Welcome to Sunapsis®!

User Guide
What is Sunapsis®?

Sunapsis® is a complete case management system that allows the Immigration Services Office to manage, track and maintain records for all foreign national employees and students.

- Easy way for departments to request visa sponsorship
- Directly integrated with SEVIS and USCIS forms to reduce ISO processing time
- PeopleSoft feeds provide daily information (i.e. salary changes, terminations, etc.) that alert ISO when updates need to occur
- Paperless environment to hold notes, documents and record information for immediate access
- Supports reporting, mass communication, and automated alerts
- Massive reduction of time in obtaining and processing requests, managing information and maintaining documents.
What are Sunapsis® e-Forms and who will be using them?

Sunapsis® has a function that enables departments and foreign nationals to make immigration related requests by completing simple electronic forms (e-Forms) through an online portal called iStart.

- All departments throughout the Medical School will be expected to use Sunapsis® e-Forms to request visa sponsorship for new foreign nationals.
- E-forms currently exist for J-1 and H1B sponsorship, but additional options will grow over time, including extensions of status.
- Foreign Nationals at the Medical School will also be able to use e-forms for certain kinds of immigration related requests.
- **Immediate use of e-forms is encouraged. Paper intake forms will no longer be accepted after March 31, 2018.**

Please note that ISO will no longer accept paper J-1 or H1B intake forms after **March 31, 2018.**

A User Guide is available on the ISO website.
Before initiating sponsorship, make sure these items have been confirmed:

- Position has been accepted by the foreign national
- Duration and amount funding has been confirmed
- Credentials necessary for the position have been earned (i.e. the foreign national will need to provide evidence of minimum requirements to complete submission of forms and incomplete e-Forms will expire within 90 days, so be cognizant of how early a department might initiate a form).
Once you have been approved as a user in Sunapsis®, you will receive an email that will direct you to the International Office Module Launch Page.
1. Login with your University credentials (i.e single sign on).

2. You will primarily be using Departmental Services and UMass Employment Visas or UMass Scholar Processing.
USER GUIDE FOR NON STUDENT J-1 SPONSORSHIP
1. When you are ready to hire a postdoc or visiting scholar, navigate to Umass Scholar Processing and select **UMMS J1 Scholar** to prompt *Lookup International Record*. Please ignore Umass J1 scholar form.

2. Use the TEMPID for University ID and date of birth given to you by ISO, and hit *Find Record*. *DOB may be “fake” if we do not have actual DOB. i.e. 01/01/1950

*NOTE: This form is not to be used for J-1 student interns. Contact ISO for specific instructions.*
1. Select **Initiate J Scholar Request**

2. Select your department from the drop down list and then enter the **scholar’s name and email**. This automatically sends an email to the scholar to complete their section of the e-Form.

3. Be sure to press **SUBMIT**.

The Scholar will be the one to submit their personal information and documents (and dependent info if applicable).
Complete the Program Information, Financial Information and Export Control sections.

* You will need the PI invitation letter, English Language Proficiency form (https://sun-prd.erp.umasscs.net/istart/um-eform-docs/englishcertification.pdf), evidence of external funds (if applicable) or salary level, and knowledge about whether the research includes Export Control projects to complete this section!

(Meanwhile the international will be completing their own J-1 Scholar Information Collection)

**You will be unable to complete the Departmental Certifications until the J-1 scholar has completed their section.
Final Steps

1. Once the Departmental Forms e-Forms are completed, the Administrator will receive an email letting you know that the scholar has completed their part and that you can now complete the final step.

2. Follow the link in the email to log in to iStart again. Select UMMS J-1 Scholar and use the scholar’s same TEMPID & DOB as before (if needed, you can find the TEMPID and DOB under Departmental Services in iStart).

3. Complete the final step of Departmental Certification. *This is where you will upload the English Proficiency form found at:

https://sun-prd.erp.umasscs.net/istart/um-eform-docs/englishcertification.pdf
1. The approver listed in the Department Certification triggers an email to whoever should sign off on the e-Form. This should be a PI or the Academic Administrator depending on departmental business practices.

2. The approver will follow the link to sign off on the forms by clicking the 3 boxes and hitting submit. They may review any of the completed e-Forms listed above.
Your ISO specialist will receive an alert letting us know the e-forms are submitted. You & the approver will receive an email from ISO informing you of such.

ISO will review submission of e-forms for completeness. If additional information is required from scholar, ISO will reach out to scholar. ISO will send email to scholar and departmental administrator to confirm once e-Form is complete and DS-2019 can be issued.

*ISO can usually have DS-2019s issued and mailed within one week of receiving all completed forms (with the exception of J-1 transfers).*

If you have any questions, please contact your ISO specialist.
USER GUIDE FOR H-1B SPONSORSHIP
1. Once you get the email from ISO for H1B sponsorship, log in to iStart, select UMass Employment Visas and select UMass H-1B Non-Clinical. Ignore Employment Visa Support link.

2. Use the TEMPID and Date of Birth given to you in the ISO initiation email.

**NOTE:** This form can be used for new hires or current employees changing status to H1B or extending H1B sponsorship. For current employees, a TEMPID is not required. Administrators will use existing PeopleSoft HR ID and real date of birth.
1. **Initiate H-1B Employment Request** by selecting your department and providing the employee’s name and email address.

2. This will send an email directly to the employee asking them to provide their own information. You will also receive an email indicating that the email has been sent to the employee.

3. Complete **Position Information** and **Export Control & Patient Contact** sections for the department.

*You will need to know ahead of time whether the projects that the employee will work on will be Export Controlled.*
1. Once the employee has completed their portion of the e-Form, you'll receive an email telling you the e-Form has been updated.

2. You should log back into iStart, select Employment Visa Support and then UMMS H1B Non-Clinical.

3. Complete the final step: Department Attestations.
1. Please determine who in your department is the appropriate person to sign off on the hire. The APPROVER should be the PI, Supervisor or Academic Administrator.

2. Complete the Name and Email information

3. Submit.
1. The approver from the final step in iStart will receive the above email and follow the Department Attestation link.

2. The approver will then log in to the attestations page, confirm all statements and hit Submit.
1. The APPROVER will receive an email with a link to the Attestations Page. They should read and check off on these statements.

2. Submit.

You are now done!

ISO will begin working on the Employment Based petitions that the department has requested to sponsor.
Once ISO has received the completed e-Forms and has approved them, you will see all boxes checked off.

(You must log back into iStart with the initial login information provided to see the full e-Form checklist.)

If you have any questions, please contact your ISO specialist.
FREQUENTLY ASKED QUESTIONS:

Q: When should I start using e-Forms?
A: Right away! You are encouraged to use e-Forms as soon as J1 or H1B sponsorship has been approved by ISO. Paper Intake forms will no longer be accepted after March 31, 2018.

Q: I entered the scholars email information wrong on the e-form so they didn’t get the request to submit their information. How can I update it?
A: Cancel the submission on Initiate J Scholar Request, resubmit with correct email.

Q: I need to make a change to a form that has already been submitted (i.e. new program dates, new uploads such revised offer letter), what can I do?
A: Once submitted, an e-Form is complicated to change. Please email new information or pdfs directly to your immigration specialist.
You can see all of your recent cases by selecting **Departmental Services**. Here you can also see the most recent form completed.

You can check on a case by going to **Departmental Services**, selecting a **recent case** and finding out the last action completed.

This is also a great way to find the correct University ID and Date of Birth to use for the employee or scholar in question.
You can always check an active case by selecting the form type you are working on and submitting the ID and date of birth for your case. This will bring you back to the main page with the list of all e-Forms.

* If you don’t remember an ID or date of birth, you can find it under your cases in Departmental Services.
VIEWING AND PRINTING SUBMITTED ITEMS

Want to see what the Foreign Nationals has submitted?

1. Log in to the e-Form

2. Select View/Save/Print e-Form Group
To see everything that was submitted in one pdf – including e-form answers and copies of items uploaded by the scholar (CV, degree, etc.)

View/Save/Print e-Form Group enables you to see everything that has been submitted through the e-Form process, including documents such as diplomas, passports and CVs.