Submitting a H-1B Application in Sunapsis

1. Log in to Sunapsis following separately available instructions: How to Log-In to Sunapsis.

2. If the employee has never been at UMB, follow the separately available instructions to: Add a New Person in Sunapsis.

3. If the employee is already in HRMS, currently at UMB, or has been at UMB in the past, go directly to “H-1B Employee Application” link under in the left-hand menu Department Services.

The screen below is what you will see.

The University ID that is referenced is a unique Sunapsis ID. It is unlikely you will know what that is, just email ois-info@umaryland.edu to get it. You’ll also need to fill in their Date of Birth.

Click ‘find record’.
4. The next page is the display of the H-1B E-Form Group

5. Please view our [Using Sunapsis companion website](#) for information on what uploads are required in each e-form.

6. The H-1B Employee Request and H-1B Supporting Documentation are where you will need to submit the most information and will take you the longest to complete. We suggest you begin with steps 7 & 9 below to e-mail e-forms to the (prospective) employee and the supervisor, so they can begin their forms.
7. The Prospective H-1B Employee e-form needs to be completed by the employee. Visit that form and then click the “GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION” link.
8. Fill in their e-mail and click send e-mail. You will receive a copy of the e-mail they receive. You will also get an e-mail when they complete the form.

9. The Supervisor Attestations e-form needs to be completed by the employee’s supervisor. Visit that form and then fill out the information about the Supervisor. This will generate an e-mail to the supervisor, prompting them to log into Sunapsis. Once in Sunapsis, they will need to review various statements and e-sign certifications about H-1B sponsorship. You will receive an e-mail when they complete this form.

10. Once all required e-forms are submitted, our office will be notified and begin review of your submission. Please allow three weeks for us to review and respond.