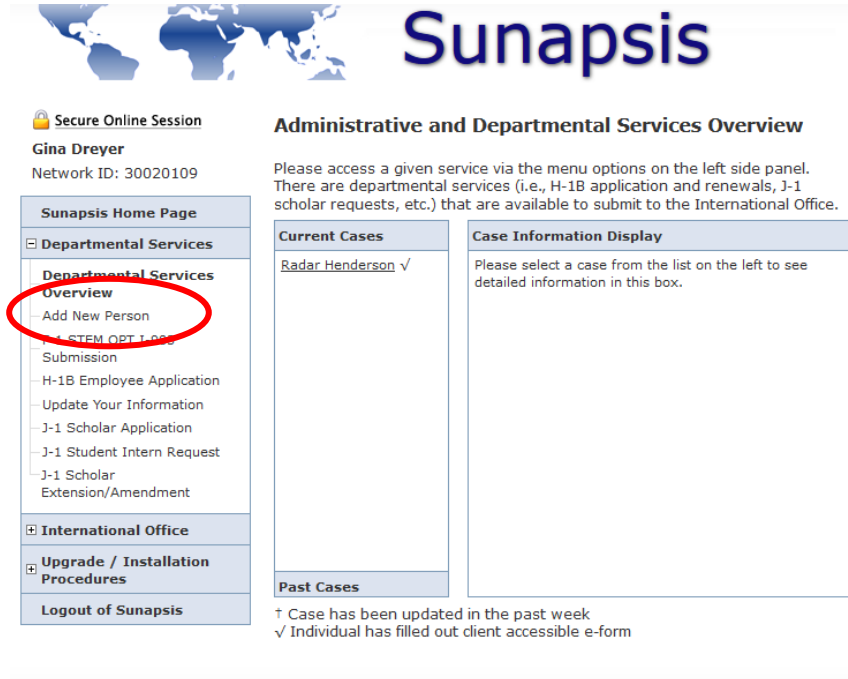


Add a New Person in Sunapsis

Only add a new person to Sunapsis if the individual has never been at UMB or if OIS tells you to.

1. Under Departmental Services, click on "Add a New Person"



Sunapsis

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Gina Dreyer
Network ID: 30020109

Sunapsis Home Page

- Departmental Services
 - Departmental Services Overview**
 - Add New Person**
 - F-1 STEM OPT I-983 Submission
 - H-1B Employee Application
 - Update Your Information
 - J-1 Scholar Application
 - J-1 Student Intern Request
 - J-1 Scholar Extension/Amendment
- International Office
- Upgrade / Installation Procedures
- Logout of Sunapsis

Administrative and Departmental Services Overview

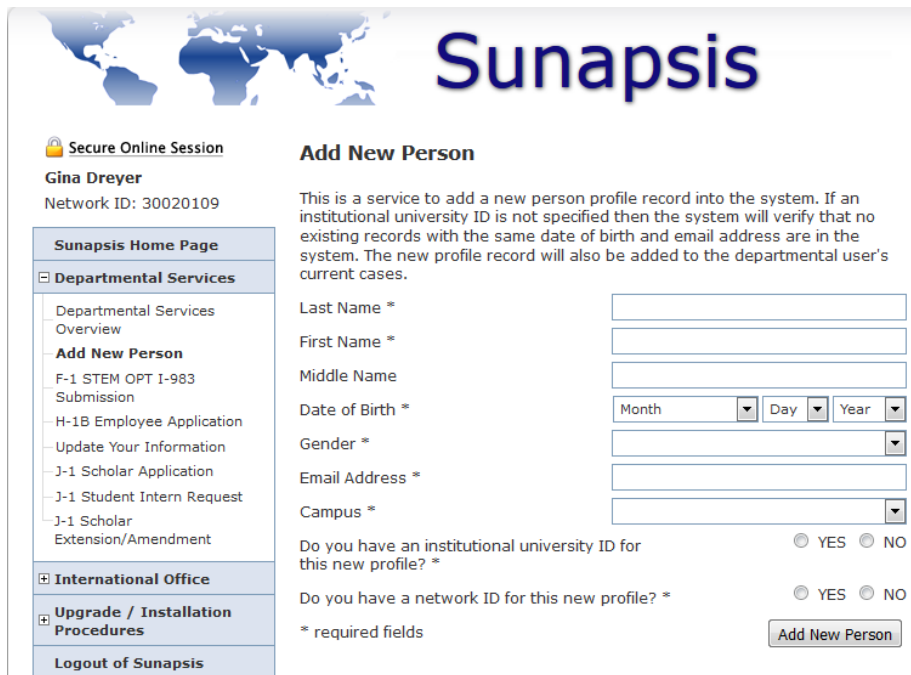
Please access a given service via the menu options on the left side panel. There are departmental services (i.e., H-1B application and renewals, J-1 scholar requests, etc.) that are available to submit to the International Office.

Current Cases	Case Information Display
Radar Henderson ✓	Please select a case from the list on the left to see detailed information in this box.

Past Cases

† Case has been updated in the past week
✓ Individual has filled out client accessible e-form

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



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Add New Person

This is a service to add a new person profile record into the system. If an institutional university ID is not specified then the system will verify that no existing records with the same date of birth and email address are in the system. The new profile record will also be added to the departmental user's current cases.

Last Name *

First Name *

Middle Name

Date of Birth * Month Day Year

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

* required fields

- On the next screen you will see the individual in your list of 'Current Cases' and when their name is selected their information will appear in the 'Case Information Display'.

You may then select the type of application that you wish to submit for an individual.



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Administrative and Departmental Services Overview

Please access a given service via the menu options on the left side panel. There are departmental services (i.e., H-1B application and renewals, J-1 scholar requests, etc.) that are available to submit to the International Office.

Sunapsis Home Page	Current Cases	Case Information Display
☐ Departmental Services	Radar Henderson ✓	Radar Henderson
Departmental Services Overview		TEMP943686
Add New Person		April 04, 1984
F-1 STEM OPT I-983 Submission		The last updated departmental eform on file for this individual is J-1 Applicant Information , updated at 10:10 AM on November 13, 2017
H-1B Employee Application		
TN Employee Request		
Update Your Information		
J-1 Scholar Application		
J-1 Student Intern Request		
J-1 Scholar Extension/Amendment		
☐ International Office		
☐ Upgrade / Installation Procedures		J-1 Application for a New Exchange Visitor
Logout of Sunapsis		J-1 Extension for an Exchange Visitor
		H-1B Application for a New Employee
		J-1 Student Intern Request
		TN Employee Request

Past Cases

† Case has been updated in the past week
✓ Individual has filled out client accessible e-form