

## 9.2 Making ISIR Corrections on an Alien Registration Number

**Purpose:** Use this document as a reference on how to make ISIR corrections on an Alien Registration Number.

**Audience:** Financial Aid staff, Student Records Staff.

You will not be able to make a correction to the A Number directly in the ISIR in ctcLink-- unless the Visa Permit Data page has first been populated on the Campus Community side. Before the Visa Permit Data page is populated, the field will open for edit, but there will not be a A number you can plug into the Alien Registration Number (ARN) field in the Correct 20xx-20xx ISIR Records page. You must work with your Student Records staff to update the Visa Permit Data page so that records in the ISIR (FA) and the Visa Permit Data page (Records and Enrollment) match/do not conflict. Once your Student Records team makes the update to the Visa Permit Data page, the ISIR can then be corrected, and the A Number can be populated directly into that ARN field of the ctcLink ISIR. Proceed with the steps below to review and make the necessary updates and correct the ISIR.

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

- ZZ FA ISIR Corrections

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

### Reviewing the ISIR Comments and A# on the ISIR (FA)

**Navigation:** Nav Bar > Navigator > Financial Aid > Federal Application Data > Correct 20xx-20xx ISIR Records

1. The **Correct 20xx-20xx ISIR Records** page displays, enter:
  - **ID**
  - **Academic Institution**
2. Select the **Search** button.

## ISIR Corrections 21/22

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

**Find an Existing Value**

**Search Criteria**

1 ID begins with

Academic Institution begins with

National ID begins with

Campus ID begins with

Last Name begins with

☐ Case Sensitive

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

- At the **Assumptions\School Codes** tab, scroll down to the **Comments** group box, and review the relevant ISIR comment related to the Citizenship C Code.

Student Information | Parent Information | **Assumptions\School Codes** | EFC/DB Matches/Corr

Aid Year 2022 2021-2022 Financial Aid Year Institution WA230

ID

Find First 1 of 2 Last

\*Effective Date 05/31/2021 Transaction Num 2 Correction Status  Status Date

EFC Status Official Primary EFC 0 Prorated EFC 0 FM IM Need Summary INAS

**Miscellaneous Information**

Dependency Override Indicator ☐ Dependent To Independent ☐ Cancel Dep Override-Corr Only ☐ Override Failed ☐ Homeless Youth Determination

Authorizing Institution Date Application Completed 12/23/2020

Preparers SSN  Preparers Signature ☐

Preparers EIN  Include Verify Fields ☐ Adjusted EFC Calc Requested ☐

Owning School Cd 005001

Application Signed By ☐ Applicant ☒ Applicant and Parent

**Student Housing/School Cd Info**

1st School Choice 005001	Housing Code 1 With Parent
2nd School Choice	Housing Code 2
3rd School Choice	Housing Code 3
4th School Choice	Housing Code 4
5th School Choice	Housing Code 5
6th School Choice	Housing Code 6
7th School Choice	Housing Code 7
8th School Choice	Housing Code 8
9th School Choice	Housing Code 9
10th School Choice	Housing Code 10

**Assumption & Reject Overrides**

<input type="checkbox"/> Parent Num in College	<input type="checkbox"/> Student Num in College	<input type="checkbox"/> Reject Override N	<input type="checkbox"/> Reject Override A
<input type="checkbox"/> Parent AGI	<input type="checkbox"/> Student AGI	<input type="checkbox"/> Reject Override B	<input type="checkbox"/> Reject Override C
<input type="checkbox"/> Parent Addl Fin Total	<input type="checkbox"/> Student Addl Fin Total	<input type="checkbox"/> Reject Override W	<input type="checkbox"/> Reject Override G
<input type="checkbox"/> Reject Override J	<input type="checkbox"/> Reject Override K	<input type="checkbox"/> Reject Override 12	<input type="checkbox"/> Reject Override 3
<input type="checkbox"/> Reject Override 20	<input type="checkbox"/> Reject Override 21		

Scroll down

- In the **Comments** group box, note the relevant **Citizenship C Code** message. In this example, the relevant C Code message is on the **046 Comment Code** (highlighted), which confirms the student is not a US Citizen, Permanent Resident, or any other federal eligible citizenship status.

Tax Form Used	0	Not Transferred	Tax Form Used	0	Not Transferred
Tax Return Filing Status	0	Not Transferred	Tax Return Filing Status	0	Not Transferred
AGI	0	Not Transferred	AGI	0	Not Transferred
U.S. Tax Paid	0	Not Transferred	U.S. Tax Paid	0	Not Transferred
Self Employment Payment	0	Not Transferred	Self Employment Payment	0	Not Transferred
Interest Income	0	Not Transferred	Interest Income	0	Not Transferred
Untaxed IRA Dist/Pension	0	Not Transferred	Untaxed IRA Dist/Pension	0	Not Transferred
Educational Credits	0	Not Transferred	Educational Credits	0	Not Transferred
1040 Schedule 1 Data	0	Not Transferred	1040 Schedule 1 Data	0	Not Transferred

**Reject Reasons**

Reject Reason	Description
1	

**Comments**

Comment	Description
001	WHAT YOU MUST DO NOW (Use the checklist below to make sure that all of your issues are resolved.)
006	If you need to make corrections to your information, you may either make them online at <a href="https://fafsa.gov">https://fafsa.gov</a> using your FSA ID, or by using this SAR. If you need additional help with your SAR, contact your school's financial aid office or visit <a href="https://fafsa.gov">https://fafsa.gov</a> and click the "Help" icon on the FAFSA home page. If your mailing address or e-mail address changes, you can make the correction online or send in the correction on your SAR.
046	The United States Citizenship and Immigration Services (USCIS) of the Department of Homeland Security did not confirm that you are a noncitizen (Item 14) in an immigration status associated with the requirements of eligibility for the financial assistance for which you have applied. You must submit proof to your school that you are in the required noncitizen immigration status. If you do not submit proof within 30 days, or longer if your school allows, you may not be eligible for federal student aid.
149	Based on the information we have on record for you, your EFC is <EFC>. You may be eligible to receive a Federal Pell Grant and other federal student aid. Your school will use your EFC to determine your financial aid eligibility for federal grants, loans, and work-study, and possible funding from your state and school.
349	There is a limit to the total amount of Federal Pell Grants that a student may receive, which is the equivalent of 6 school years. Once a total amount of Pell Grant eligibility has been received, a student can no longer receive Pell Grant aid.

**Field Review**

ISIR Field Num	Description

[Save](#)
[Return to Search](#)
[Notify](#)
[Refresh](#)

5. Scroll back up to the top of the page, and select the **Student Information** tab.

Student Information
Parent Information
Assumptions/School Codes
EFC/DB Matches/Corr

5

Aid Year 2022
2021-2022 Financial Aid Year
Institution WA230

ISIR Data
Find
First
1 of 2
Last

Effective Date 05/31/2021
Transaction Num 2
Correction Status
Status Date
EFC Status Official
Primary EFC 0
Prorated EFC 0
FM
IM
Need Summary
INAS

**Miscellaneous Information**

Dependency Override Indicator ☐ Dependent To Independent ☐ Cancel Dep Override-Corr Only ☐ Override Failed ☐ Homeless Youth Determination

Authorizing Institution Date Application Completed 12/23/2020

Preparers SSN ☐ Preparers Signature

Preparers EIN ☐ Include Verify Fields ☐ Adjusted EFC Calc Requested

Owning School Cd 005001

Application Signed By ☐ Applicant ☒ Applicant and Parent

**Student Housing/School Cd Info**

1st School Choice 005001	Housing Code 1 With Parent
2nd School Choice	Housing Code 2
3rd School Choice	Housing Code 3
4th School Choice	Housing Code 4
5th School Choice	Housing Code 5
6th School Choice	Housing Code 6
7th School Choice	Housing Code 7
8th School Choice	Housing Code 8
9th School Choice	Housing Code 9
10th School Choice	Housing Code 10

**Assumption & Reject Overrides**

<input type="checkbox"/> Parent Num In College	<input type="checkbox"/> Student Num In College	<input type="checkbox"/> Reject Override N	<input type="checkbox"/> Reject Override A
<input type="checkbox"/> Parent AGI	<input type="checkbox"/> Student AGI	<input type="checkbox"/> Reject Override B	<input type="checkbox"/> Reject Override C
<input type="checkbox"/> Parent Addl Fin Total	<input type="checkbox"/> Student Addl Fin Total	<input type="checkbox"/> Reject Override W	<input type="checkbox"/> Reject Override G
<input type="checkbox"/> Reject Override J	<input type="checkbox"/> Reject Override K	<input type="checkbox"/> Reject Override 12	<input type="checkbox"/> Reject Override 3
<input type="checkbox"/> Reject Override 20	<input type="checkbox"/> Reject Override 21		

6. At the **Student Information** tab, in the **ISIR Bio/Demo Data** group box, note the **Citizenship Status** is **Eligible non-Citizen** and the **Alien Registration Number** has a value in that field (blurred out in the image below).

7. At the **Actual Bio/Demo Data** group box, note the **Citizenship** status is **Resident** and no **Visa/Permit Number** is noted. -- You will not be able to make the correction here on this ISIR page. If your office holds a copy of the appropriate Citizenship document on file, you must work with your Student Records team on your campus to have them update the **Visa Permit Data** page in **Campus Community**.

**Note** - Since corrections made in FAA CPS will be rejected at the ISIR Load level in ctcLink, it is recommended you work with your Student Records staff to update the Visa/Permit Data page, and not make the correction in FAA CPS. If you make the correction in FAA CPS, your ISIR correction will suspend and you will have to manually monitor the loading of that correction ISIR transaction.

## Updating the Visa Permit Data page (CS CORE/Student Records)

**Note** You must have at least one of these local college managed security roles:

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

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

**Navigation: Nav Bar > Navigator > Campus Community > Personal Information > Identification > Citizenship > Visa Permit Data**

1. The **Visa Permit Data Search Criteria** page displays.
2. Enter the **ID**.
3. Select the **Search** button.

## Visa Permit Data

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

Find an Existing Value

▼ Search Criteria

1

ID

begins with ▼

Q

Academic Career

= ▼

▼

National ID

begins with ▼

Campus ID

begins with ▼

Last Name

begins with ▼

First Name

begins with ▼

☐ Include History

☐ Correct History


☐ Case Sensitive

2

Search

Clear

Basic Search

 Save Search Criteria

4. At the **Visa Permit Data** page, work with your student records staff to enter the:

- **Country**
- **Type**
- **Effective Date**
- **Number** (Include the A before the number)
- **Status**
- **Status Date**
- **Duration Type**

5. Enter any other fields you would like to notate on the page (optional).

6. Select the **Save** button.

Visa/Permit Data Port of Entry Data

Visa/Permit Data 1 of 1 View All

Country USA USA

\*Type IM Permt Res/Immigrant

Classification Visa

\*Effective Date 11/09/2021

Number A34567890

Issue Date 11/09/2021

Date of Entry into Country 11/09/2013

Issuing Authority USA

Issue Place USA

\*Status Granted

Duration 30

Expiration Date 11/08/2038

\*Status Date 11/09/2021

\*Duration Type Years

Get Supporting Documents

Supporting Documents Needed 1-1 of 1 View All

Document ID	Description	Request Date	Date Received

Save Return to Search Notify Refresh Update/Display Include History Correct History

## Correcting the ISIR by Populating the A# into the ARN Field of the ISIR (FA)

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

- ZZ FA ISIR Corrections

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

**Navigation: Nav Bar > Navigator > Financial Aid > Federal Application Data > Correct 20xx-20xx ISIR Records**


1. The ISIR Corrections 21/22 page displays.
2. Enter the **ID**.
3. Enter the **Academic Institution**.
4. Select the **Search** button.


## ISIR Corrections 21/22

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

**Find an Existing Value**

**Search Criteria**

ID begins with  


Academic Institution begins with  

National ID begins with

Campus ID begins with

Last Name begins with

☐ Case Sensitive

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

5. The **Correct 20xx-20xx ISIR Records** page displays.
6. In the **ISIR Data** group box, select the **[+]** button to insert a new row -- this step makes a new Effective-Dated row with editable fields.

**Student Information** **Parent Information** **Assumptions/School Codes** **EFC/DB Matches/Corr**

Aid Year 2022 2021-2022 Financial Aid Year Institution WA230

**ISIR Data** Find First 1 of 2 Last

\*Effective Date 05/31/2021 Transaction Num 2 Correction Status Status Date

EFC Status Official Primary EFC 0 Prorated EFC 0 FM IM Need Summary **+** INAS

**Actual Bio/Demo Data** **ISIR Bio/Demo Data**

☐ Correct Name First Name Middle Refaat First Name Middle Last Name

☐ Correct Address Student Address ISIR Address

☐ Correct SSN SSN

☐ Correct Date of Birth Date of Birth

☐ Correct Telephone Telephone Number

☐ Correct Citizenship Citizenship Status 2 Eligible non-citizen

Visa/Permit Number 5 Resident Alien Registration Number

Driver's License Number

Driver's License State

Email Address

☐ Correct Email

7. In the **ISIR Data** group box, set the **Correction Status** drop down box to **Send Correction(s)**.
8. In the **Alien Registration Number** field, select the **looking glass** icon.

Student Information | Parent Information | Assumptions/School Codes | EFC/DB Matches/Corr

Aid Year 2022 2021-2022 Financial Aid Year Institution WA230

ISIR Data Find First 1 of 3 Last

\*Effective Date 11/09/2021 Transaction Num 2 Correction Status Send Correction(s) Status Date 11/09/2021

EFC Status Unofficial Primary EFC 0 Prorated EFC 0 FM IM Need Summary INAS

Actual Bio/Demo Data ISIR Bio/Demo Data

☐ Correct Name First Name Middle Refaat First Name Middle  
☐ Correct Address Last Name Student Address ISIR Address  
☐ Correct SSN SSN  
☐ Correct Date of Birth Date of Birth  
☐ Correct Telephone Telephone Number  
☐ Correct Citizenship Citizenship Status 2 Eligible non-citizen  
 Visa/Permit Number Alien Registration Number Driver's License Number  
 Driver's License State Driver's License State  
 Email Address Email Address

☐ Correct Email

9. A pagelet opens, and displays the **ARN** linked to this student -- it is pulling from the **Visa Permit Data** page.
10. Select the number that displays in the pagelet, and this number will then populate into the **ARN** field.

Student Information | Parent Information | Assumptions/School Codes | EFC/DB Matches/Corr

Aid Year 2022 2021-2022 Financial Aid Year Institution WA230

ISIR Data Find First 1 of 3 Last

\*Effective Date 11/09/2021 Transaction Num 2 Correction Status Send Correction(s) Status Date 11/09/2021

EFC Status Unofficial Primary EFC 0 Prorated EFC 0 FM IM Need Summary INAS

Actual Bio/Demo Data ISIR Bio/Demo Data

☐ Correct Name First Name Middle Refaat First Name Middle  
☐ Correct Address Last Name Student Address ISIR Address  
☐ Correct SSN SSN  
☐ Correct Date of Birth Date of Birth  
☐ Correct Telephone Telephone Number  
☐ Correct Citizenship Citizenship Status 2 Eligible non-citizen  
 Visa/Permit Number Alien Registration Number Driver's License Number  
 Driver's License State Driver's License State  
 Email Address Email Address

☐ Correct Email

Student Data - Background Info

State of Residence WA Res Prior 16  
 Male or Female ☐ Male ☒ Female Register with Sel Serv  
 Degree/Certificate Other/Undecided

Look Up Alien Registration Number

Empl ID  
 Visa/Permit Number begins with  
 Country >=  
 Visa/Permit Type begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Visa/Permit Number	Country	Visa/Permit Type
34567890	USA	IM

11. Select the **Save** button.
12. End of procedure.