Department is informed that a request for visa sponsorship or extension is necessary

Is individual currently at UMB (or past at UMB)?

YES

Request Sunapsis ID (called University ID in Sunapsis) from OIS if unknown

Follow instructions “Add a New Person in Sunapsis”

NO

All visa sponsorship e-forms have a form that the scholar/employee will need to complete. Follow the instructions to give them access to that form. You will receive an e-mail when they have completed it.

The H-1B, initial J-1, and J-1 student intern e-forms have forms that need to be completed by the Faculty Supervisor. Follow the instructions to give them access to that form. You will receive an e-mail when they have completed it.

Tip: Upload fully signed documents. If required signatures are missing, the e-form will be denied, and processing will be delayed.

Fill out the remaining e-forms, consulting department stakeholders as needed. See OIS “Using Sunapsis” website for guidance.

OIS reviews the e-forms

When all required e-forms in the group are fully submitted, OIS receives an alert

Problems

E-form denial with e-mail explaining the problem and further instructions; e-form returned to draft so edits may be made

E-form approval with e-mail providing any relevant instructions for next steps

No problems