Visa Tracking System (ViTS) Training

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System Access: Website

• Click on the "ViTS" link on the DGSOM Visa Website
  • visa.dgsom.ucla.edu
System Access: Logging in

• Log in using your AD account name and password:

• All Visa Coordinators will be granted system access
• New access requests (e.g., new coordinators and other staff requesting access) will need to be approved by Visa Office via e-mail
• Users without AD will be provided with separate credentials
Create a New Entry: Demographics

• Click “New Entry” from the home screen after logging in:

• Select “Type of Visa” (J1, O1, Perm. Res., Special Programs, H1B, IGA):
Create a New Entry: Demographics

• Select appropriate “New Action” type:

• Complete remaining portion of demographics tab as specified and as you would complete a DS2019

• Type of Visa, Name, Department are required to initiate a new entry

• Entry will remain unsaved until “Save” button is selected
Create a New Entry: Financials

• Complete “Financials” page as requested below:

• Hit “Save” when done with section
• Visa type will be displayed next to name
Create a New Entry: DS2019

- Once application is completed, click “Print DS2019”

- System will create a PDF file that can be saved onto your machine
- Solicit signatures and deliver to DGSOM Visa Office based on existing procedures
Checklist Status Tracking: Overview

• Checklist items vary depending on Visa type:

  • “Date” and “By” fields are auto-populated by system and display only the most recent changes to checklist items
Checklist Status Tracking: Updates

• Updates – DGSOM Visa Office & Coordinators should update checklist status within a timely manner

• Comments – Comments will be utilized to provide additional details regarding each status (e.g., what is missing)

• Checklist Benefits
  • Identify & follow-up for missing items
  • Know step in process for rough estimate on timing
  • Shared accountability for processing of visa applications
Modify an Existing Entry: Overview

- View in-progress/historical entries using “Search” function:

- To modify an existing entry use the “Search” function to find and select the appropriate record

- “Seq” provides a historical record of changes to the visa application
Modify an Existing Entry: New Action

• View in-progress/historical entries using “Search” function:

• Use the drop down to select the appropriate “New Action” type

• Once selected and saved, the entry will be duplicated in the system as a separate record and “Seq” will increase by 1

• Make changes and print DS2019 as appropriate
System Reporting

- Reports to be run include:
  - Individuals approaching 5 year visa Max
  - Visas ending between specified dates
Other Notes: Department Code List

• The following is a list of department codes and their associated descriptions:
Questions

• To request system access: DGSOM Visa Office
• For general questions, inquiries, and feedback:
  • Yang Chen – yxchen@huronconsultinggroup.com