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 never 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

- Last Name*
- First Name*
- Middle Name
- Date of Birth*
  - MM/DD/YYYY
- Gender*
- Email Address*
- Campus*

Do you have an institutional university ID for this new profile?*
- Yes
- No

Do you have a network ID for this new profile?*
- Yes
- No
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.