

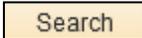
The following explains the steps required to update the Visa Study Permit information on a student's record. This information is required in order to hire and pay a student and also for record keeping.

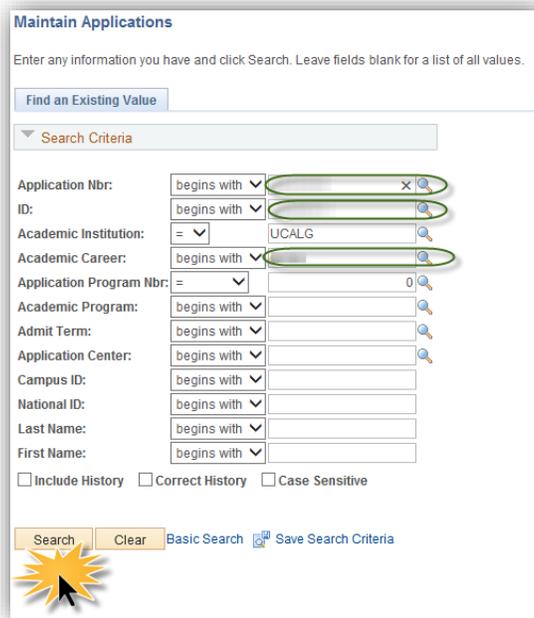
1. Click the **Student Admissions** link.  

2. Click the **Application Maintenance** link.  

3. Click the **Maintain Applications** link.  

4. Enter any search criteria you have for the student and press Enter or Search. **Note:** for FOIP purposes some information has been removed. Click the **Search** button.





5. The link to Visa/Permit Data is on the Biographical Details tab. Click the **Visa/Permit Data** link.  

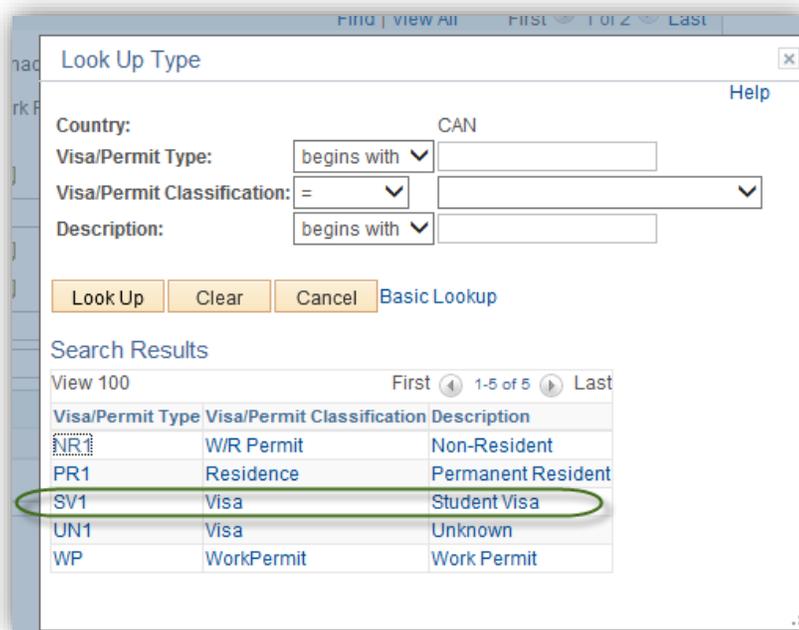
6. Any changes made to this page will be reflected on similar Visa/Permit Data pages from within the Student Administration system. Click the **Add a new row** button.  

7. To select the applicable Visa/Permit type, click the **Look up Type** button by Type.  


# Updating Visa Study Permit

## SA – Student Administration Basics

8. 5 Visa/Permit Types display. For Student Visa click the **SV1** link.



Look Up Type

Country: CAN

Visa/Permit Type: begins with

Visa/Permit Classification: =

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-5 of 5 Last

Visa/Permit Type	Visa/Permit Classification	Description
NR1	W/R Permit	Non-Resident
PR1	Residence	Permanent Resident
<b>SV1</b>	Visa	<b>Student Visa</b>
UN1	Visa	Unknown
WP	WorkPermit	Work Permit

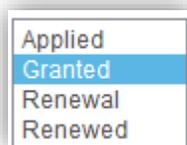
9. For the Effective Date, enter the first day of the month the permit was issued (e.g. July 1, 2014). It is very important the date is entered as the first day of the month as all the scholarship/funding payments are made on the first of each month. You may manipulate the calendar or enter the date directly. Click the **Choose a date** button.



10. Enter the number on the permit. All Student Visa numbers begin with the letter F.
11. Enter the date on the permit. You may enter the date directly or manipulate the calendar to click the desired date. Click the **Choose a date** button.



12. Click the **Status** list to view a list of statuses. For Student Visa indicate Granted. Click the **Granted** list item.



13. The Status Date must be the same as the Date Issued on the Permit.
14. Enter the Expiry Date on the Permit.

15. Once all the Student Visa information has been entered click OK and save the changes. Click the **OK** button.



**Visa/Permit Data** Find | View All First 1 of 2 Last

\*Country: CAN Canada

\*Type: SV1 Student Visa Get Supporting Documents

Classification: Visa

\*Effective Date: 2014/07/01

Number: F##### \*Status:  Granted \*Status Date: 2014/07/24

Issue Date: 2014/07/24 Duration: \*Duration Type: Months

Date of Entry into Country: Expiration Date: 2016/11/30

Issuing Authority:

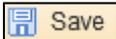
Issue Place:

Supporting Documents Needed Personalize | Find | View All First 1 of 1 Last

*Document ID	Description	Request Date	Date Received

OK Cancel

16. Click the **Save** button.



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

**End of Procedure.**