

## Sunapsis Request Access Form Instructions

After signing up for in-person Sunapsis training, please follow these instructions to request access PRIOR to attending your training. You will be granted access right before the training, and will be able to log-in to the system during the training to test it out.

1. Go to <https://sunapsis.umaryland.edu>
2. Click on “Administrative Services for University Departments
3. Log-in with your UMID and password
4. Complete the form that looks like this – **please fill all fields, not just required fields.**

**SunapTest**

Secure Online Session

--- Departmental Access Request Form ---

Network ID: [REDACTED]

Complete this form to gain access to various e-form requests for university departments to request of the international office. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions.

Your Network ID [REDACTED]

Your Full Name \* [REDACTED]

Your University E-mail \* [REDACTED]

Campus \* [REDACTED]

Department \* [REDACTED]

Campus Phone Number [REDACTED]

Street [REDACTED]

City [REDACTED]

State [REDACTED]

Zip Code [REDACTED]

I confirm that I am an administrator for the given department who is authorized by the department to take actions on its behalf. \*

\* required fields

Request Access