Add a New Person in Sunapsis

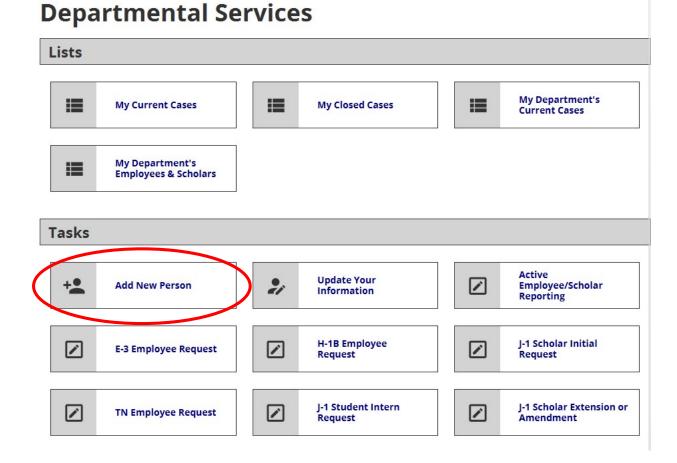
If an individual has worked at UMB, has studied at UMB, or is present at UMB as a visiting scholar, they have a Sunapsis record already.

Email ois-info@umaryland.edu to request their Sunapsis ID.

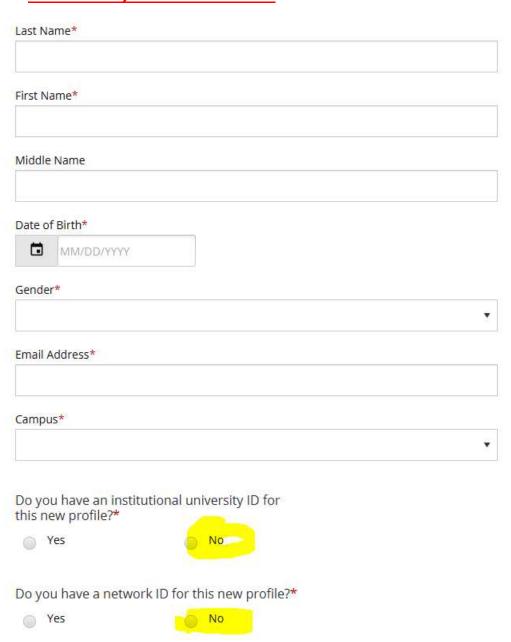
Only add a new person to Sunapsis if the individual has <u>never</u> worked, studied, or conducted research at UMB.

HINT: Review their CV for previous work/study at UMB.

1. After logging in, click on "Add New Person"



2. Using the copy of the passport, enter the required fields and select "no" for university ID and network ID



3. On the next screen you will obtain the ID of the individual and will be presented with a list of applications you may start.

Work on an Application

Name: Dreyer, Felix University ID: TEMP916560 Date of Birth: 01/28/2000

You may click on an application e-form group to work on for this individual.

--- New Applications ---

J-1 Scholar Initial Request

J-1 Scholar Extension or Amendment

H-1B Employee Request

J-1 Student Intern Request

TN Employee Request

Active Employee/Scholar Reporting

E-3 Employee Request

--- Continue an Application in Progress ---

There are no previously submitted applications.