

Foreign Visitor Category Assessment Web Application Interface

Welcome to the new Immigration Management System for submitting Foreign Visitor Category Assessments (FVCA's). The Immigration Management System enables you to draft submissions, edit, save and submit FVCA's to Immigration Services. Submissions are processed in date order.

FVCA IMMIGRATION MANAGEMENT SYSTEM - USER GUIDE AND TIPS

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.
3. The opening window shows your name in the top right hand corner and three menu headings named Dashboard, New Assessment and Logout on the top left side of screen.
4. The Dashboard menu is already open in the first viewing window.
5. Only submissions you have personally created are visible in the Dashboard.
6. Dashboard entries will be labelled Draft, Submitted, Completed or Incomplete.
7. 'Draft' means you saved them but did not submit to Immigration Services. You can still edit them and re-save. Immigration Services (IS) cannot see the drafts at this stage.
8. Please note that you cannot completely delete Draft FVCA's that you have created in the Dashboard at present. This will be built into future upgrades of the FVCA interface.
9. 'Submitted' means you have saved and submitted it to IS – you cannot edit it any more.
10. 'Incomplete' means that your submission has been reviewed by IS but key information was missing. You will need to add any required data, save it and then resubmit to IS.
11. Check your Dashboard regularly to see if Incomplete FVCA's have been returned to you by Immigration Services (IS) – you will **not** be prompted by an email or phone call.
12. 'Completed' means that Immigration Services (IS) have submitted the necessary documents to you by email and forwarded any necessary documentation to CIC.
13. You can click on the 'New Assessment' link on the Dashboard to open up a new FVCA.
14. You must save any data before you submit to IS. If you did not complete mandatory fields, a red message will flash up at the bottom of the page when you try and save or submit. You will only be able to save and submit entries once these fields have been completed.
15. 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).
16. Feedback on using this system can be sent to: cyndi.killingsworth@ualberta.ca