

Add a New Person in Sunapsis

If an individual has worked at UMB, has studied at UMB, or is present at UMB as a visiting scholar, they have a Sunapsis record already.

Email ois-info@umaryland.edu to request their Sunapsis ID.





Only add a new person to Sunapsis if the individual has never worked, studied, or conducted research at UMB.

HINT: Review their CV for previous work/study at UMB.










1. After logging in, click on “Add New Person”

Departmental Services

Lists

 My Current Cases	 My Closed Cases	 My Department's Current Cases
 My Department's Employees & Scholars		

Tasks

 Add New Person	 Update Your Information	 Active Employee/Scholar Reporting
 E-3 Employee Request	 H-1B Employee Request	 J-1 Scholar Initial Request
 TN Employee Request	 J-1 Student Intern Request	 J-1 Scholar Extension or Amendment

2. Using the copy of the passport, enter the required fields and select “no” for university ID and network ID

Last Name*

First Name*

Middle Name

Date of Birth*

Gender*

Email Address*

Campus*

Do you have an institutional university ID for this new profile?*

Yes

No

Do you have a network ID for this new profile?*

Yes

No

3. On the next screen you will obtain the ID of the individual and will be presented with a list of applications you may start.

Work on an Application

Name: Dreyer, Felix
University ID: TEMP916560
Date of Birth: 01/28/2000

You may click on an application e-form group to work on for this individual.

--- New Applications ---

[J-1 Scholar Initial Request](#)

[J-1 Scholar Extension or Amendment](#)

[H-1B Employee Request](#)

[J-1 Student Intern Request](#)

[TN Employee Request](#)

[Active Employee/Scholar Reporting](#)

[E-3 Employee Request](#)

--- Continue an Application in Progress ---

There are no previously submitted applications.
