Department User Sunapsis E-form Submission Process

Department is informed that a request for visa sponsorship or extension is necessary

Is individual currently at UMB (or past at UMB)?

NO

Follow instructions "Add a New Person in Sunapsis"

YES

Request Sunapsis ID (*called University ID in Sunapsis*) from OIS if unknown

All visa sponsorship e-forms have a form that the scholar/employee will need to complete. Follow the instructions to give them access to that form.
You will receive an e-mail when they have completed it.

Tip: Upload fully signed documents.
If required signatures are missing, the e-form will be denied, and processing will be delayed.

The H-1B, initial J-1, and J-1 student intern e-forms have forms that need to be completed by the Faculty Supervisor. Follow the instructions to give them access to that form.
You will receive an e-mail when they have completed it.

Fill out the remaining e-forms, consulting department stakeholders as needed. See OIS "Using Sunapsis" website for guidance.

When all required e-forms in the group are fully submitted, OIS receives an alert

OIS reviews the e-forms

Problems

E-form denial with e-mail explaining the problem and further instructions; e-form returned to draft so edits may be made

No problems

E-form approval with e-mail providing any relevant instructions for next steps