

Department Required Fields for People Soft Records of J-1 and J-2 Applicants:

It is possible to create a PS ID, before an individual arrives in the U.S., by entering a minimum amount of personal demographic information into the Bio/Demo page. This will fulfill the ISSS ID requirement. The ISSS instructions for filling out this form, entitled “*Instructions for Department Request for DS-2019 for Newly Arriving Scholars*”, can be found at < www.iss.umn.edu/Departments/Instnew66.html >. You can also find more information on the SEVIS Business Process by visiting the HRMS website at <http://www1.umn.edu/enterprise/hrms> Scroll down to Business Processes. The direct link is: <http://www1.umn.edu/enterprise/hrms/SEVIS%205-27-03.pdf>.

If necessary, a job record can be created later using the newly established PS ID.

Any time you are creating a record in PeopleSoft, **you must complete a Search/Match to avoid creating duplicate ID numbers.** Your Search/Match may produce a list of matching records. Click on Carry ID when you identify your record and go to the Bio/Demo page. If you do not identify an existing record, simply proceed to the Add/Update a Person page.

[Home](#) > [Campus Community](#) > [Personal Information](#) > [Add/Update a Person](#)

Click on [Add a New Value](#) Hyperlink

Click on the [Add](#) button.

Biographical Details section	
Names:	
Type of Name:	Primary
First Name	(If none, leave blank)
Last Name	(If none, add a period)
Middle Name	(If none, leave blank)

Person Information section	
Birth Information:	
Birth Location	(= City of Birth)
Birth Country	Click on the spyglass and choose “Lookup” to select the Birth Country from the list Note: Do not enter data for “Birth State”

Biographical History section	
Effective Date:	Will default to Today’s Date
Gender:	Select between Male or Female

Contact Information section	
Citizenship	
Country: USA	Citizenship Status: Alien Temporary
Add a new Field by clicking on the plus (+) button on the top right corner. Click on the spyglass, type in the country in the “Description” field and click on the “Lookup” button to find the correct country. Select the Citizenship country from the list given. The country field will be populated.	
Country: Country of Citizenship	Citizenship Status: Leave blank, or select: Not Indicated
Addresses Required Address Types for Initial J-1 records (for Initial J-2 records and/or J-1 and J-2 records who are currently in the US, see below)	
Add Address Types	Campus Office Location 1 (= Site of Activity Address) Choose the correct address type from the drop-down menu. Click on the Edit Address hyperlink and populate the necessary fields. Note: <u>Address cannot be a PO Box</u> Click OK
Submit. Then, add a new Address Type. Click on the plus sign.	

Add Address Types	Foreign Address Intl Only Note: <u>Address cannot be a PO Box</u> Same instructions as above.
Submit.	

Click on: "Save" push button at the bottom left corner of both the Biographical Details and Addresses page

Required Address Types for Initial J-2 records	
No Address Entry is required for ISSS to create an Initial J-2 record	

Click on: "Save" push button at the bottom left corner of the Biographical Details page

Required Address Types for J-1 record who is currently in the US	
Add Address Types	Campus Office Location 1 (= Site of Activity Address) Note: <u>Address cannot be a PO Box.</u> Choose the correct address type from the drop-down menu. Click on the <u>Edit Address</u> hyperlink and populate the necessary fields. Click <u>OK</u>
Submit. Then, add a new Address Type	
Add Address Types	Current Mailing (= Current Residential Address in the US) Note: <u>Address cannot be outside the U.S. or a PO Box</u> Same instructions as above.
Submit.	

Click on: "Save" push button at the bottom left corner of both the Biographical Details and Addresses page

Required Address Types for J-2 record who is currently in the US	
Address Type:	Current Mailing (= Current Residential Address in the US) Note: <u>Address cannot be outside the U.S. or a PO Box.</u> Choose the correct address type from the drop-down menu. Click on the <u>Edit Address</u> hyperlink and populate the necessary fields. Click <u>OK</u>
Submit	

Click on: "Save" push button at the bottom left corner of both the Biographical Details and Addresses page