


J-1 Scholar Services in Sunapsis – For UMB-Employed Scholars

The OIS has created e-forms for you to make specific requests from our office. The e-forms available to you are:

- Add a New Dependent – Get a DS-2019 for your spouse or child (under age 21)
- Incidental Employment Authorization Request– If you have a paid lecture or consultation activity related to your research and supported by your UMB faculty supervisor
- Notice of Departure – If you will end your J-1 program before the end date on your DS-2019
- Out of Country Request – If you will be working on your UMB research from abroad (very rare)
- Transfer Out Request – If you will be leaving UMB and transferring your J-1 record to a new University

Note – extensions can only be initiated by your department contact. At this time, not all department contacts have access to Sunapsis. Depending on your department, your contact will either send you a Sunapsis e-form to complete, or will ask you to fill part of the PDF extension form.

1. Navigate to <http://sunapsis.umaryland.edu> and if you are on UMB payroll Select the Login button under Full Client Services.



Welcome to the Sunapsis Login Page

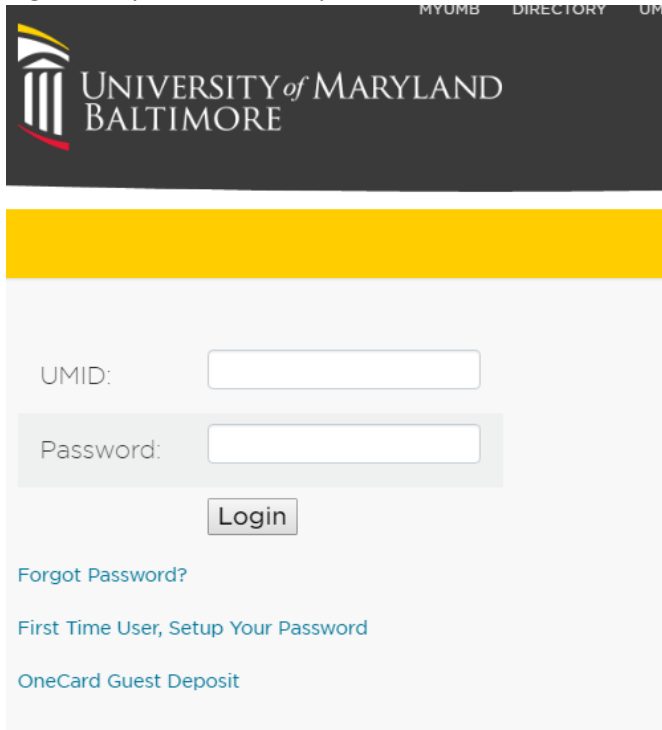
Technology is key to our proactive approach. Our information services and experienced staff enable efficient management of student and scholar data, and our portal provides individualized, web-based services. The following are the types of online services available for international students, scholars, & staff.

Full Client Services for Students & Scholars	Limited Services for Students & Scholars
<p>Secure services requiring login with your institutional Network ID and password. These services include:</p> <ol style="list-style-type: none">1. View and update information on file2. Submit electronic form (e-form) requests for travel signatures, reduced course load authorization, program extensions, etc.3. Access alerts and notes on file that require action in order to maintain legal status <p>LOGIN</p>	<p>Limited services requiring login with your University ID number and date of birth. These services include:</p> <ol style="list-style-type: none">1. Limited student services like registration for orientation or SEVIS transfer-in.2. Limited initial intake forms for J-1 scholars or H-1B employees. <p>These services will NOT provide all the functionality of the full client services.</p> <p>Limited Services</p>

The following are additional services:

- [International Student & Scholar Statistical Reports](#)
- [Anonymous Feedback \(surveys, evaluations, etc\)](#)
- [Administrative Services for University Departments](#)

2. Login with your UMID and password.



UNIVERSITY of MARYLAND
BALTIMORE

UMID:

Password:

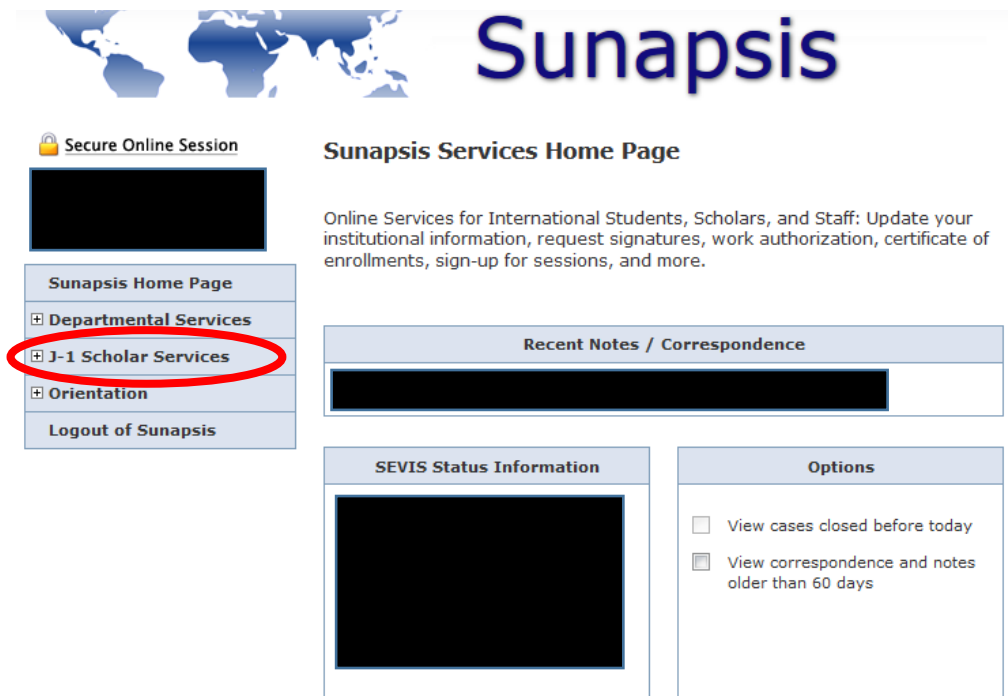
Login

[Forgot Password?](#)

[First Time User, Setup Your Password](#)

[OneCard Guest Deposit](#)

3. Select the "J-1 Scholar Services" tab in the left menu



Sunapsis

Secure Online Session

Sunapsis Services Home Page

Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more.

- Sunapsis Home Page
- Departmental Services
- J-1 Scholar Services**
- Orientation
- Logout of Sunapsis


Recent Notes / Correspondence

SEVIS Status Information


Options

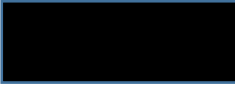
- View cases closed before today
- View correspondence and notes older than 60 days

4. Select the e-form link for the process you wish to complete. The form will open. Once you submit, please allow up to 10 business days for processing.



Sunapsis

 **Secure Online Session**




Sunapsis Home Page

- Departmental Services**
- J-1 Consular Services**
 - Add a New Dependent
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- Logout of Sunapsis**


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Office of International Services at the University of Maryland Baltimore.