

## Submitting a TN Employee Request in Sunapsis

1. Log into Sunapsis ([see instructions](#))
2. If individual is not currently at UMB/has never been at UMB, follow the instructions to [Add a New Person](#).
3. If they are currently at UMB, or have been at the past, inquire with [OIS](#) to obtain the University ID (Sunapsis ID), you'll also need their Date of Birth
  - a. Click on the TN Employee Request under the Departmental Services, fill the information in, and click Find Record.

**Sunapsis**

**Sunapsis**

**Secure Online Session**  
**Gina Dreyer**  
Network ID: 30020109

**Sunapsis Home Page**

- 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

**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

4. You'll then see the E-form group



**Secure Online Session**  
**Gina Dreyer**  
Network ID: 30020109

**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

### TN Employee Request

This e-form group is for departments to submit documents to the OIS to determine an individual's eligibility to be a TN to do a specific job.

**TEMP789373 | DUSTY LABARRE**

- [TN Employee Department Request](#)
- [TN Employee Questionnaire](#)

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

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

5. We recommend you click on the TN Employee Questionnaire first, and send this form to the (prospective) Employee. (Click on GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION) and on the next screen, put in their e-mail address.

### TN Employee Questionnaire

[MAIN PAGE | TEMP789373 | DUSTY LABARRE](#)

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

Please select the above link to "Give the Client Access to Complete this Section" and put in the e-mail address of the potential TN employee.

#### PROSPECTIVE TN EMPLOYEE QUESTIONNAIRE

CLIENT RECORD: DUSTY LABARRE | TEMP789373

Country of Citizenship \*

Are you currently present in the U.S.? \*  YES  NO

Are you at any point in the process of applying for U.S. permanent residency? \*  YES  NO

\* required fields

6. Then proceed to the TN Employee Department Request and upload the requested documents.

## TN Employee Department Request

### MAIN PAGE | TEMP789373 | DUSTY LABARRE

The TN non-immigrant classification permits qualified Canadian and Mexican citizens to seek temporary entry into the United States to engaged in business activities at a professional level.

TN status may be granted for an initial period of up to three years and may be extended indefinitely in three-year increments.

#### TN Process

- Our office will review the documentation you submit.
- If we find the individual is eligible, the OIS will provide a sample TN letter for you to complete.
- You will put the letter on official University letterhead and get it signed by the department chair or supervisor of the TN employee.
- You then provide the letter to the employee, along with a copy of these [instructions](#).

---

#### DOCUMENTS FOR OIS TO REVIEW

---

CLIENT RECORD: DUSTY LABARRE | TEMP789373

Detailed job description: \*  No file selected.

CV/Resume of (Prospective) Employee: \*  No file selected.

Approved Appointment or Offer Letter: \*  No file selected.

\* required fields

7. Please allow 2 weeks for the OIS to review once both e-forms in the group are submitted.