

Submitting a J-1 Student Intern Request

The J-1 Student Intern category is used only for individuals who have not yet earned a bachelor's degree.

→ We recommend you collect the passport biographical page from the prospective student intern before starting this process.

1. Log into Sunapsis ([see Instructions for Logging Into Sunapsis](#))
2. Click on 'Departmental Services' in the menu



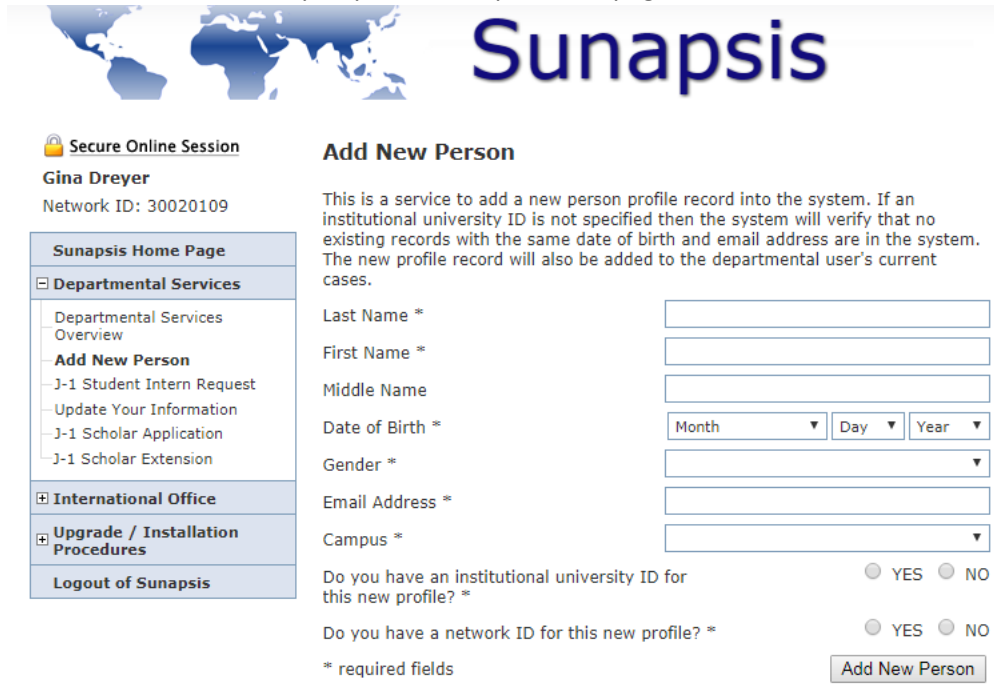
The screenshot shows the Sunapsis International Office Module Launch Page. The page header includes a world map and the Sunapsis logo. The user is logged in as Gina Dreyer with Network ID: 30020109. The page title is "sunapsis®: International Office Module Launch Page". The main content area contains a sidebar menu on the left and a main text area on the right. The sidebar menu items are: Sunapsis Home Page, Departmental Services (circled in red), International Office, Upgrade / Installation Procedures, and Logout of Sunapsis. The main text area contains the following text: "The sunapsis: International Office Module application suite is the administrative tool used for management of international student and scholar populations." and "The University IT Policy Office has established a Policy on Access to Institutional Data. Users will be expected to access institutional data only in their conduct of university business, to respect the confidentiality and privacy of individuals whose records they may access, to observe any ethical restrictions that apply to the data to which they have access, and to abide by applicable laws or policies with respect to access, use, or disclosure of information."

3. Select 'Add New Person' (assuming the individual has not visited UMB in the past. It is very unlikely a student intern will have spent time at UMB previously).



The screenshot shows the Sunapsis International Office Module Launch Page. The page header includes a world map and the Sunapsis logo. The user is logged in as Gina Dreyer with Network ID: 30020109. The page title is "sunapsis®: International Office Module Launch Page". The main content area contains a sidebar menu on the left and a main text area on the right. The sidebar menu items are: Sunapsis Home Page, Departmental Services (expanded to show a sub-menu), International Office, Upgrade / Installation Procedures, and Logout of Sunapsis. The sub-menu items under Departmental Services are: Departmental Services Overview, Add New Person (circled in red), J-1 Student Intern Request, Update Your Information, J-1 Scholar Application, and J-1 Scholar Extension. The main text area contains the following text: "The sunapsis: International Office Module application suite is the administrative tool used for management of international student and scholar populations." and "The University IT Policy Office has established a Policy on Access to Institutional Data. Users will be expected to access institutional data only in their conduct of university business, to respect the confidentiality and privacy of individuals whose records they may access, to observe any ethical restrictions that apply to the data to which they have access, and to abide by applicable laws or policies with respect to access, use, or disclosure of information." Below this text, it says "To access the International Office Module you will need to login to it through:" and "Administrative Site : <https://sunapsisapp.umaryland.edu>".

4. Use the student intern's passport to complete this page and click 'Add New Person'



Sunapsis

Secure Online Session
Gina Dreyer
Network ID: 30020109

Add New Person

This is a service to add a new person profile record into the system. If an institutional university ID is not specified then the system will verify that no existing records with the same date of birth and email address are in the system. The new profile record will also be added to the departmental user's current cases.

Departmental Services

- Departmental Services Overview
- Add New Person**
- J-1 Student Intern Request
- Update Your Information
- J-1 Scholar Application
- J-1 Scholar Extension

International Office

Upgrade / Installation Procedures

Logout of Sunapsis

Last Name *

First Name *

Middle Name

Date of Birth * Month Day Year

Gender *

Email Address *

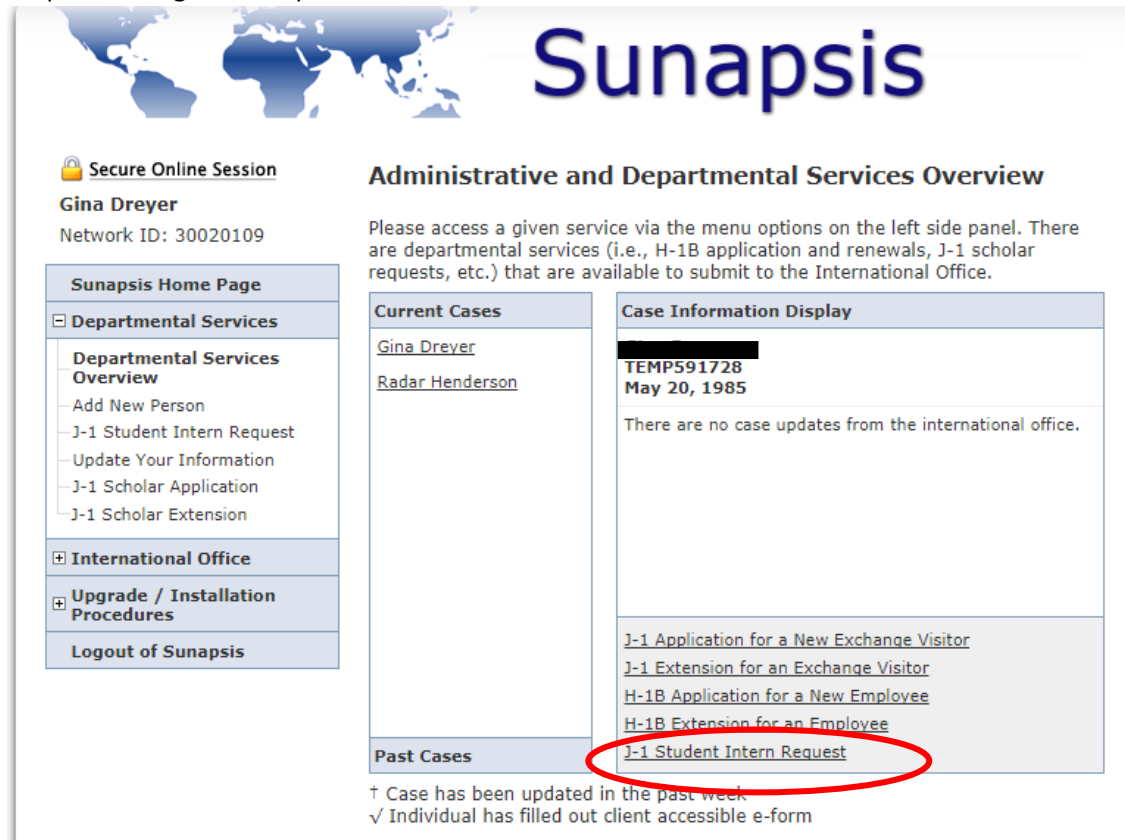
Campus *

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

* required fields

5. The person you added will appear in the "Case Information Display" – click on J-1 Student Intern Request to begin the request forms.



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Administrative and Departmental Services Overview

Please access a given service via the menu options on the left side panel. There are departmental services (i.e., H-1B application and renewals, J-1 scholar requests, etc.) that are available to submit to the International Office.

Departmental Services

- Departmental Services Overview**
- Add New Person
- J-1 Student Intern Request
- Update Your Information
- J-1 Scholar Application
- J-1 Scholar Extension

International Office

Upgrade / Installation Procedures

Logout of Sunapsis

Current Cases

- Gina Dreyer
- Radar Henderson

Case Information Display

██████████
TEMP591728
May 20, 1985

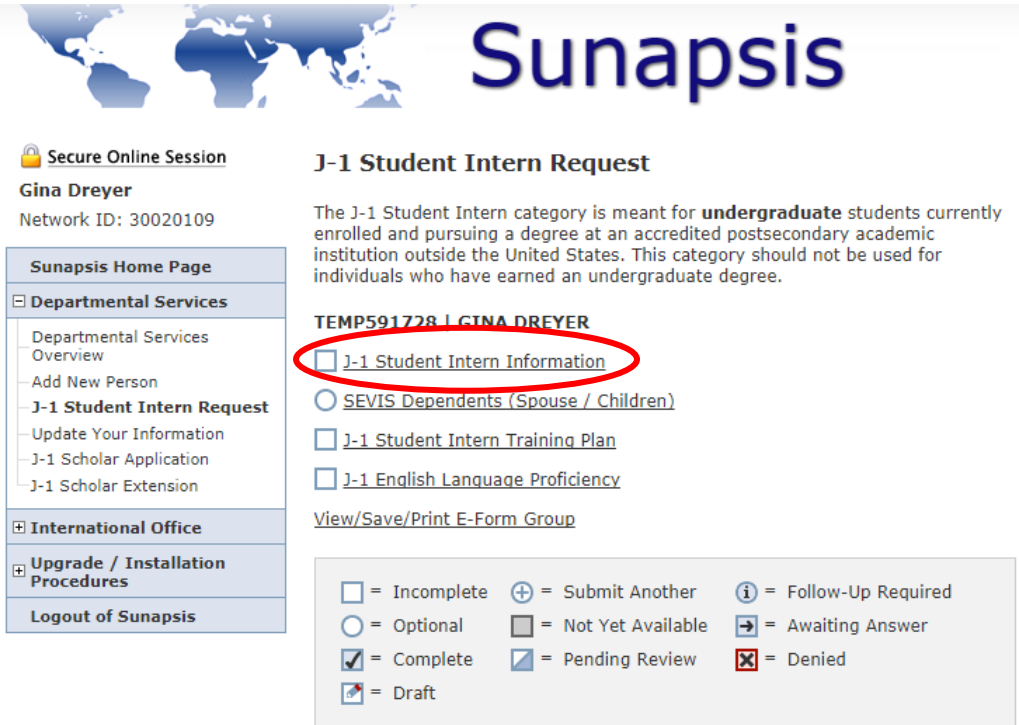
There are no case updates from the international office.

- [J-1 Application for a New Exchange Visitor](#)
- [J-1 Extension for an Exchange Visitor](#)
- [H-1B Application for a New Employee](#)
- [H-1B Extension for an Employee](#)
- [J-1 Student Intern Request](#)

Past Cases

† Case has been updated in the past week
✓ Individual has filled out client accessible e-form

- The Student Intern E-form Group will appear. We recommend you begin on the top form, "J-1 Student Intern Information"



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Network ID: 30020109

J-1 Student Intern Request

The J-1 Student Intern category is meant for **undergraduate** students currently enrolled and pursuing a degree at an accredited postsecondary academic institution outside the United States. This category should not be used for individuals who have earned an undergraduate degree.

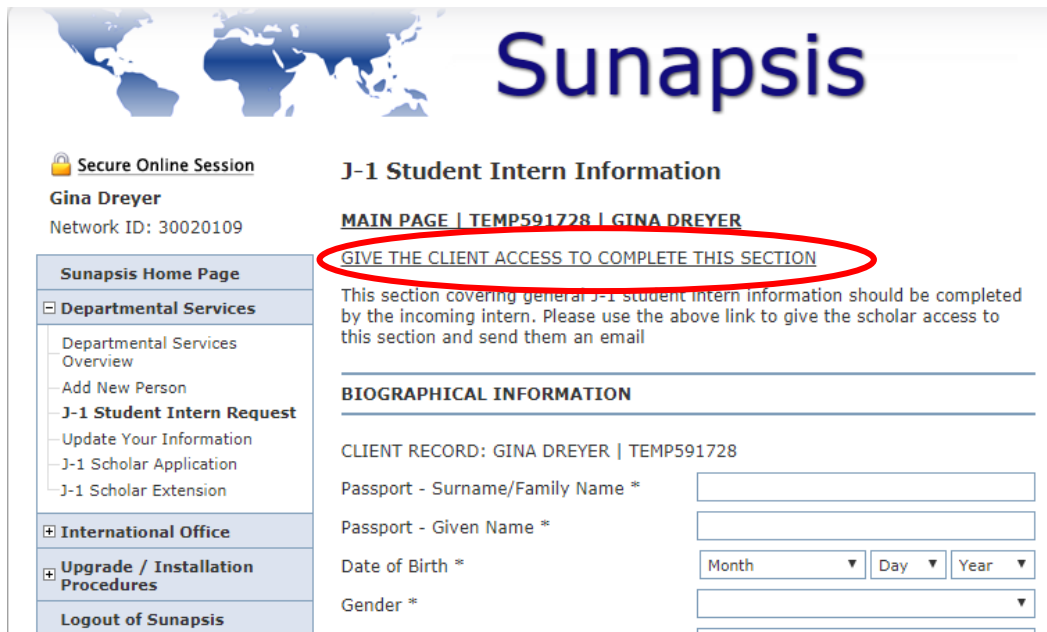
TEMP591728 | GINA DREYER

- J-1 Student Intern Information**
- SEVIS Dependents (Spouse / Children)
- J-1 Student Intern Training Plan
- J-1 English Language Proficiency

View/Save/Print E-Form Group

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

- The Student Intern Information form should be completed by the student intern, so click on "GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION"



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Network ID: 30020109

J-1 Student Intern Information

MAIN PAGE | TEMP591728 | GINA DREYER

GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION

This section covering general J-1 student intern information should be completed by the incoming intern. Please use the above link to give the scholar access to this section and send them an email

BIOGRAPHICAL INFORMATION

CLIENT RECORD: GINA DREYER | TEMP591728

Passport - Surname/Family Name *

Passport - Given Name *

Date of Birth * Month Day Year

Gender *

8. Fill in the student intern's email address and click send e-mail, you will receive a copy of the e-mail they receive. You will also receive an e-mail when they complete the form.



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Gina Dreyer
 Network ID: 30020109

Sunapsis Home Page

- Departmental Services
- International Office
- Upgrade / Installation Procedures
- Logout of Sunapsis

Give Client Access to Update Information

[MAIN PAGE](#) | [TEMP591728](#) | [GINA DREYER](#)

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 | J-1 Student Intern Request


Form: J-1 Student Intern Information

Form: SEVIS Dependents (Spouse / Children)

Client's Email Address *

* required fields

9. You will get re-directed to the list of J-1 Student Intern e-forms. You may notice that it is now showing the 'draft' symbol in the "J-1 Student Intern Department Request", this is because you started the request by sending the "J-1 Student Intern Information" form to the student intern, even though at this time you have not made a draft of the department request form.



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Sunapsis Home Page

- Departmental Services
 - Departmental Services Overview
 - Add New Person
- J-1 Student Intern Request**
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- International Office
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J-1 Student Intern Request

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- J-1 Student Intern Information
- SEVIS Dependents (Spouse / Children)
- J-1 Student Intern Department Request**
- J-1 Student Intern Training Plan
- J-1 English Language Proficiency


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

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

10. We suggest you start the “J-1 Student Intern Department Request” next.
 - a. This form collects information about the faculty supervisor, dates of visit, research/activity description, site of activity, financial support information, and collection of the offer letter.

11. Next is the J-1 English Language Proficiency form, which is the same as it is for the standard J-1 request.
 - a. You should complete this after the Student Intern submits their Information e-form. This is how you will know if the individual has supplied documentation of English proficiency, or if your department will need to conduct a proficiency interview. [Contact OIS](#) with any questions about the interview or to request the training.



 **Secure Online Session**

Gina Dreyer

Network ID: 30020109

Sunapsis Home Page
Departmental Services
Departmental Services Overview
Add New Person
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J-1 English Language Proficiency

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The US Department of State requires an incoming J-1 Student Interns have sufficient English Language proficiency to successfully complete his/her research objectives at UMB. Verification of English proficiency can be done through a recognized English language test (TOEFL or IELTS) or through a documented interview conducted by the sponsoring department. Some incoming scholars may be exempt from this English proficiency requirement. Please see below for additional details.

EVIDENCE OF ENGLISH LANGUAGE PROFICIENCY

CLIENT RECORD: GINA DREYER | TEMP591728

English language proficiency will be verified during interview conducted by trained Faculty or Staff Member from UMB inviting department. YES NO

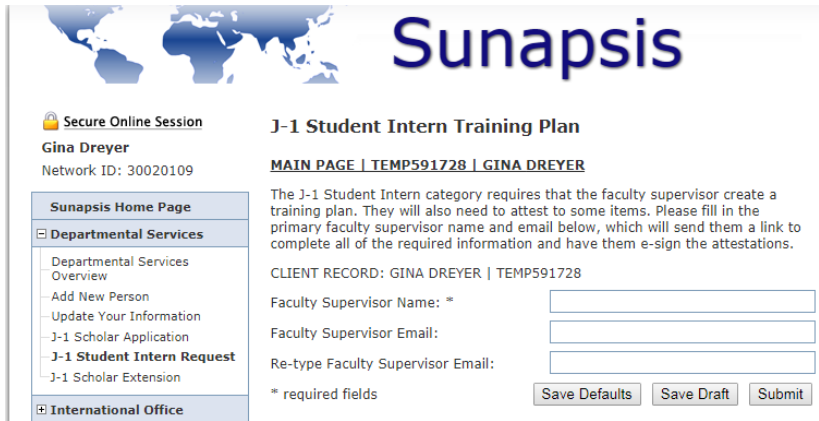
- If English Language Interview training is required please contact ois-info@umaryland.edu.

Incoming Scholar showed evidence of English Language Proficiency by attaching a TOEFL/IELTS score meeting UMB's requirements. YES NO

Incoming Scholar demonstrated they are exempt from the language requirement, based on their citizenship, where they received their degree, or support letter from their University. YES NO

* required fields

12. The next form is the J-1 Student Intern Training Plan. This is a relatively easy form for you, as the department contact to complete, as you just need to put in the faculty supervisor’s Name and Email, and the form will then get assigned to the faculty member.



Sunapsis

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Gina Dreyer
Network ID: 30020109

J-1 Student Intern Training Plan

MAIN PAGE | TEMP591728 | GINA DREYER

The J-1 Student Intern category requires that the faculty supervisor create a training plan. They will also need to attest to some items. Please fill in the primary faculty supervisor name and email below, which will send them a link to complete all of the required information and have them e-sign the attestations.

CLIENT RECORD: GINA DREYER | TEMP591728

Faculty Supervisor Name: *

Faculty Supervisor Email:

Re-type Faculty Supervisor Email:

* required fields

Save Defaults Save Draft Submit

13. Your faculty will get an email that looks like this, and they'll click on the circled link:

Dear Dr. Joe Smith:

The Office of International Services (OIS) requests that you review / comment on the following request submitted to our office. If you have any questions please contact OIS and ask to speak to an advisor. Thank you for your time and attention to this matter.

Please follow the link below to respond to this request:

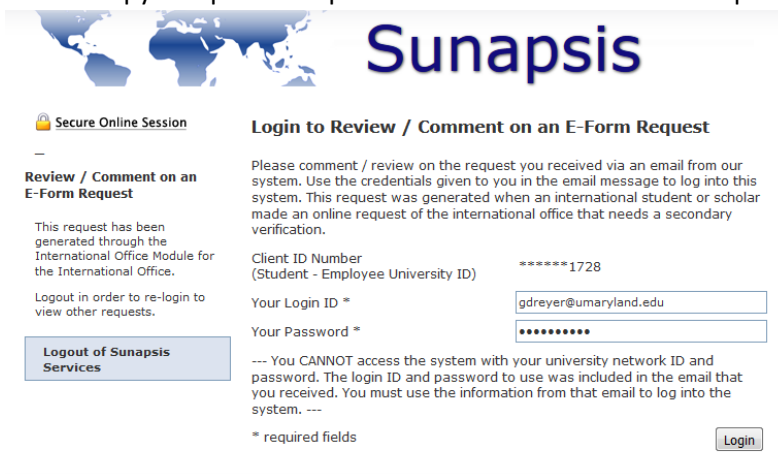
[J-1 Student Intern Training Plan](#)

Client Name: Gina Dreyer
Client ID Number: *****1728
Your Login ID: gdreyer@umaryland.edu
Your Password: 683BF07-F7

Office of International Services
Tel: 4107067488
Email: ois-info@umaryland.edu
Web: www.umaryland.edu/ois

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipients and may contain confidential and privileged information.

14. They will need to login using the Login ID and Password in their email:
(HINT: If they do a lot of these, the browser might save the password from a previous request, so if they are experiencing an issue logging in, this may be the cause, and they should just be sure to copy and paste the password from the email into the password field in the browser)



Sunapsis

Secure Online Session

Review / Comment on an E-Form Request

This request has been generated through the International Office Module for the International Office.

Logout in order to re-login to view other requests.

Logout of Sunapsis Services

Login to Review / Comment on an E-Form Request

Please comment / review on the request you received via an email from our system. Use the credentials given to you in the email message to log into this system. This request was generated when an international student or scholar made an online request of the international office that needs a secondary verification.

Client ID Number (Student - Employee University ID) *****1728

Your Login ID *

Your Password *

--- You CANNOT access the system with your university network ID and password. The login ID and password to use was included in the email that you received. You must use the information from that email to log into the system. ---

* required fields

Login

15. They will then be directed to the Student Intern Training Plan. This form asks the questions that are found on the DS-7002, which is a required form for all students in the Student Intern category. It assures the government that a well-planned training opportunity is taking place.
- This form cannot be saved as a draft, so we have uploaded a [Microsoft Word Document](#) with all of the questions that they can use to craft their responses and then copy and paste their responses into the form.

J-1 Student Intern Training Plan

The following links provide you with information submitted as part of the e-form request tied to the following client record:

[J-1 Student Intern Training Plan](#)

<input type="checkbox"/> = Incomplete	<input type="plus"/> = Submit Another	<input type="info"/> = Follow-Up Required
<input type="radio"/> = Optional	<input type="not"/> = Not Yet Available	<input type="arrow"/> = Awaiting Answer
<input checked="" type="checkbox"/> = Complete	<input type="checkmark"/> = Pending Review	<input type="denied"/> = Denied
<input type="draft"/> = Draft		

CLIENT NAME & ID NUMBER: DUSTY LABARRE | *****9373

COMMENTS / REVIEW FOR J-1 STUDENT INTERN TRAINING PLAN

A training plan is required for all J-1 Student Interns. You will need to complete the below fields about the student intern's training.

We recommend you use this [Word document to draft your responses](#) and then copy and paste into this e-form to submit.

Faculty Supervisor Title: *

Faculty Supervisor Phone Number *

Faculty Supervisor Fax Number: *

PHASE INFORMATION

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (*e.g. classes, individual instruction, shadowing*). Each phase must build upon the previous phase to show a progression in the training/internship.

If there will be more than one phase, you will need to complete and upload a Word doc that provides details of all of the below required fields for additional phases.

Phase Site Name: *

Training/Internship Field: *

Phase Site Address: *

Phase Name: *

Start Date of Phase: * Month Day Year

End Date of Phase * Month Day Year

Number of Hours Per Week (must be at least 32 hours per week): *

16. Once all forms are submitted to our office, we will begin our review and should be in touch within two weeks.
17. We will be issuing a DS-7002 in addition to the DS-2019. We will email out a PDF of the DS-7002 and the student and faculty supervisor will each need to sign it. We then email fully signed DS-7002 and DS-2019 to the student intern via email.