Agenda

New Administration
- January 27, 2017 Travel Ban
- Who is affected
- What is known, what is still unknown
- Affect on visa benefits
- Other Executive Orders

- Common ISD Issues
- Your Questions
Common ISD Issues I

- **Department can’t find a record in ISD:** The solution is to change the User from the department administrator name to “All” before searching for a record.

- **Scholar is locked out of ISD:** The department can reset the password for the scholar, OISS does not need to be involved. The instructions are here: http://oiss.yale.edu/for-departments/isd/department-help/scholar-locked-out

- **Scholar’s passport is not attached to ISD.**

- **Scholar’s name in ISD does not match the MRZ section of the passport.** No hyphens, accent marks, etc.

- **Local address section:** “Is this a Current Address” always needs to be yes, “Use Department Address” always needs to be no. Address is always 421 Temple St. Department admin’s work phone number always needs to be there, no spaces or hyphens in the phone number.
Common ISD Issues II

- **Appointment page:** If the appointment is longer than 6 months, the question “Is employment 6 months or less” needs to be answered No. The next question, “If yes, is there a possibility stay will be extended” should be left blank if you answered no to the first question.

- Also on the Appointment page, the percentage of activity question is missing information. It should be 100% Research, 100% Teaching, or whatever the combination is. We can’t accept 100, for example, it needs to be written out.

- When processing an extension, the start date does not change, just the end date. If the title during the extension period is PostGrad Fellow, PostGrad Associate, Visiting Fellow or Lab Associate, approval of the extension period must be attached to ISD.

- **Funding page**, amount listed needs to be for the entire appointment. The same holds true for extensions. If somebody was here for a year and is now extending for a year, 2 years worth of funding should be listed.
Common ISD Issues III

- If you have a bank statement, the amount goes in Personal Funds and the description is left blank.
- **Site of Activity page** is not in the proper address format. Department name can’t contain punctuation. Address line 1 must start with a number and must be a physical address. Building names, suites, etc., must be written on line 2.
- Dependent passports are not attached to ISD.
- Department wants to know status of record, check the History tab, the Processing Stage is not always accurate.