

COMPLETING THE VISA/PERMIT DATA PANEL

FIELD	INSTRUCTIONS																				
Country:	Select the code for the employee's country of citizenship from the pull down menu.																				
Classification: Visa/Permit Type:	Select the code for visa/permit type from the pull down menu. Visa type is based on the visa category indicated on employee's Form I-94 or on your visa request that is being submitted to the Office of International Affairs.																				
I-94 Number:	If PR (Permanent Resident), leave blank. If other than PR, enter 11-digit number in upper left hand corner of the employee's Form I-94 (INS Departure Record Card).																				
EAD Number:	If applicable, enter the employee's INS A# from the Employment Authorization Document (INS Form I-766 or Form I-688B) or Resident Alien Card (Form I-551).																				
Visa/Permit Status:	Select the appropriate visa/permit status from the pull-down menu: Applied, Granted, Renewal, Renewed. Status should be updated after INS action is received or IAP-66 extension is issued.																				
Health Insurance	Check box if employee has health insurance.																				
Duration	Enter number and select days, months, or years as applicable for employee's visa/permit.																				
Start Date	In the format MM/DD/YY, enter the start date of the employee's visa/permit.																				
Expiration Date	In the format MM/DD/YY, enter the expiration date of the employee's visa/permit.																				
NTE Visa Date:	In the format MM/DD/YY, enter the date of maximum length of stay permitted for the employee's visa category, based upon the following: <table style="margin-left: 40px; border: none;"> <tr> <td>CFA Citizen of Fed. States of Micronesia, Marshall Is., Palau</td> <td>Leave blank</td> </tr> <tr> <td>F-1 Student</td> <td>I-20 expiration date</td> </tr> <tr> <td>J-1 Professor/Research Scholar</td> <td>3 years</td> </tr> <tr> <td>J-1 Short-Term Scholar</td> <td>6 months</td> </tr> <tr> <td>J-1 Specialist</td> <td>1 year</td> </tr> <tr> <td>J-1 Student</td> <td>IAP-66 expiration date</td> </tr> <tr> <td>J-2 Spouse/child</td> <td>IAP-66 expiration date</td> </tr> <tr> <td>H-1B Temporary Worker</td> <td>6 years</td> </tr> <tr> <td>TN NAFTA (Canadian/Mexican) Professional</td> <td>1 year</td> </tr> <tr> <td>PR Permanent Resident</td> <td>Leave blank</td> </tr> </table>	CFA Citizen of Fed. States of Micronesia, Marshall Is., Palau	Leave blank	F-1 Student	I-20 expiration date	J-1 Professor/Research Scholar	3 years	J-1 Short-Term Scholar	6 months	J-1 Specialist	1 year	J-1 Student	IAP-66 expiration date	J-2 Spouse/child	IAP-66 expiration date	H-1B Temporary Worker	6 years	TN NAFTA (Canadian/Mexican) Professional	1 year	PR Permanent Resident	Leave blank
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Arrival Date:	In the format MM/DD/YY, enter the arrival date as indicated on Form I-94. If Permanent Resident, leave blank.																				
Visa Comments:	Use this field to enter information regarding pending visa applications, status of applications, I-9 expiration date, visa reminders, information on dependents, etc.																				