Introduction

For applicants, current students and employees, citizenship status and visa permit data (where applicable) should be captured.

These instructions are for help in entering new individuals to PeopleSoft/SIS. If you find the individual in question already in PeopleSoft/SIS and already having international information, you should not change the international information. If you feel the international information is inaccurate, contact the appropriate office (listed in the Contact Information below) before changing it.

If you do not find the specific information you need to properly code citizenship or visa data, please contact one of the offices listed in the Contact Information below. Don't guess at the information if you do not know it.

Contact Information

Administrative Staff:

If you cannot view or update the citizenship or visa permit information, and believe you should be able to do so, contact your data manager or the SIS Help Desk.

If the applicant's or student’s citizenship status information differs from what is displayed in the SIS, and the student indicates that the SIS data is incorrect, refer the student to the appropriate International Admissions or International Services office to provide documentation of the correct visa status. That office will update the visa and citizenship status information. (If the person is an Employee, do not make any updates; refer the information and/or person to your local HR office.)

Applicants to IUBL, IUE, IUKO, IUNW:
Office of International Admissions (Bloomington)

If the student has been admitted to Bloomington, East, Kokomo, or Northwest, but is not yet matriculated or enrolled, contact International Admissions at intladm@indiana.edu or call (812) 855-4306.

Enrolled Students at IUBL, IUE, IUKO, IUNW:
Office of International Services (Bloomington)

If the student is currently matriculated or enrolled at Bloomington, East, Kokomo, or Northwest, contact International Services at intlserv@indiana.edu or call (812) 855-9086.

Applicants and Enrolled Students at IUPUI or IUCO:
Office of International Affairs (Indianapolis)

If the student is currently admitted, matriculated or enrolled at Indianapolis or Columbus, contact the Office of International Affairs at intla@iupui.edu or call (317) 274-7000.

Applicants and Enrolled Students at IUSB:
Office of International Student Services (South Bend)

If the student is admitted, matriculated, or enrolled at South Bend, contact the Office of International Student Services at (574) 520-4109.
Applicants and Enrolled Students at IUSE:
Office of International Student Services (Southeast)
If the student is admitted, matriculated, or enrolled at South Bend, contact Jodie Beatty at (812) 941-2212.