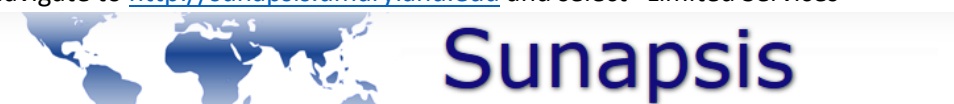# J-1 Scholar Services in Sunapsis – For Visiting Scholars

The OIS has created e-forms for you to make specific requests from our office. The e-forms available to you are:

- Add a New Dependent – Get a DS-2019 for your spouse or child (under age 21)
- Incidental Employment Authorization Request– If you have a paid lecture or consultation activity related to your research and supported by your UMB faculty supervisor
- Notice of Departure – If you will end your J-1 program before the end date on your DS-2019
- Out of Country Request – If you will be working on your UMB research from abroad (very rare)
- Transfer Out Request – If you will be leaving UMB and transferring your J-1 record to a new University

Note – extensions can only be initiated by your department contact. At this time, not all department contacts have access to Sunapsis. Depending on your department, your contact will either send you a Sunapsis e-form to complete, or will ask you to fill part of the PDF extension form.

1. Navigate to http://sunapsis.umaryland.edu and select "Limited Services"

2. If you received an e-mail from OIS-INFO@umaryland.edu with your University Identification Number (this is a unique Sunapsis number that you do not know) and Limited Access PIN, use that in combination with your date of birth to login. If you do not have that email from our office, please e-mail OIS-INFO@umaryland.edu for access assistance.

3. Select the "J-1 Scholar Services" tab in the left menu

4. Select the e-form link for the process you wish to complete. The form will open. Once you submit, please allow up to 10 business days for processing.