

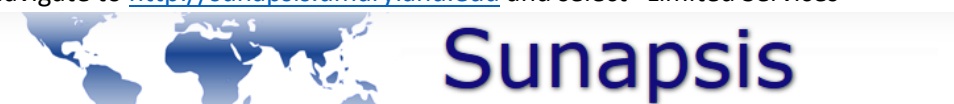
J-1 Scholar Services in Sunapsis – For Visiting Scholars

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 select “Limited 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](#)

- If you received an e-mail from OIS-INFO@umaryland.edu with your University Identification Number (this is a unique Sunapsis number that you do not know) and Limited Access PIN, use that in combination with your date of birth to login. If you do not have that email from our office, please e-mail OIS-INFO@umaryland.edu for access assistance.

Sunapsis

Secure Online Session

Login to Sunapsis - Limited Services

[LOG-IN WITH A NETWORK ID TO GAIN FULL ACCESS](#)

This access will provided limited services. If you have an institutional network ID and password then you can log into the full services. Use your University ID number, date of birth, and limited access PIN in order to log into services for incoming international students and scholars or some limited services for students after graduation (i.e. OPT F-1 students). These are services that allow incoming students and scholars to update information and make electronic requests with the international office.

University Identification Number *

Date of Birth *
Month Day Year

Limited Access PIN *

Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you.

* required fields

[E-mail me my Limited Access PIN](#)

- 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.

[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
 - Incidental Employment Authorization Request
 - Notice of Departure
 - Out of Country Request
 - Transfer Out Request
- Orientation**
- Logout of Sunapsis**


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.

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Office of International Services at the University of Maryland Baltimore.