

Instructions for Submitting Your Visa Sponsorship Application Online

1. Go to <https://sunapsis.umaryland.edu>
2. Click the login button



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](#)

3. Login with your UMID and password



UNIVERSITY of MARYLAND
THE FOUNDING CAMPUS

UMID:

Password:

[Forgot Password?](#)

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

[OneCard Guest Deposit](#)

4. Once logged in, you'll see the below screen. Click on "Admission"

The screenshot shows the Sunapsis Services Home Page. At the top left is a world map, and at the top right is the Sunapsis logo. Below the logo, the user's session is identified as "Secure Online Session" for Jake Dreyer, Campus: UMB, and Network ID: 30020109. A navigation menu on the left includes "Sunapsis Home Page", "Admission" (circled in red), "Biographical Information", "Insurance and Finances", "J-1 Student Services", and "Logout of Sunapsis". The main content area is titled "Sunapsis Services Home Page" and contains a description of online services. Below this are two panels: "SEVIS Status Information" (showing no information on file) and "Options" (with checkboxes for viewing closed cases and correspondence). The footer identifies the Office of International Services at the University of Maryland Baltimore.

5. Click on "Application for Student I-20 or DS-2019"

This screenshot is similar to the previous one but shows a different menu item circled in red: "Application for Student I-20 or DS-2019". The user's session information is partially obscured by black boxes. The rest of the page layout, including the SEVIS Status Information and Options panels, remains the same as in the previous screenshot.

- Fill the required "New UMB Student" form.
If you have dependents that will be traveling to the US with you, fill out the "Add SEVIS Dependent" form for each individual.
If you are transferring your SEVIS record from another institution, fill out the "SEVIS Transfer In Request".

The screenshot shows the Sunapsis web application interface. At the top, there is a world map and the Sunapsis logo. Below the map, it indicates a "Secure Online Session" with a lock icon and shows the user's campus as "UMB" and network ID as "06". The main heading is "Application for Student I-20 or DS-2019". A message states: "The following set of e-forms are needed for the international office to process your student SEVIS record for incoming UMB admitted students. Please complete each section." There are three radio button options: "New UMB Student", "Add SEVIS Dependent", and "SEVIS Transfer In Request". A legend at the bottom explains the status icons: Incomplete (empty box), Optional (circle), Complete (checked box), Draft (box with pencil), Submit Another (plus in circle), Not Yet Available (grey box), Pending Review (blue box with check), Follow-Up Required (i in circle), Awaiting Answer (arrow in box), and Denied (X in box).

- If you have any problems, email ois-info@umaryland.edu. Normal processing time from the time you submit all of your documents is 10 working days.