**Overview**

When Visa/Permit data is added, it needs to be done in effective date order. This document will walk through how to enter Visa/Permit Data that has an effective date earlier than an existing Visa/Permit Data row.

**Steps**

**Add Visa/Permit Data**

1. Navigate to: **Campus Community > Personal Information > Identification > Citizenship > Visa Permit Data**.
2. In order to do this you must have Correct History security.
3. Click [Correct History].
4. To add a new effective dated row, click [+].
5. The new row is on top with all the data from the prior row and today’s date as the **Effective Date**.
6. Change the **Effective Date** of the new row to match the date on the prior/second row.
Campus Community
Visa/Permit Data

7. Enter or change the desired data on the second row.

8. Click ![Save](save_icon).