

Updating Visa/Permit Types

Purpose: This document references updating Visa Permit data in ctcLink.

Audience: College staff responsible for maintaining Visa/Permit Data information.

! You must have at least one of these local college-managed security roles:

- **ZC CC Personal Info Student**
- **ZD CC Personal Info Student**
- **ZD CC Super user**
- **ZZ CC Pers Info NID Update**
- **ZZ CC Personal Info Student**

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)

If you need assistance with the above security roles or SACR settings, please contact your local college supervisor or IT Admin to request role access.

Visa Permit Data

Navigation: Personal Information (Student) > Identification (Student) > Citizenship > Visa Permit Data

or

Navigation: ctcLink CS Staff Homepage > Admissions Processing Tile

i If the student is no longer in one of the visa types used by Data Services' Mass Student Group Assignment, the SINT student group may be inactivated by updating their visa/permit type. The college may use the UNK Visa/Permit type if the applicant's status is unknown. For more information, visit the [SBCTC Student & Course Coding Manual](#).

1. The **Visa/Permit Data** search page is displayed.
2. The page defaults to the **Find an Existing Value** tab.
3. Enter the student's **ID** or **First and Last Name**

4. Select **Search**.
4. The **Visa/Permit Data** page displays.
5. Select the **Add a New Row** [+] button.
6. A new effective dated row displays.
7. Enter or look up the **Country** by selecting the looking glass. Choose **USA**.
8. Enter or look up the **Type** by selecting the looking glass. If you do not know the student's Visa Type, select Unknown (UNK).
9. Enter or look up the **Effective Date**. The Effective Date defaults to the system date (today's date) but can be changed as needed.
10. The **Status** defaults to "Applied" but can be changed.
11. The **Status Date** defaults to today's date but can be changed.
12. **The Duration Type** defaults to today's date but can be changed.
13. Any supporting documents attached to this record are accessed by selecting the **Get Supporting Documents** button.
14. At the bottom of the page, click **Save**.
15. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Updating Visa/Permit Types](#). This link will open in a new tab/window.