

## Submitting a H-1B Application in Sunapsis

1. Log in to Sunapsis following separately available instructions: [How to Log-In to Sunapsis](#).
2. If the employee has never been at UMB, follow the separately available instructions to: [Add a New Person in Sunapsis](#).
3. If the employee is already in HRMS, currently at UMB, or has been at UMB in the past, go directly to “H-1B Employee Application” link under in the left-hand menu Department Services.

The screen below is what you will see.

The University ID that is referenced is a unique Sunapsis ID. It is unlikely you will know what that is, just email [ois-info@umaryland.edu](mailto:ois-info@umaryland.edu) to get it. You'll also need to fill in their Date of Birth.

Click ‘find record’.

**Sunapsis**

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Gina Dreyer  
Network ID: 30020109

**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 \*

\* required fields

**Sunapsis Home Page**

**Departmental Services**

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

**International Office**

**Upgrade / Installation Procedures**

**Logout of Sunapsis**

4. The next page is the display of the H-1B E-Form Group

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**H-1B Application**

The H-1B classification is an employment status for individuals who will perform services in a "Specialty Occupation," defined as a position that requires at least a bachelor's degree (or its equivalent) as a minimum requirement. A maximum of three years can be requested at one time, while a total of six years in H-1B status is possible. The international office will review, complete, and submit the H-1B petition to the United States Citizenship and Immigration Service (USCIS). To assist with this process, the sponsoring department will need to follow the steps below and submit the requested additional materials

**TEMP789373 | DUSTY LABARRE**

- [H-1B Employee Request](#)
- [H-1B Supporting Documentation](#)
- [Prospective H-1B Employee](#)
- [Supervisor Attestations](#)
- [H-4 Dependents \(Spouse / Children\)](#)


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

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


5. Please view our [Using Sunapsis companion website](#) for information on what uploads are required in each e-form.

6. The H-1B Employee Request and H-1B Supporting Documentation are where you will need to submit the most information and will take you the longest to complete. We suggest you begin with steps 7 & 9 below to e-mail e-forms to the (prospective) employee and the supervisor, so they can begin their forms.

7. The Prospective H-1B Employee e-form needs to be completed by the employee. Visit that form and then click the “GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION” link.



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**Prospective H-1B Employee**

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**GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION**

Please use the above link to give the prospective H-1B employee access to this section.

This e-form will request numerous uploads from you. Please review [this checklist](#) before beginning, to ensure you have all the documents you need on your computer.

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**BIOGRAPHICAL INFORMATION**

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CLIENT RECORD: DUSTY LABARRE | TEMP789373

Passport - Last Name \*

Passport - First Name \*

Passport - Middle Name

Date of Birth \*  Month  Day  Year

Gender \*

Country of Birth: \*

Province of Birth:

Country of Citizenship: \*

U.S. Social Security Number (if any):  0

A# (if any):  0

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

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- Fill in their e-mail and click send e-mail. You will receive a copy of the e-mail they receive. You will also get an e-mail when they complete the form.



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**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 | H-1B Application

Form: H-4 Dependents (Spouse / Children)


Form: Prospective H-1B Employee

Client's Email Address \*

\* required fields

- Sunapsis Home Page
- Departmental Services
- International Office
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- The Supervisor Attestations e-form needs to be completed by the employee's supervisor. Visit that form and then fill out the information about the Supervisor. This will generate an e-mail to the supervisor, prompting them to log into Sunapsis. Once in Sunapsis, they will need to review various statements and e-sign certifications about H-1B sponsorship. You will receive an e-mail when they complete this form.



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**Supervisor Attestations**

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**SUPERVISOR ATTESTATIONS**

There are attestations that the supervisor will need to make. Please fill in the name and email of the individual's supervisor below. This will generate an email to the supervisor to review and e-sign their attestations.

CLIENT RECORD: DUSTY LABARRE | TEMP789373

Supervisor Name \*

Supervisor Title \*

Supervisor Phone Number \*

Supervisor Email \*

Re-type Supervisor Email \*

\* required fields

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- Once all required e-forms are submitted, our office will be notified and begin review of your submission. Please allow three weeks for us to review and respond.