Process for Submitting a J-1 Extension or Amendment Form in Sunapsis

1. Log into https://sunapsis.umaryland.edu; see login instructions for guidance.

2. Click on Departmental Services in the menu

3. Select “J-1 Scholar Extension” from the drop-down under Departmental Services

4. Enter the University ID and date of birth of the scholar. OIS can send you the ID number, as this is NOT their ID number in HRMS. (This number is included in the program expiration e-mail that you were copied on; assuming the individual is expiring within the next three months).

5. The extension form will appear. There are two required forms, one for the department to complete, and one for the J-1 to complete. You will need to go into the one that the J-1 completes and put in their email to push the form to them (see Step 7)
6. Complete all required information on the department form:

J-1 Scholar Extension/Amendment Departmental Request

MAIN PAGE | TEMP943686 | RADAR HENDERSON

A host department should fill out this form to request an amendment or an extension of J-1 program for an international scholar or visitor.

Note that the maximum length of time permitted for a J-1 research scholar or professor is five years from the start date on the DS-2019.

Please allow up to 10 business days for processing.

SCHOLAR APPOINTMENT INFORMATION

CLIENT RECORD: RADAR HENDERSON | TEMP943686

Requested New Program End Date *

Scholar's Academic Appointment Title *

Detailed description of research activities (J-1 scholars must retain the same research objective for the entirety of their stay as a J-1). *

Will the visitor have any patient contact? *

Name of Faculty Supervisor *

Address(es) of Scholar's Site(s) of Activity (if multiple, please indicate which is the primary activity site of the scholar) *

Will the J-1 have any patient contact? *

Attach Appointment Letter on UMB letterhead: *

School of Dentistry Only. Attach letter from Dean's Office indicating approval of the request.
FINANCIAL INFORMATION AND EXPORT CONTROL

UMB requires all J-1 Scholars to show at least $27,600 per year in financial support plus $7,200 for a spouse and $6,500 for each child per year for living expenses.

Documentation of funding from non-UMB sources should be provided on institutional letterhead with a translation in English. The documentation should include the amount of funding available in US dollars. Utilize OANDA for currency conversion.

Is the Scholar on UMB payroll?  

☐ YES  ☐ NO

☐ I have reviewed the J-1 applicant's financial documentation and confirm that they are demonstrating sufficient financial support appropriate for the number of dependents they are bringing and the amount of time requested for their extension.

* required fields

Save Defaults  Save Draft  Submit
7. Go into the form that is completed by the J-1, Click on “GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION”

**J-1 Scholar Extension/Amendment Request (completed by J-1)**

**VERIFY BIOGRAPHICAL INFORMATION**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td><strong>CLIENT RECORD:</strong></td>
<td>RADAR HENDERSON</td>
</tr>
<tr>
<td>Passport - Last Name</td>
<td>[ ]</td>
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<tr>
<td>Passport - First Name</td>
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<td>Country of Citizenship</td>
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<td>Date of Birth</td>
<td>Month ▼ Day ▼ Year ▼</td>
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<td>UMB Email Address</td>
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<tr>
<td>Personal Email Address</td>
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8. Type in the scholar’s email address and click “Send E-mail”; You will receive a copy of this e-mail. You will also receive a confirmation when the scholar completes this form.

9. Once both the department and the scholar fully submit their e-forms, the OIS will be notified and will begin the 10 business day processing clock.