

## 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)



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**Gina Dreyer**  
Network ID: 30020109

**Sunapsis Home Page**

- ☐ **Departmental Services**
  - Departmental Services Overview
  - Add New Person
  - Update Your Information
  - J-1 Scholar Application
  - **J-1 Scholar Extension**
- ☒ **International Office**
- ☒ **Upgrade / Installation Procedures**
- Logout of Sunapsis**

### J-1 Extension for an Exchange Visitor

The purpose of the J-1 exchange visitor visa for professors, research scholars, and short-term scholars is to facilitate international collaborative teaching and/or research efforts. Visitors (who must typically have training at the master’s level or higher) are invited to the U.S. for a program with a specific objective and length of stay not to exceed three years. Extensions beyond this time may be possible in special circumstances.

**TEMP943686 | RADAR HENDERSON**

- [J-1 Scholar Extension/Amendment Departmental Request](#)
- [J-1 Scholar Extension/Amendment Request \(completed by J-1\)](#)
- [ADD SEVIS Dependents \(Spouse / Children\)](#)

[View/Save/Print E-Form Group](#)

<input type="checkbox"/> = Incomplete	<input type="radio"/> = Optional	<input checked="" type="checkbox"/> = Complete	<input type="checkbox"/> = Draft
<input type="checkbox"/> = Not Yet Available	<input type="checkbox"/> = Pending Review	<input type="checkbox"/> = Follow-Up Required	<input type="checkbox"/> = Denied
<input type="checkbox"/> = Submit Another	<input type="checkbox"/> = Awaiting Answer		

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.

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### SCHOLAR APPOINTMENT INFORMATION

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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? \*  YES  NO

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? \*  YES  NO

Attach Appointment Letter on UMB letterhead: \*  No file chosen

School of Dentistry Only. Attach letter from Dean's Office indicating approval of the request.  No file chosen

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## FINANCIAL INFORMATION AND EXPORT CONTROL

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UMB requires all J-1 Scholars to show at least \$27,600 per year in financial support plus \$7,200 for a spouse and \$6,600 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 SECTON"

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

[MAIN PAGE | TEMP943686 | RADAR HENDERSON](#)

[GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION](#)

This form is to be completed by the J-1 Scholar presently conducting research at UMB who wishes to extend his/her J-1 status.

**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.**

\*In addition to extending your form DS-2019, you may also wish to extend the visa stamp in your Passport. Please note, this is not required for you to remain lawfully in the US. Visa stamps only need to be valid when you are entering the US; they do not need to be valid for your entire period of stay in the US. Please contact the [OIS](#) with any additional questions.\*

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### VERIFY BIOGRAPHICAL INFORMATION

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CLIENT RECORD: RADAR HENDERSON | TEMP943686

Passport - Last Name *	<input type="text"/>
Passport - First Name *	<input type="text"/>
Country of Citizenship *	<input type="text" value="▼"/>
Date of Birth *	Month <input type="text" value="▼"/> Day <input type="text" value="▼"/> Year <input type="text" value="▼"/>
UMB Email Address	<input type="text"/>
Personal Email Address	<input type="text"/>

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.



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### Give Client Access to Update Information

**MAIN PAGE | TEMP943686 | RADAR HENDERSON**

The following lists the sections that can be completed by the client. To give the client access to complete these sections, please provide their email address and click send e-mail. Instructions will be sent to both the client and to you.

Group: Departmental Services | J-1 Extension for an Exchange Visitor

Form: ADD SEVIS Dependents (Spouse / Children)

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

Client's Email Address \*

\* required fields

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.