"
- Visa Permit should be SV1 and begin with "F"

The screenshot shows the 'Visa/Permit Data' form. Key fields are highlighted with green circles: the 'Number' field, the 'Status' dropdown menu (set to 'Applied'), and the 'Expiration Date' field. The 'Effective Date' is set to 2012/01/19 and the 'Status Date' is also 2012/01/19. The 'Duration Type' is set to 'Months'. At the bottom, the 'Save' button is highlighted with a mouse cursor.

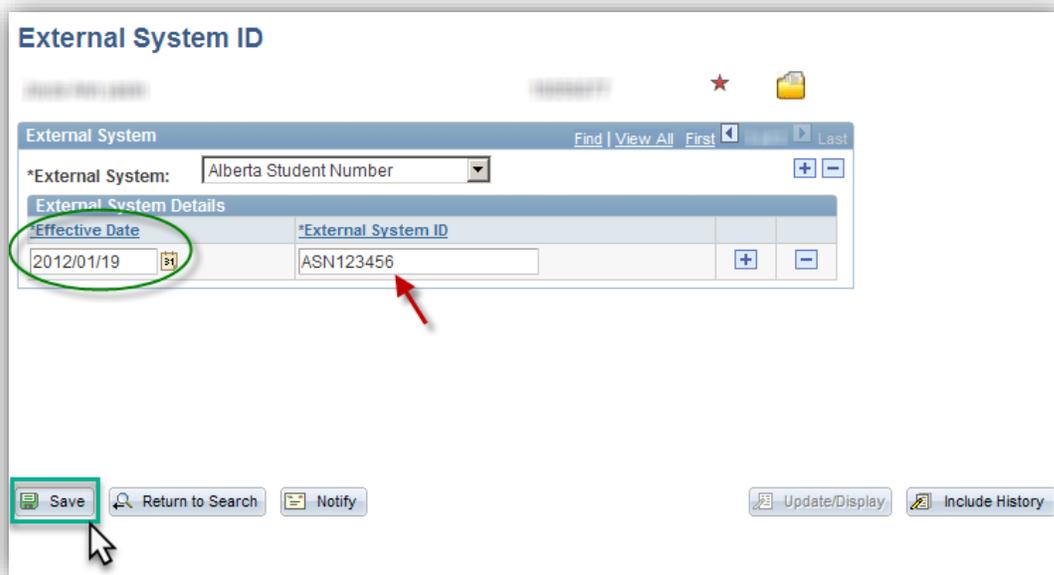
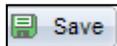
### Create/Maintain External System ID (Alberta Student Number):

1. Click the [Campus Community](#) link.  
[Campus Community](#)
2. Click the [Personal Information \(Student\)](#) link.  
[Personal Information \(Student\)](#)
3. Click the [Identification \(Student\)](#) link.  
[Identification \(Student\)](#)
4. Click the [External System ID](#) link.  
[External System ID](#)

5. Enter applicable search criteria: Emplid, First Name and/or Last Name. Click the **Search** button.



6. The External System will default to Alberta Student Number and the Effective Date will display. Enter the External System ID or the Alberta Student Number. Click the **Save** button.



The screenshot shows a web application interface for managing external system IDs. The title is "External System ID". Below the title, there is a search bar with "Find | View All | First | Last" options. The main form has a dropdown menu for "External System" set to "Alberta Student Number". Below this is a table titled "External System Details" with two columns: "Effective Date" and "External System ID". The "Effective Date" cell contains "2012/01/19" and is circled in green. The "External System ID" cell contains "ASN123456" and has a red arrow pointing to it. At the bottom of the form, there are several buttons: "Save" (highlighted with a green box and a mouse cursor), "Return to Search", "Notify", "Update/Display", and "Include History".

### Create and Maintain Residency Data:

The next steps are to create/maintain information captured in Residency Data. This information is used for processing financial aid as well as tuition and fees.

This information will automatically be updated for Undergraduate and Graduate applicants at the time the initial application is entered; either through the web application for admission or manually. Updates to this data must be completed manually by authorized personnel and must be accompanied by supporting documentation.

1. Click the **Campus Community** link.  
[Campus Community](#)
2. Click the **Personal Information (Student)** link.  
[Personal Information \(Student\)](#)
3. Click the **Identification (Student)** link.  
[Identification \(Student\)](#)

# Create/Maintain Identification (Student)

SA – Student Administration Basics



4. Click the **Residency Data** link.

[Residency Data](#)

5. Click the **Search** button.

6. You can enter the Effective Term or click the **Look Up** tool to view a list of valid Terms. Click the **Look up Effective Term** button.



7. A list of current terms will be displayed.

Tip: To narrow the search results enter the Term and press Look Up.



Select the desired option from the Residency List. Click the **Save** button.

Residency Official 1

Residency Data Find | View All First 1 of 1 Last

Academic Career: Undergraduate Programs + -

Official Residency Data Find | View All First 1 of 1 Last

Institution:   University of Calgary

\*Effective Term:   Winter 2011

Residency:   Residency Date:

Additional Residency Data

Admissions:	<input type="text" value="Canadian or Perm Res"/>	Admission Residency Exception:	<input type="text"/>
Fin Aid Federal Residency:	<input type="text" value="Canadian or Perm Res"/>	Fin Aid Fed Residency Excpt:	<input type="text"/>
Fin Aid State Residency:	<input type="text" value="Canadian or Perm Res"/>	Fin Aid State Residency Excpt:	<input type="text"/>
Tuition:	<input type="text" value="Canadian or Perm Res"/>	Tuition Residency Exception:	<input type="text"/>

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

**End of Procedure.**