

## Submitting a J-1 Scholar Initial Request

1. Log in to Sunapsis following the job aid on '[How to Log-In to Sunapsis](#)'
2. If the individual has never been at UMB or is not in Sunapsis, follow the instructions to ["Add a New Person"](#).
3. In the event a person is already in HRMS, currently at UMB, or has been at UMB in the past, go directly to "J-1 Scholar Initial Request" in the Departmental Services menu.
  - a. You'll need to know their "University ID", which is a unique ID you can get by emailing [ois-info@umaryland.edu](mailto:ois-info@umaryland.edu), and Date of Birth.
  - b. Fill those in and click 'find record'

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Gina Dreyer  
Network ID: 30020109

### Sunapsis

#### Lookup International Record

Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

University ID \*

Date of Birth \*  Month  Day  Year

\* required fields

**Sunapsis Home Page**

**Departmental Services**


- Departmental Services Overview
- Add New Person
- H-1B Employee Request
- TN Employee Request
- Update Your Information
- J-1 Scholar Initial Request**
- J-1 Student Intern Request
- J-1 Scholar Extension/Amendment
- F-1 STEM OPT I-983 Submission

**International Office**


**Upgrade / Installation Procedures**

**Logout of Sunapsis**

4. On the next screen you will see the individual in your list of 'Current Cases'.
  - a. Click on their name, and their information will appear in the 'Case Information Display'.
  - b. Click the link for J-1 Scholar Initial Request.



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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.

<b>Sunapsis Home Page</b>	<b>Current Cases</b>	<b>Case Information Display</b>
<input type="checkbox"/> <b>Departmental Services</b>	<a href="#">Jake Dreyer</a> ✓ <a href="#">Radar Henderson</a> <a href="#">Dusty LaBarre</a>	<b>Jake Dreyer</b> <b>TEMP286523</b> <b>May 05, 1985</b>  The last updated departmental eform on file for this individual is <a href="#">Invitation Letter</a> , updated at 10:13 AM on February 26, 2018
<input type="checkbox"/> <b>Departmental Services Overview</b> Add New Person H-1B Employee Request TN Employee Request Update Your Information J-1 Scholar Initial Request J-1 Student Intern Request J-1 Scholar Extension/Amendment F-1 STEM OPT I-983 Submission	<b>Past Cases</b>	<a href="#">J-1 Scholar Initial Request</a> <a href="#">J-1 Extension for an Exchange Visitor</a> <a href="#">H-1B Request</a> <a href="#">J-1 Student Intern Request</a> <a href="#">TN Employee Request</a>
<input type="checkbox"/> <b>International Office</b>		
<input type="checkbox"/> <b>Upgrade / Installation Procedures</b>		
<b>Logout of Sunapsis</b>		

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

- Once on the J-1 Scholar Initial Request, you'll note the individuals ID and Name in bold and then a list of forms necessary for the application



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**J-1 Scholar Initial Request**

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.

Maximum duration:

- Research Scholars/Professors - 5 years
- Short Term Scholars - 6 months


**TEMP286523 | JAKE DREYER**

- J-1 Applicant Information
- SEVIS Dependents (Spouse / Children)
- J-1 Program Information
- J-1 English Language Proficiency
- Departmental J-1 Compliance Certification

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

= Incomplete     = Submit Another     = Follow-Up Required  
 = Optional     = Not Yet Available     = Awaiting Answer  
 = Complete     = Pending Review     = Denied  
 = Draft

6. We recommend you begin, by clicking the top link “J-1 Applicant Information”



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**TEMP286525 | JAKE DREYER**

- [J-1 Applicant Information](#)
- [SEVIS Dependents \(Spouse / Children\)](#)
- [J-1 Program Information](#)
- [J-1 English Language Proficiency](#)
- [Departmental J-1 Compliance Certification](#)

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

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

7. Once on the page, click “GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION” – you should NOT complete this form. Information on this form is essential for OIS to determine eligibility.



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**J-1 Applicant Information**

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GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION

This section needs to be completed by the prospective J-1 Scholar. Please use the above link to give the scholar access to this section and send them an email.

Scholars, you may wish to review [this checklist](#) to ensure you have all the documents on your computer to complete this e-form.

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**BIOGRAPHICAL INFORMATION**

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CLIENT RECORD: JAKE DREYER | TEMP286523

Passport - Surname/ Family Name \*

Passport - Given Name \*

Date of Birth \* Month  Day  Year

Gender \*

City of Birth \*

Country of Birth \*

Country of Citizenship \*

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8. Enter the email address you have for the incoming scholar and select 'Send E-mail' and you will automatically be re-directed to the J-1 Scholar Application. You will receive a copy of the email, so you will know that it was sent.



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<b>Sunapsis Home Page</b>
+ <b>Departmental Services</b>
+ <b>International Office</b>
+ <b>Upgrade / Installation Procedures</b>
<b>Logout of Sunapsis</b>

### Give Client Access to Update Information

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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 Scholar Initial Request

Form: J-1 Applicant Information

Form: SEVIS Dependents (Spouse / Children)

Client's Email Address \*

\* required fields

The email you get looks like this:

The following email has been sent to Jake Dreyer about the J-1 Scholar Initial Request e-form that you initiated. This copy is provided for your reference.

Dear Jake Dreyer:

A department at the University of Maryland Baltimore has started the process to sponsor your visa status. The form group that is being completed is the J-1 Scholar Initial Request. In order to continue, you must complete the form(s) listed below. Please [click here](#) to access the form. You will be asked to login with your University ID, date of birth, and PIN (see below for your University ID and PIN).

Group: Departmental Services | J-1 Scholar Initial Request

Form: J-1 Applicant Information

Form: SEVIS Dependents (Spouse / Children)

Link to Update Information:

<https://sunapsis.umaryland.edu/istart/controllers/admission/AdmissionEngine.cfm>

Your University ID Number: \*\*\*\*\*6523

Your Limited Access PIN: \*\*\*\*\*

Office of International Services

9. You will get an e-mail when the scholar has submitted their form with the subject line  
“UPDATED: J-1 Applicant Information”

10. The next form on the list is J-1 English Language Proficiency

- a. Wait for the incoming scholar to complete the Applicant Information form before proceeding. Review it and select the appropriate field.

This is what you will see completed by the scholar:

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## ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

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The US Department of State requires an incoming J-1 Scholar have sufficient English language proficiency to successfully complete his/her research objectives at UMB. Verification of English proficiency can be done through a recognized English language test (TOEFL or IELTS) or through a documented interview conducted by the sponsoring department. Some scholars may be exempt from this requirement. Please select below how you will demonstrate English language proficiency.

I am exempt from the English language requirement based on my country of citizenship:

I am exempt from the English language requirement as I have received a degree from an accredited institution in the US or a nationally recognized university in one of the countries on the above drop-down and have attached a copy of my diploma.  YES  NO

I am exempt from the English language requirement as within the past two years I have taken the TOEFL (minimum 80 internet based test, 550 paper based) or IELTS (minimum 7.0 total bandwidth score).  YES  NO

I do not have evidence of English language proficiency and request an interview conducted by my sponsoring department at UMB.  YES  NO

Subject to approval by the OIS, a letter on letterhead from an academic institution or English language school outside the US may fulfill the English language proficiency requirement provided that:

- The letter describes the writer's familiarity with the exchange visitor's English language ability;
- Attests that English is the language of instruction of the school;
- Supporting documentation is attached about the recognition of its degrees and its authority to operate under the education laws of the country where it is located.

[View a sample of what the letter should look like.](#)

Upload Letter from Academic Institution (if applicable):  No file selected.



11. And this is what you will need to complete based on the information:

## J-1 English Language Proficiency

### MAIN PAGE | TEMP286523 | JAKE DREYER

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### EVIDENCE OF ENGLISH LANGUAGE PROFICIENCY

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CLIENT RECORD: JAKE DREYER | TEMP286523

English language proficiency will be verified during interview conducted by trained Faculty or Staff Member from UMB inviting department.  YES  NO

- If English Language Interview training is required please contact [ois-info@umaryland.edu](mailto:ois-info@umaryland.edu).

Incoming Scholar showed evidence of English Language Proficiency by attaching a TOEFL/IELTS score meeting UMB's requirements.  YES  NO

Incoming Scholar demonstrated they are exempt from the language requirement, based on their citizenship, where they received their degree, or support letter from their University.  YES  NO

\* required fields

Save Defaults

Save Draft

Submit

If they are not exempt from the English proficiency requirement by citizenship, degree from English-speaking nation, TOEFL/IELTS score, or support letter – they will have requested an interview. An interview will need to be completed by your department. [The form](#) is the same as the form in the current J-1 process and the training is the same. If faculty/staff need training [contact OIS](#).

16. The next form is “J-1 Program Information” – this is where you will provide information about what the scholar will be doing at UMB.

## J-1 Program Information

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This section covers information about the J-1 scholar’s research activities at UMB, site of activity, and the sponsoring department.

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### PROGRAM INFORMATION

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To assist with data tracking, we would like to align all Academic Appointment titles across campus with those used by the School of Medicine.

- Faculty - any individual in a faculty appointment, on UMB payroll
- Postdoctoral Fellow - any individual with that appointment title, on UMB payroll
- Research Fellow - any individual that has not yet earned their PhD, on UMB payroll
- Visiting Faculty - any individual in a faculty appointment, not on UMB payroll
- Visiting Postdoctoral Fellow - any individual functioning as a postdoc, not on UMB payroll
- Visiting Research Fellow - any individual functioning as a research fellow, not on UMB payroll

CLIENT RECORD: JAKE DREYER | TEMP286523

Academic Appointment Title at UMB: \*

Detailed description of the Scholar’s research/teaching/study/training activities while at UMB. \*

Will the visitor have any patient contact? \*  YES  NO

Requested Program Start Date (subject to change at the discretion of the OIS) \*

Program End Date \*

Is funding available for the duration of the requested period (if  YES  NO program end date is longer than the appointment end date)? \*

If the scholar is delayed and the OIS needs to push back the Program Start Date, the department would like the OIS to: \*

- Push back the end date to equal the program duration requested above
- Not change the end date

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**SCHOLAR CATEGORY**

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There are three potential J-1 categories that can be utilized via this process. The J-1 Scholar allowed activities include research, teaching, lecturing, observing, consulting, training, or demonstrating special skills.

- Research Scholar - duration up to five years, over 50% of objective is research
- Professor - duration up to five years, over 50% of objective is teaching
- Short Term Scholar - duration up to six months, objective can be any combination of the above

Which category would you like us to use? \*

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**FACULTY SUPERVISOR EXTENDING INVITATION**

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Name of Faculty Host \*   
Title of Faculty Host \*   
Email Address \*   
Phone Number \*

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**SITE OF ACTIVITY**

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School \*   
Department \*   
Street Address where Scholar will be working/studying (not building name) \*   
Street 2   
City \*   
State \*   
Postal Code \*

Will the scholar have activities at any additional sites? (select  YES  NO no if a second room/lab in the same building) \*

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**DELIVERY OF DS-2019**

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Would you like to pick up the DS-2019 from the Office of International Services or have it sent directly to the incoming Scholar with your FedEx Account Number? \*

17. If the scholar is paid by UMB, you will need to get the [Deemed Export Control Form](#) completed. Click on the link to download the form – make sure to send to Janet Simons ([jsimons@umaryland.edu](mailto:jsimons@umaryland.edu)) in ORD for signature and upload the fully signed copy.

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### FINANCIAL INFORMATION

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J-1 Scholars must have funding to support estimated minimum living expenses for the Baltimore area.

- J-1 only - \$27,600/year - or - \$2,300/month
- Spouse - \$7,200/year - or - \$600/month
- Child - \$6,600/year - or - \$550/month

Will the incoming J-1 scholar be employed by UMB (i.e. on UMB payroll)? \*  YES  NO

Annual Salary \*

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### SUPPORTING DOCUMENTATION

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Attach a copy of the fully signed and approved appointment letter from UMB:  No file selected.  
\*

Since the scholar will be on UMB payroll, you will need to have the faculty supervisor complete the below Deemed Export Control form (link below) and send it to Janet Simons ([jsimons@umaryland.edu](mailto:jsimons@umaryland.edu)) in the Office of Research and Development (ORD) for her review and signature.

Upload ORD's fully signed [Deemed Export Control Form](#): \*  No file selected.

18. If the scholar is not paid by UMB, you will need to get the [Visiting Scientist Agreement](#) form completed. Click on the link to download the form – make sure to send to Janet Simons ([jsimons@umaryland.edu](mailto:jsimons@umaryland.edu)) in ORD for signature and upload the fully signed copy.
- a. You'll also need to review any unpaid person's financial documents. Due to technical limitations you are not able to view these in Sunapsis; you'll either need to e-mail the scholar for a copy or request a copy of the e-form group from [OIS](#).

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- Child - \$6,600/year - or - \$550/month

Will the incoming J-1 scholar be employed by UMB (i.e. on UMB payroll)? \*  YES  NO

Will the scholar receive reimbursement for any expenses from UMB? \*  YES  NO

Will your program assess a participation fee to the incoming J-1 Scholar? \*  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 visit. \*  YES  NO

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### SUPPORTING DOCUMENTATION

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Attach a copy of the fully signed and approved appointment letter from UMB:  No file selected. \*

Since the scholar will not be employed by UMB, you will need to complete the Visitor Agreement process (link below) through the Office of Research Development (ORD).

Upload ORD's fully signed [Visiting Scientist Agreement](#): \*  No file selected.

19. If there are participation fees for your program [tuition, bench fees, etc.] that will need to be disclosed. Click on the [Participation Fees Chart](#) link to download the form, complete it and upload here.

Will your program assess a participation fee to the incoming J-1 Scholar? \*  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 visit. \*  YES  NO

---

### SUPPORTING DOCUMENTATION

---

Attach a copy of the fully signed and approved appointment letter from UMB:  No file selected. \*

Since the scholar will not be employed by UMB, you will need to complete the Visitor Agreement process (link below) through the Office of Research Development (ORD).

Upload ORD's fully signed [Visiting Scientist Agreement](#): \*  No file selected.

Your program assesses a fee(s) which the incoming Scholar will pay to your program/Department. Specify the type of fee, provide a description of what the fee covers, and the amount of the fee in the Participation Fees Chart (link below). The Scholar will need to show sufficient funding to cover all required fees as well as the estimated living expenses.

Completed [Participation Fees Chart](#) \*  No file selected.

20. Finally, you will need to make note of your understanding of the insurance requirement for all J-1 scholars

## MEDICAL INSURANCE

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Regulations require all J-1 scholars and their J-2 dependents have medical insurance while in the US which meets the following requirements:

- Medical Benefits per accident or illness of at least \$100,000
- Medical evacuation to the J Exchange Visitor's home country in the amount of \$50,000
- Repatriation of remains in the amount of \$25,000
- Deductible per accident or illness no higher than \$500
- Co-insurance paid by the scholar may be no higher than 25%

J-1 Scholars not paid by UMB are not eligible for University health insurance and must secure their own plan which meets these minimum health insurance requirements.

I understand the health insurance requirements surrounding J-1 sponsorship. \*  YES  NO

\* required fields

Save Defaults

Save Draft

Submit

21. The final form you will complete is to make sure both the departmental contact AND the faculty sponsor are aware of your responsibilities surrounding J-1 sponsorship. When you submit this form, it will send an email to the faculty sponsor to also review the same items you are (see next page), and they will need to click the link they receive in their email and check off they understand their responsibilities on the linked form.
  - a. You will receive an e-mail titled "UPDATED: Departmental J-1 Compliance Certification for <SCHOLAR NAME>" when the faculty supervisor completes this e-form

## Departmental J-1 Compliance Certification

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The J-1 regulations require the institution to assume numerous legal responsibilities in order to be approved to sponsor a J-1 scholar. The international office has responsibility for ensuring institutional compliance with these regulations, but departments must agree to follow established University procedures in order to ensure compliance. This request must be electronically certified by the sponsoring faculty member, to acknowledge the division/department's willingness to comply with all federal and University J-1 requirements.

CLIENT RECORD: JAKE DREYER | TEMP286523

Department / Division *	<input type="text"/>
Name of Faculty Sponsor *	<input type="text"/>
Title *	<input type="text"/>
Email *	<input type="text"/>
Re-type Email *	<input type="text"/>

I understand that all additional materials required by the applicant and the sponsoring department must be received by the international office in order to complete this application. \*

I understand that I am to have the J-1 Scholar report to the Office of International Services for check-in during their Walk In Advising Hours once the Scholar reaches campus. \*

I understand that the program activities of a J-1 Scholar must remain consistent with the activities described in this request. \*


- I understand that the department must report to the OIS in the event that:
- the scholar will arrive later the start date on the DS-2019
  - the scholar departs UMB prior to end date on the DS-2019
  - the scholar stops reporting to UMB without following notice procedures
  - the duties or title of the scholar will be changed
  - the department becomes aware of the scholar:
    - having a serious illness or injury (e.g., brain injury, severe burn, major surgery, communicable disease, serious mental health incidents, any condition requiring hospitalization of 48 hours or more, etc.)
    - having an incident involving the criminal justice system (e.g., arrest, charges, law enforcement, etc.)
    - having a sexually-related incident or abuse (an incident or allegation involving sexual exploitation, harassment or abuse)


\*



22. When all forms have been completed, all the required boxes will have check marks on the main page for the application and OIS will get an alert in Sunapsis.

If items have marks other than checks, see the key at the bottom. If the individual does not have dependents they are bringing, the circle icon will remain without a check, because it is an optional form.



 [Secure Online Session](#)

**Gina Dreyer**  
Network ID: 30020109

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J-1 Scholar Extension
<b>International Office</b>
<b>Upgrade / Installation Procedures</b>
<b>Logout of Sunaptest</b>

**J-1 Application for a New 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.

**TEMP256626 | BETSY TEST1**

- [J-1 Applicant Information TEST](#)
- [SEVIS Dependents \(Spouse / Children\) TEST](#)
- [J-1 Department Contact Information TEST](#)
- [J-1 English Language Proficiency TEST](#)
- [J-1 Program Information TEST](#)
- [Departmental J-1 Compliance Certification TEST](#)

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

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<input checked="" type="checkbox"/> = Complete	<input type="checkbox"/> = Pending Review	<input checked="" type="checkbox"/> = Denied
<input type="checkbox"/> = Draft		

23. If you want a PDF copy of the fully submitted request – email [OIS](#) to request it.

*The View/Save/Print E-Form Group link does not work.*