Overview/Description
This process describes the steps necessary to enter/update citizenship and US visa status information for foreign national (FN) employees and affiliates in OneUSG Connect using the Citizenship/Passport and Visa/Permit panels on the Identification Data page.

By adding rows, it is possible to track changes in citizenship and passport for employees, and to enter new or extended visa types and statuses. Dual citizenship can be tracked using the comments box on the Citizenship panel.

Citizenship information is **required** for the following reasons:
- Compliance with the following Federal Regulations:
  - IRS regulations related to Resident and Nonresident Alien tax status for all foreign national employees.
  - Research security regulations for all employees and affiliates.
  - Regulations pertaining to employment-based visa sponsorship.
  - Department of Labor regulations associated with international hires sponsored for US permanent residency and H-1B work visas.
  - Student and Exchange Visitor Information System (SEVIS) regulations.
  - Department of State Exchange Visitor (J status) Program regulations.
- IPEDS reporting.
- EEO reporting.
- USG HRDM reporting.
- Affirmative Action reporting.
- To ensure citizenship and immigration data are kept current.

Conditions
- Institutions sponsoring and hiring foreign national employees are required by federal regulations under US Citizenship and Immigration Services, the Student and Exchange Visitor Program, Immigration and Customs Enforcement, US Department of Labor, and US Department of State, to maintain and update certain employee information pertaining to citizenship, visa status, and employment status.
- Entering and updating this data in a timely and accurate fashion is critical to facilitating required reporting through Human Resources, Institutional Research, and Immigration Services.
Source Documents

Employment Relationships:
- OneUSG institutions must collect relevant citizenship and visa permit documents for each foreign national employee and enter the appropriate information on the Citizenship and Visa panels. OneUSG is developing a personal information "check-in" form with appropriate questions.
- OneUSG is developing a reliable, and if possible, automated way for the responsible office to be updated in the following circumstances:
  - Any new foreign national hire, including graduate students
  - Any foreign national change of status, including changes to Permanent Residence (green card)
  - Any foreign national extension of status
  - Any foreign national early termination of employment

Non-employee (Affiliate) Relationships:
- OneUSG is developing a Personal Information form for citizenship data and request copies of original documents to confirm the status for all foreign national affiliates.

Instructions

Navigation
Navigator > Workforce Administration > Personal Information > Citizenship > Identification Data
## 1. Citizenship/Passport Tab

### 1.1. Citizenship/Passport

Enter the following data:

- **Citizenship Country**: Enter the employee’s country of citizenship from drop down menu of 256 options (USA is the default option). If changes are needed to **Citizenship Country**, click the plus sign (+) to insert a new row and be sure to date the row.
- **Date Entered**: Use the date you are updating the data.
- **US Status**: Indicate the employee’s citizenship status.
  - Foreign National Alien
  - **US Citizen** *(Not an option if citizenship country is not USA.)*
  - US Lawful Permanent Resident
  - US Noncitizen National
  - Unknown
- **Citizenship Proof**: Do not use.
- **E-Verify Date**: Enter the date that the E-Verify process was complete.

![Citizenship/Passport Tab Image](image_url)
1.2. Passport Information

a. Enter the following data for all Foreign National (FN) Aliens. This is **not** required for US Citizens.
   - **Passport Number**: Select **Use Dummy Passport Number**, if actual number is unavailable.
   - **Expiration Date**: Recommended, not required.
   - **Country**: Should match Citizenship Country.
   - **Comment**: Enter comments related to the citizenship data, e.g. dual citizenship.

b. **No other fields are required.**

c. If changes are needed to passport information, click the plus sign (+) to insert a new row.
2. Visa/permit Data Tab

! Important

Adding rows on the Visa/permit Data page is intended to be based on the effective date. Please look closely at your data on the Visa/permit Data page to ensure you are looking at the current row. The rows should sort based on the effective date and not the visa type. Report issues through a ticket to the OneUSG Connect at oneusgsupport@usg.edu.

3.1 Visa/permit Data

Enter the following data:

- **Country:** USA only.
- **Type:** Select visa status in US from the drop down menu. “EAD/EAC” are not visa types – ask the international office if status is not clear.
- If a visa **Type** changes, click the plus sign (+) to insert a new row.

![Image of Visa/permit Data page]

3.2 Visa/permit History

a. Enter the following data:

- **Effective Date:** Date you enter data.
- **Status:** Select “Granted” for everyone from the drop down menu.
- **Status Date:** Start date from I-20, DS-2019, I-94, I-797, EAD, etc.
- **Type of Duration:** Use the default “Months.”
- **Expiration Date:** Expiration date from I-20, DS-2019, I-94, I-797, EAD, etc.
- **Issuing Authority**: Any notes you may want to enter, e.g. OPT STEM extension data or H-1B extension, etc.

b. If **Visa/Permit History** changes, click the plus sign (+) to insert a new row.

c. Do **not** complete the following fields:
   - Duration
   - Issue Date
   - Number
   - Date of Entry into Country
   - Issue Place

d. **Save** the record.