

## External Organization Data Entry Tip Sheet – Office of Study Abroad

1. **NRS organizations should not have an actual ATP Code associated with them.** Before adding an organization, search to see if the organization already exists in the database.
  - a. Review the document [Search for an Organization](#)
  - b. If the organization already exists as a **NRS** organization, review and add any new information if applicable.
  - c. If the organization already exists as a **non-NRS** organization, do not use this record, but rather add a new record, using the NRS related codes
2. Adding a new external organization
  - a. Follow applicable steps in the document [Adding an External Organization \(details\)](#) and a PowerPoint [summary, External Education Organizations](#)
  - b. These pages must be completed for NRS related organizations:
    - i. **Organization Table**
    - ii. **Location Detail**
    - iii. **School Data**
    - iv. **Organization Affiliation**
      1. See document [Adding External Organization Affiliation](#)
3. Entries for OSA on **Organization Table** and **School Data** pages. The following fields should be populated as follows for NRS Educational Institutions. Refer to **page 2** in [Organization Table Page and School Data Page](#).
  - a. **Organization Table**
    - i. Organization Type:
      1. NRS
    - ii. Proprietorship:
      1. Study Abroad College/University
        - a. Approved International NRS (APRV-INTL)
        - b. Petitioned International NRS (PET-INTL)
        - c. Sponsored NRS Program (SponNRS)
      2. Domestic:
        - a. Approved Domestic NRS (APRV-DOM)
      3. Twelve-College Exchange
        - a. 12-College Exchange NRS (12-COLEXG)
      4. 3-2 Engineering
        - a. 3-2 Engineering NRS (3-2 ENGNR)
  - b. **School Data**
    - i. Organization Details – Offers Course
      1. CHECK
    - ii. School Characteristics – School Type
      1. N/A (or COL)
    - iii. School Codes – ATP Type
      1. Leave BLANK.

## 4. Important Notes:

- a. If you select **Save** before completing the required data, you must use the Correct History mode to continue entering or modifying the effective-dated data.
- b. Regarding **Effective Dates**: The Effective Date under **Location** and under **Organization Type Related Information (School Data)** must be either less than or equal to the **Organization Table Effective Date** in order for all information to be properly saved in the database.
- c. **Location**:
  - i. If you have not entered an address, when you click OK, you may receive the Message: *Warning -- At least one address is required when adding a new organization. (14200,14)*
  - ii. Click OK. This message appears because **only the Country is required**. If the Country is on the page, you are not required to enter the full address.
- d. **School Data**:
  - i. If the organization is to be associated with an Applicant or Study Abroad student, the checkbox **"Offers Courses"** MUST BE CHECKED. Otherwise, the organization will not appear in the dropdown box for the Applicant's Education page.
  - ii. If the **"Offers Courses"** box is checked, the **"School Type"** box must be populated as well; otherwise you will not be able to save the page.
  - iii. The organizations added/used by the Office of Study Abroad may have the same name as organizations used by Admissions, Grad Office, GLSP, etc., but they cannot have the actual ATP codes associated with them. There can be no duplicate organizations.

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The above documents can be found on the [SFIS Blog \(http://sfis.blogs.wesleyan.edu/\)](http://sfis.blogs.wesleyan.edu/) on the [External Organizations page](#).

**Documents only for Office of Study Abroad:**

[\*\*Adding an External Organization Affiliation\*\*](#)

[\*\*Editing Organizations for Online Process\*\*](#)

**All Other Documents**

[\*\*External Educational Organizations \(PowerPoint\)\*\*](#)

[\*\*Adding an External Organization \(detailed\)\*\*](#)

[\*\*External Organization Data codes\*\*](#)

[\*\*Duplicate Records and Search Match\*\*](#)

[\*\*How to Handle Duplicate Organizations \(Educational Institutions\)\*\*](#)

[\*\*Search for an Organization\*\*](#)