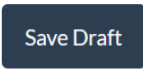


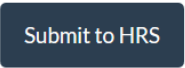
FVCA IMMIGRATION MANAGEMENT SYSTEM - USER GUIDE AND TIPS

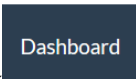
The Immigration Management System enables you to draft submissions, edit, save, and submit FVCA's to Immigration Services.

1. Open FVCA link on Immigration Services website: <https://apps.hrs.ualberta.ca/IMMS/Home/index>
2. Login to the Immigration Management System using your University of Alberta CCID. Currently, only **active** University of Alberta employees can access this system. Implicit in this process is that others, such as PI's or Emeritus Professors, will require an active faculty member to co-sponsor visitors, in order to access the FVCA.
3. The opening window shows your name in the top right hand corner. The top left side of screen displays the headings: Dashboard, New Assessment, Report, and Logout.

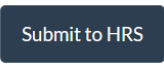
4. Click  on the Dashboard to open up a new FVCA.

5. Complete the mandatory fields and click  .
you must save all data before you submit
If you did not complete the required fields, a red message will flash up at the bottom of the page. You will only be able to save and submit entries after the fields are completed.

6. To submit, click  .

7. To verify the successful submission to Immigration Services, click  .

Look under the heading  . If it shows "Draft", the submission was unsuccessful.

To resubmit, click on the assessment and go to the bottom of the page, pressing  .

8. To transfer (Draft or Incomplete) cases on hand to a coworker, open the Dashboard item and enter your colleagues CCID (email address and name will populate automatically).
9. Only submissions you have personally created are visible in the Dashboard.

Status Definitions

Draft

You may edit and re-save, but you cannot delete. Immigration Services cannot see the draft.

Request for Review

You have successfully submitted the FVCA; it is in the Immigration Services queue.

In Progress

Immigration Services is assessing the FVCA.

Request Ph.D Approval

Postdoctoral Fellows Office is vetting the potential PDF.

Completed

The FVCA is closed; Immigration Services has emailed the necessary documents, information, and inquiries.

Incomplete

Your submission was been reviewed, but additional information is required. You must add the required data, save, and resubmit.