

*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?

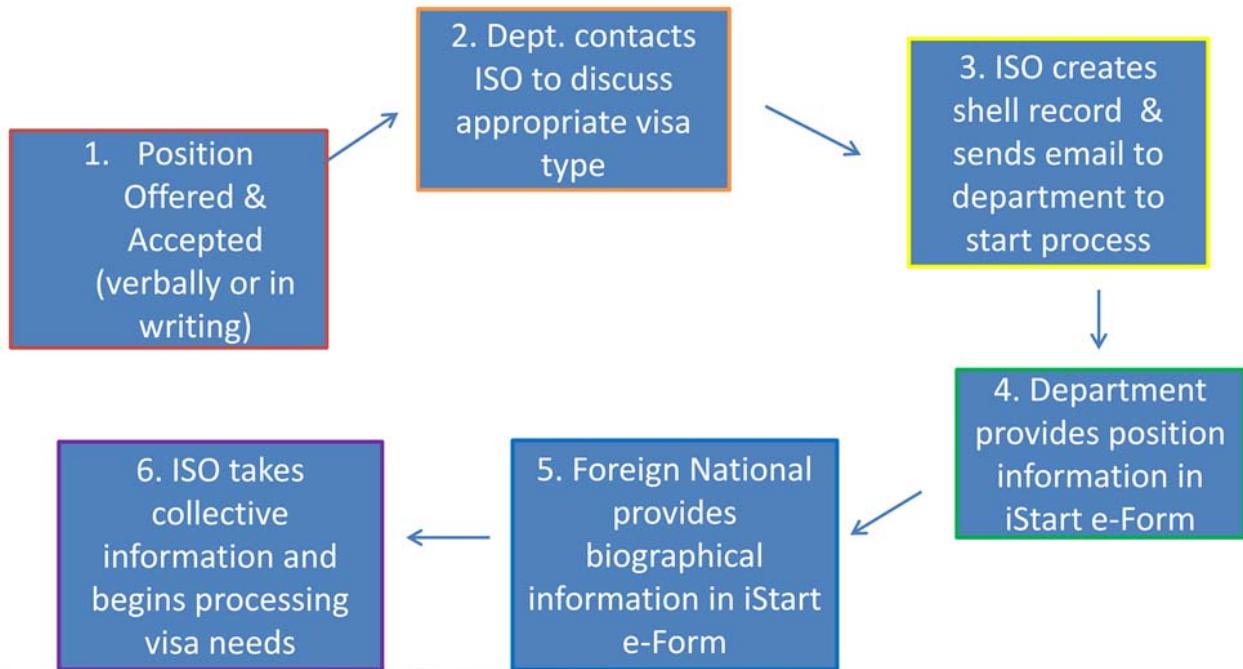
Sunapsis® has a function that enables departments and foreign nationals to make immigration related requests by completing simple electronic forms (e-Forms) through an online portal called iStart.

- 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.



## SUNAPSIS® WORK FLOW



\* 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).

# Opening Sunapsis®

Go to <https://sun-prd.erp.umasscs.net/istart/controllers/start/start.cfm>, click **Administrative Services for University Departments** to open the **Administrator Login portal**

The image shows two screenshots of the iStart Services Login Page. The left screenshot shows the main login page with two main sections: 'Full Client Services for Students & Scholars' and 'LIMITED ACCESS LOGIN'. The 'Full Client Services' section is circled in red. The right screenshot shows the 'Administrator Login' page, which is a simplified version of the main login page. A red arrow points from the 'LIMITED ACCESS LOGIN' section of the main page to the simplified 'Administrator Login' page.

**University of Massachusetts International Office Module**

**iStart**

Welcome to the iStart Services Login Page

Technology is key to our proactive approach. Our information services and experienced staff enable efficient management of student and scholar data, and our portal provides individualized, web-based services. The following are the types of online services available for international students, scholars, & staff.

**Full Client Services for Students & Scholars**

Secure services requiring login with your institutional Network ID and password. These services include:

1. View and update information on file
2. Submit electronic form (e-form) requests for travel signatures, reduced course load authorization, program extensions, etc.
3. Access alerts and notes on file that require action in order to maintain legal status

**LIMITED ACCESS LOGIN**

Limited services requiring login with your University ID number and date of birth. These services include:

1. Limited student services like registration for orientation or SEVIS transfer-in.
2. Limited initial intake forms for J-1 scholars or H-1B employees.

These services will NOT provide all the functionality of the full client services.

[LIMITED ACCESS LOGIN](#)

The following are additional services:

[Administrative Services for University Departments](#)

**University of Massachusetts International Office Module Administrator Login**

Username:

Password:

Campus:

Select...

**UMASS** University of Massachusetts Medical School [umassmed.edu](http://umassmed.edu)

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**.

# Logging into Sunapsis®

The image shows a two-step process for logging into Sunapsis. Step 1 shows the 'Administrator Login' page with fields for Username, Password, and Campus, and a 'Login' button. Step 2 shows the 'iStart' launch page with a sidebar menu and a main content area. Red arrows point from the '2.' step label to the 'Departmental Services', 'UMass Employment Visas', and 'UMass Scholar Processing' menu items.

1.

2.

University of Massachusetts International Office Module Administrator Login

Username:

Password:

Campus:

University of Massachusetts International Office Module

**iStart**

online services for international students, scholars & staff

Secure Online Session

Vanessa Paulman

Network ID:

[iStart Home Page](#)

[Admission](#)

[Departmental Services](#)

[International Office](#)

[Tech Team](#)

[UMass Employment Visas](#)

[UMass Scholar Processing](#)

[Upgrade / Installation Procedures](#)

[Logout of iStart](#)

**sunapsis®: International Office Module Launch Page**

Copyright © 2005 Indiana University and Jason Baumgartner

The sunapsis: International Office Module application suite is the administrative tool used for management of international student and scholar populations. 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.

[Launch the sunapsis®: International Office Module](#)

[Download Java](#)

UMASS Medical School

umassmed.edu

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**



# Requesting J-1 visa sponsorship



University of Massachusetts  
International Office Module

The image shows the iStart interface. At the top, there are world maps and the text "iStart" in large blue letters, with "online services for international students, scholars & staff" in smaller text. On the left, a sidebar menu lists various services, with "UMMS J-1 Scholar" highlighted and circled in red. A red number "1." is placed to the left of this menu. On the right, the "Lookup International Record" form is displayed, featuring fields for "University ID \*", "Date of Birth \*", and a "Find Record" button. A red number "2." is placed to the left of the "Find Record" button. A note at the bottom of the form states: "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." A note below the fields says: "\* required fields".

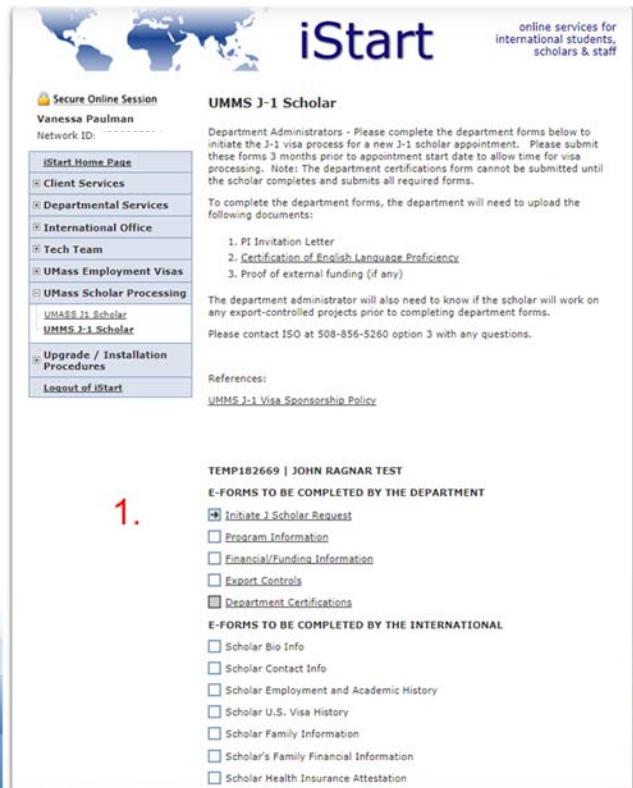
1. When you are ready to hire a postdoc or visiting scholar, navigate to Umass Scholar Processing and select **UMMS J1 Scholar** to prompt *Lookup International Record*. Please ignore Umass J1 scholar form.
2. Use the TEMPID for University ID and date of birth given to you by ISO, and hit *Find Record*. \*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.*

# Initiate J Scholar Process

## IMPORTANT

\*To complete the **J-1 Request** you will need the **PI invitation letter, English Language Proficiency form, salary amount** including evidence of external funds (if applicable) and knowledge about whether the research includes **Export Control** projects.



The screenshot shows the 'iStart UMMS J-1 Scholar' page. It includes a sidebar with links for Secure Online Session, Vanessa Paulman, and various departmental services. The main content area is titled 'UMMS J-1 Scholar' and contains instructions for department administrators to complete forms for a new J-1 scholar appointment. It lists required documents (PI Invitation Letter, English Language Proficiency, Proof of external funding) and notes about export-controlled projects. A 'References' section links to the 'UMMS J-1 Visa Sponsorship Policy'. The page is titled 'TEMP182669 | JOHN RAGNAR TEST'.

1.



The screenshot shows the 'iStart UMMS J-1 Scholar Request' page. It features a sidebar with departmental services and a main form for requesting a scholar to complete e-forms. The form includes fields for Name, Email, and Re-type Email. A 'required fields' note is present. The 'Submit' button is highlighted with a red circle. The page is titled 'TEMP959214 | SANTA CLAUSE'.

2.

3.

**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).

# Completing the Departmental e-Form for J-1 Scholars

Secure Online Session  
Vanessa Paulman  
Network ID:

[IStart Home Page](#)  
[Client Services](#)  
[Departmental Services](#)  
[International Office](#)  
[Tech Team](#)  
[UMass Employment Visas](#)  
[UMass Scholar Processing](#)  
[UMASS J-1 Scholar](#)  
[UMMS J-1 Scholar](#)  
[Upgrade / Installation Procedures](#)  
[Logout of IStart](#)

**UMMS J-1 Scholar**

Department Administrators - Please complete the department forms below to initiate the J-1 visa process for a new J-1 scholar appointment. Please submit these forms 3 months prior to appointment start date to allow time for visa processing. Note: The department certifications form cannot be submitted until the scholar completes and submits all required forms.

To complete the department forms, the department will need to upload the following documents:

1. PI Invitation Letter
2. [Certification of English Language Proficiency](#)
3. [Proof of external funding \(if any\)](#)

The department administrator will also need to know if the scholar will work on any export-controlled projects prior to completing department forms.

Please contact ISO at 508-856-5260 option 3 with any questions.

References:  
[UMMS J-1 Visa Sponsorship Policy](#)

TEMP557720 | FROSTY SNOWMAN

**E-FORMS TO BE COMPLETED BY THE DEPARTMENT**

[Initiate J Scholar Request](#)  
 [Program Information](#)  
 [Financial/Funding Information](#)  
 [Export Controls](#)  
 [Department Certifications](#)

**E-FORMS TO BE COMPLETED BY THE INTERNATIONAL**

[Scholar Bio Info](#)  
 [Scholar Contact Info](#)  
 [Scholar Employment and Academic History](#)  
 [Scholar U.S. Visa History](#)  
 [Scholar Family Information](#)  
 [Scholar's Family Financial Information](#)  
 [Scholar Health Insurance Attestation](#)

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

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



Complete the **Program Information**, **Financial Information** and **Export Control** sections.

\* You will need the **PI invitation letter**, **English Language Proficiency** form (<https://sunprd.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. Dear Vanessa J Paulman:

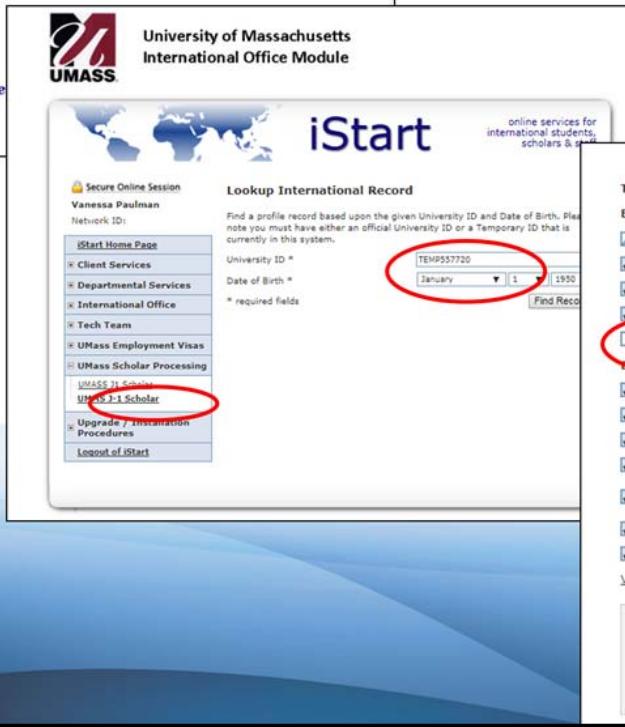
John Ragnar TEST (\*\*\*\*\*2669) has updated information relating to their currently active J-1 sponsorship application. Please log into the online departmental services to review this information and complete the application.

<https://sun-prd.erp.umasscs.net/istart/controllers/admin/AdminEngine.cfm>

Thank you,

Immigration Services Office  
Human Resources  
University of Massachusetts Lowell  
333 South Street, HR 2nd Floor  
Shrewsbury, MA 01545

## 2.



The screenshot shows the iStart system's 'Lookup International Record' page. The sidebar on the left lists various departmental services, with 'UMass J-1 Scholar' highlighted and circled in red. The main form asks for a University ID and Date of Birth. The 'Date of Birth' field is also circled in red. The page includes a 'Find Record' button and a note about required fields.

## 3.

### E-FORMS TO BE COMPLETED BY THE DEPARTMENT

- [Initiate J Scholar Request](#)
- [Program Information](#)
- [Financial/Funding Information](#)
- [English Proficiency](#)
- [Department Certifications](#)

### E-FORMS TO BE COMPLETED BY THE INTERNATIONAL

- [Scholar Bio Info](#)
- [Scholar Contact Info](#)
- [Scholar Employment and Academic History](#)
- [Scholar U.S. Visa History](#)
- [Scholar Family Information: 01/08/2018 04:53 PM | Submitted - Scholar Family Information](#)
- [Scholar's Family Financial Information](#)
- [Scholar Health Insurance Attestation](#)

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

  
□ = Incomplete   + = Submit Another   ⓘ = Follow-Up Required  
○ = Optional   ■ = Not Yet Available   ☐ = Awaiting Answer  
☒ = Complete   ☐ = Pending Review   ✗ = Denied  
☒ = Draft

## 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>

# Final Steps

1.

Dear APPROVER,

A J-1 sponsorship request has been initiated by your department for John Ragnar TEST. Once you approve this sponsorship request, the Immigration Services Office will be notified to complete the J-1 sponsorship process for this scholar.

Please follow the link below to approve the J-1 sponsorship request for John Ragnar TEST.

## Department Certifications

Client Name: John Ragnar TEST

Client ID Number: \*\*\*\*\*2669

Your Login ID: [vanessa.paulman@umassmed.edu](mailto:vanessa.paulman@umassmed.edu)

Your Password:

**iStart**  
online services for  
international students,  
scholars & staff

**Department Certifications**

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

[Initiate J-Scholar Request](#)  
 [Program Information](#)  
 [Financial/Funding Information](#)  
 [Export Controls](#)  
 [Scholar Bio Info](#)  
 [Scholar Contact Information](#)  
 [Scholar Employment and Academic History](#)  
 [Scholar U.S. Visa History](#)  
 [Scholar Family Information](#)  
 [Scholar's Family Financial Information](#)  
 [Scholar Health Insurance Attestation](#)  
 [Department Certifications](#)

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

CLIENT NAME & ID NUMBER: JOHN RAGNAR TEST | \*\*\*\*\*2669  
COMMENTS / REVIEW FOR DEPARTMENT CERTIFICATIONS

TO REVIEW ANY INFORMATION SUBMITTED BY THE DEPARTMENT OR SCHOLAR, PLEASE CLICK ON EACH OF THE ABOVE LINKS

*Note: Yes/No responses in the eForms above are noted as follows:*

**I=Yes   O=No**

By submitting this form, I confirm that:

The department will provide J-1 sponsorship for the scholar noted above.  
 The information contained in the submitted department form above is accurate to the best of my knowledge.  
 The department will consult with ISO prior to making changes impacting the J-1 sponsorship program including, but not limited to, changes in funding or program dates (i.e. early termination or extension). \*

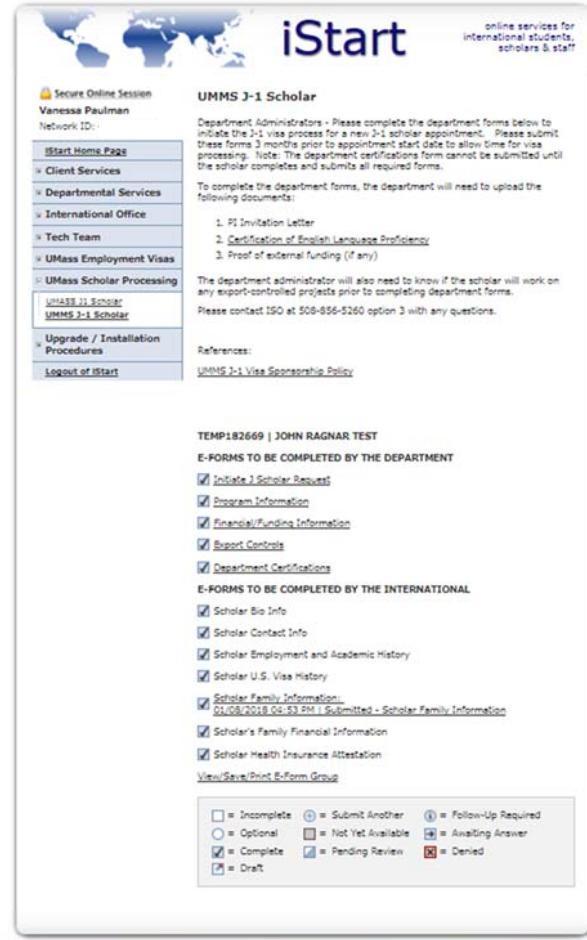
Last Updated: 01/08/2018 05:03 PM  
\* required fields

**Submit**

2.

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.

You are now DONE!



The screenshot shows the iStart UMMS J-1 Scholar dashboard. The header includes the iStart logo and a sub-header for 'UMMS J-1 Scholar' with the text 'online services for international students, scholars & staff'. The left sidebar has a 'Secure Online Session' section for 'Vanessa Paulman' with a 'Network ID:'. Below this is a navigation menu with the following items: 'iStart Home Page', 'Client Services', 'Departmental Services', 'International Office', 'Tech Team', 'UMass Employment Visas', 'UMass Scholar Processing' (which is expanded to show 'UMASS J-1 Scholar' and 'UMMS J-1 Scholar'), 'Upgrade / Installation Procedures', and 'Logout of iStart'. The main content area is titled 'UMMS J-1 Scholar' and contains instructions for departmental administrators: 'Please complete the department forms below to initiate the J-1 visa process for a new J-1 scholar appointment. Please submit these forms 3 months prior to appointment start date to allow time for visa processing. Note: The department certifications form cannot be submitted until the scholar completes and submits all required forms.' It also specifies that 'To complete the department forms, the department will need to upload the following documents: 1. PI Invitation Letter, 2. Certification of English Language Proficiency, 3. Proof of external funding (if any)'. Below this, it states: 'The department administrator will also need to know if the scholar will work on any export-controlled projects prior to completing department forms. Please contact ISO at 508-586-5260 option 3 with any questions.' A 'References' section links to 'UMMS J-1 Visa Sponsorship Policy'. At the bottom, there is a section for 'TEMP182669 | JOHN RAGNAR TEST' with a list of e-forms to be completed by the department, including 'Initiate J-Scholar Request', 'Program Information', 'Financial/Funding Information', 'Report Controls', and 'Department Certifications'. There is also a list for the International Office, including 'Scholar Bio Info', 'Scholar Contact Info', 'Scholar Employment and Academic History', 'Scholar U.S. Visa History', 'Scholar Family Information' (with a link to '01/08/2018 04:53 PM | Submitted - Scholar Family Information'), 'Scholar's Family Financial Information', and 'Scholar Health Insurance Attestation'. A 'View/Save/Print E-Form Group' link is also present. A legend at the bottom defines symbols: a square for 'Incomplete', a circle for 'Optional', a triangle for 'Not Yet Available', a plus sign for 'Awaiting Answer', a checkmark for 'Complete', a blue square for 'Pending Review', a red square for 'Denied', and a question mark for 'Draft'.

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



# Requesting H1B Sponsorship for Employment Based Visa Processing



**iStart**  
online services for international students, scholars & staff

**Secure Online Session**

Vanessa Paulman  
Network ID

**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 \* **TEMP434012**  
Date of Birth \* **2. August 23 1973**  
\* required fields **Find Record**

**1.** **UMass Employment Visas**  
    - **Employment Visa Support**  
    - **UMMS H-1B Non-Clinical** (circled)  
    - **UMass Scholar Processing**  
    - **Upgrade / Installation Procedures**  
    - **Logout of iStart**

1. Once you get the email from ISO for H1B sponsorship, log in to iStart, select **UMass Employment Visas** and select **UMMS 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.

# Requesting H1B Sponsorship for Employment Based Visa Processing

## QUESTIONS?

Please contact the Immigration Services Office at 508-856-5260 option 3 or [immigrationservices@umassmed.edu](mailto:immigrationservices@umassmed.edu), with any questions.

TEMP434012 | RAGNAR TEST

## E-FORMS FOR SPONSORING DEPARTMENT

1. [Initiate H-1B Employment Request](#)
3.
  - [Position Information](#)
  - [Export Control and Patient Contact](#)
  - [Department Attestations](#)

## E-FORMS TO BE COMPLETED BY THE INTERNATIONAL

- Biographical Information
- Contact Info
- Employment and Academic History
- Visa History & Travel Plans
- Dependent Information

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

<input type="checkbox"/> = Incomplete	<input type="circle"/> = Submit Another	<input type="info"/> = Follow-Up
<input type="radio"/> = Optional	<input type="checkbox"/> = Not Yet Available	<input type="checkbox"/> = Awaiting Approval
<input checked="" type="checkbox"/> = Complete	<input type="checkbox"/> = Pending Review	<input type="checkbox"/> = Denied
<input checked="" type="checkbox"/> = Draft		

2.  
↓

Dear Ragnar TEST,

A department at the University of Massachusetts Medical School (UMMS) has started the process to sponsor your H-1B employment. To complete the sponsorship process, the Immigration Services Office (ISO) must collect information about you and any family members that will join you in the U.S., through our electronic forms (eForms) system known as iStart. The eForm group that must be completed is called the "UMMS H-1B Non-Clinical" group.

Please follow the link below to access our iStart portal and complete the required eForms.

[Initiate H-1B Employment Request](#)

Client Name: Ragnar TEST  
Client ID Number: \*\*\*\*\*4012  
Your Login ID: [vanessapaulman@gmail.com](mailto:vanessapaulman@gmail.com)  
Your Password:

If you are going to re-access this link, always do so through this e-mail ONLY. Do not attempt to access the link via a bookmark.

Please contact the Immigration Services Office (ISO) at UMMS if you have any questions regarding the forms or requested documentation.

Sincerely,

*Immigration Services Office*

Massachusetts  
**UMASS** Medical School  
[umassmed.edu](http://umassmed.edu)

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.

# Requesting H1B Sponsorship for Employment Based Visa Processing

1. Dear Vanessa J Paulman:

Rangar TEST (\*\*\*\*\*4012) has updated information relating to their currently active H-1B sponsorship application. Please log into the online departmental services to review this information and complete the application.

<https://sun-prd.erp.umasscs.net/istart/controllers/admin/AdminEngine.cfm>

Thank you,

*Immigration Services Office  
Human Resources  
University of Massachusetts Medical School  
333 South Street, HR 2<sup>nd</sup> Floor  
Shrewsbury, MA 01545*

*ImmigrationServices@umassmed.edu  
PH: (508) 856-5260 select option 3  
FX: (508) 856-5922  
[http://www.umassmed.edu/hr/immigration\\_services](http://www.umassmed.edu/hr/immigration_services)*

TEMP434012 | RAGNAR TEST

E-FORMS FOR SPONSORING DEPARTMENT

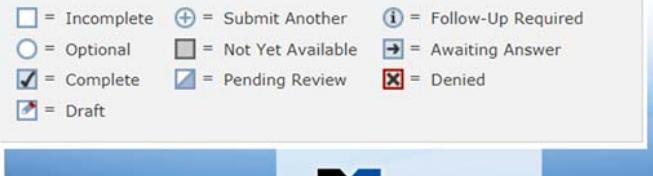
- [Initiate H-1B Employment Request](#)
- [Position Information](#)
- [Export Control and Patient Contact](#)
- [Department Attestations](#)

3.

E-FORMS TO BE COMPLETED BY THE INTERNATIONAL

- [Biographical Information](#)
- [Contact Info](#)
- [Employment and Academic History](#)
- [Visa History & Travel Plans](#)
- [Dependent Information:  
01/08/2018 03:43 PM | Submitted - Dependent Information](#)

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

  
Legend for E-Form status icons:  
Incomplete (white square) = Incomplete  
Optional (white circle) = Optional  
Complete (white checkmark) = Complete  
Draft (white checkmark with arrow) = Draft  
Submit Another (plus sign) = Submit Another  
Not Yet Available (gray square) = Not Yet Available  
Pending Review (blue square) = Pending Review  
Follow-Up Required (info icon) = Follow-Up Required  
Awaiting Answer (arrow icon) = Awaiting Answer  
Denied (red square with X) = Denied



2.



**iStart**

Secure Online Session

Vanessa Paulman

Network ID:

[iStart Home Page](#)

[Client Services](#)

[Departmental Services](#)

[International Office](#)

[Tech Team](#)

[UMass Employment Visas](#)

[Employment Visa Support](#)

**UMMS H-1B Non-Clinical** (circled in red)

[UMass Scholar Processing](#)

[Upgrade / Installation Procedures](#)

[Logout of iStart](#)

**Lookup International Record**

Find a profile record based upon the given University ID and Date of Birth; note you must have either an official University ID or a Temporary ID the currently in this system.

University ID \*

Date of Birth \*

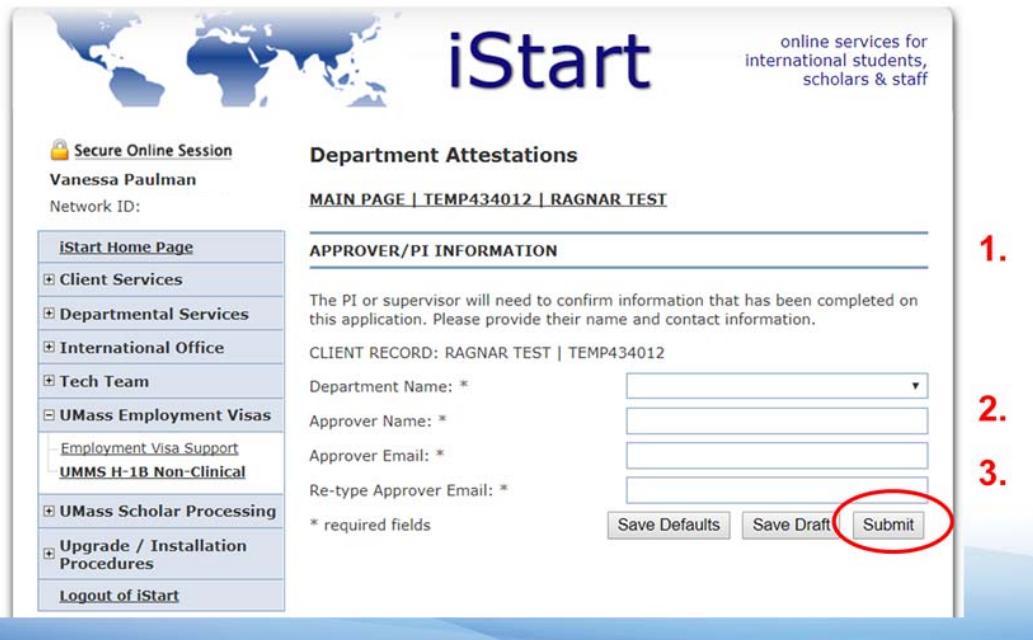
\* required fields

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**.

# Attestations: The Final Step in Processing Employment Based Visa Requests



The screenshot shows the 'iStart Department Attestations' page. At the top, there is a world map graphic, the 'iStart' logo, and the text 'online services for international students, scholars & staff'. On the left, a sidebar menu includes 'Secure Online Session', 'Vanessa Paulman', 'Network ID:', and a list of services: 'iStart Home Page', 'Client Services', 'Departmental Services', 'International Office', 'Tech Team', 'UMass Employment Visas' (which is expanded to show 'Employment Visa Support' and 'UMMS H-1B Non-Clinical'), 'UMass Scholar Processing', 'Upgrade / Installation Procedures', and 'Logout of iStart'. The main content area is titled 'Department Attestations' and shows 'MAIN PAGE | TEMP434012 | RAGNAR TEST'. Below this, a section titled 'APPROVER/PI INFORMATION' contains fields for 'Department Name', 'Approver Name', 'Approver Email', and 'Re-type Approver Email'. A note states: 'The PI or supervisor will need to confirm information that has been completed on this application. Please provide their name and contact information.' At the bottom of the form are buttons for 'Save Defaults', 'Save Draft', and 'Submit', with the 'Submit' button circled in red. Red numbers 1, 2, and 3 are overlaid on the right side of the screenshot, corresponding to the steps in the instructions below.

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.

# Attestations: The Final Step in Processing Employment Based Visa Requests

1.

Dear Vanessa APPROVER,

An H-1B employment sponsorship request has been initiated by your department for Ragnar TEST. Once you approve this sponsorship request, the Immigration Services Office will be notified to begin the H-1B sponsorship process for Ragnar TEST.

Please follow the link below to approve the H-1B sponsorship request for Ragnar TEST.

[Department Attestations](#)

Client Name: Ragnar TEST

Client ID Number: \*\*\*\*\*4012

Your Login ID: [vanessa.paulman@umassmed.edu](mailto:vanessa.paulman@umassmed.edu)

Your Password:

2.

CLIENT NAME & ID NUMBER: RAGNAR TEST | \*\*\*\*\*4012  
COMMENTS / REVIEW FOR DEPARTMENT ATTESTATIONS  
To review any information submitted by the department or beneficiary (i.e. employee), please click on each of the above links **Note: Yes/No responses in the eForms above are noted as follows:**  
**1=Yes 0=No**  
By submitting this form, the department confirms the following:

The minimum requirements and salary listed on the Position Information form reflect the requirements and wage level paid to all other individuals with similar experience and qualifications working in this department. If applicable, the individual is compensated at the highest prevailing wage rate of all work sites indicated on the Position Information form. If required to do so, I am able to explain the reason(s) for any differential in wage rates listed on the Position Information form and/or provide documentation including the names and payroll records of similarly employed individuals to the Department of Labor to verify these statements. \*

The department will comply with the terms of the Labor Conditions Application for the duration of the alien's authorized period of stay. The department will notify the Immigration Services Office before any promotion, lateral transfer or other change in terms of the position, as listed on the Position Information form, are affected. \*

The department understands that we are liable for the reasonable costs of return transportation abroad for the individual for whom this H request has been made, if this employee is dismissed from employment by UMMS before the end of the authorized stay, per the requested dates on the Position Information form. \*

For persons not currently holding a work-authorized status, the department understands that the prospective employee may not be employed by or volunteer at UMMS until the H-1B is approved. \*

Last Updated 01/08/2018 04:01 PM  
\* required fields

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**.

# H1B Attestations

CLIENT NAME & ID NUMBER: WONDER WOMAN | \*\*\*\*\*9358

COMMENTS / REVIEW FOR ATTESTATIONS

## STATEMENTS BY THE EMPLOYER

1.

- The minimum requirements and salary listed on the Position Information form reflect the requirements and wage level paid to all other individuals with similar experience and qualifications working in this department. If applicable, the individual is compensated at the highest prevailing wage rate of all work sites indicated on the Position Information form. If required to do so, I am able to explain the reason(s) for any differential in wage rates listed on the Position Information form and/or provide documentation including the names and payroll records of similarly employed individuals to the Department of Labor to verify these statements. \*
- The department will comply with the terms of the labor condition application for the duration of the alien's authorized period of stay. The department will notify the Immigration Services before any promotion, lateral transfer or other change in terms of the position, as listed on the Position Information form, are affected. \*
- The department is liable for the reasonable costs of return transportation abroad for the individual for whom this H request has been made, if this employee is dismissed from employment by UMass before the end of the authorized stay, per the requested dates on the Position Information form. \*
- For persons not currently in H-1B non-immigrant status, the employer understands that the prospective employee may not be employed by or in volunteer status at UMass until the H-1B is approved (unless the person is already in a valid status that allows employment at UMass). \*

Last Updated

08/23/2017 10:11 PM

\* required fields

2.



University of  
Massachusetts  
Medical School  
[massmed.edu](http://massmed.edu)

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.

# EMPLOYMENT VISA REQUEST PROCESS COMPLETED

Please contact the Immigration Services Office at 508-856-5260 option 3 or [immigrationservices@umassmed.edu](mailto:immigrationservices@umassmed.edu), with any questions.

**You are now DONE!**

TEMP434012 | RAGNAR TEST

## E-FORMS FOR SPONSORING DEPARTMENT

- [Initiate H-1B Employment Request](#)
- [Position Information](#)
- [Export Control and Patient Contact](#)
- [Department Attestations](#)

## E-FORMS TO BE COMPLETED BY THE INTERNATIONAL

- [Biographical Information](#)
- [Contact Info](#)
- [Employment and Academic History](#)
- [Visa History & Travel Plans](#)
- [Dependent Information:](#)  
[01/08/2018 03:43 PM | Submitted - Dependent Information](#)

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

<input type="checkbox"/> = Incomplete	<input type="checkbox"/> + = Submit Another	<input type="info"/> i = Follow-Up Required
<input type="radio"/> = Optional	<input type="checkbox"/> □ = Not Yet Available	<input type="checkbox"/> ↗ = Awaiting Answer
<input checked="" type="checkbox"/> = Complete	<input type="checkbox"/> ⚡ = Pending Review	<input checked="" type="checkbox"/> ✗ = Denied
<input checked="" type="checkbox"/> ⚡ = Draft		

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.

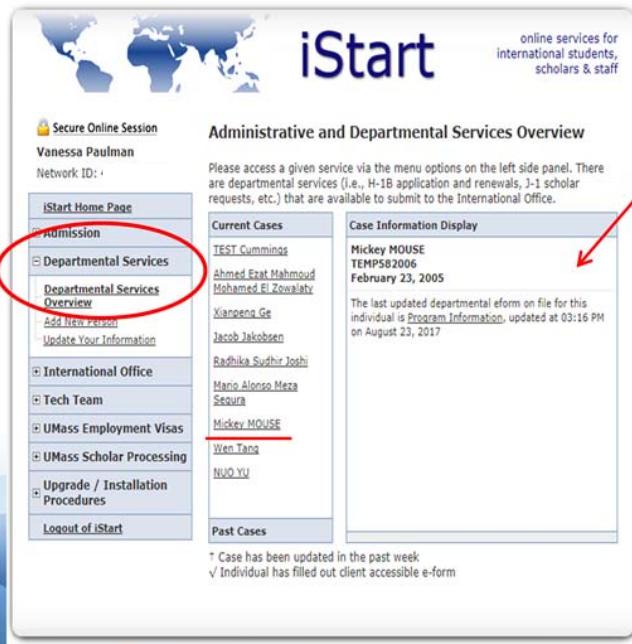
**Q: I need to make a change to a form that has already been submitted (i.e. new program dates, new uploads such revised offer letter), what can I do?**

**A:** Once submitted, an e-Form is complicated to change. Please **email new information** or pdfs directly to your immigration specialist.

# OVERVIEW OF ALL YOUR CASES



University of Massachusetts  
International Office Module



The screenshot shows the iStart administrative and departmental services overview page. The left sidebar has a red circle around the 'Departmental Services Overview' link. The main content area shows a 'Case Information Display' for Mickey Mouse, with details: TEMP582006, February 23, 2005. A red arrow points from the text in the right margin to this display area.

Secure Online Session  
Vanessa Paulman  
Network ID: :

iStart Home Page

- Admission
- Departmental Services** (circled in red)
- Departmental Services Overview
- Add New Person
- Update Your Information
- International Office
- Tech Team
- UMass Employment Visas
- UMass Scholar Processing
- Upgrade / Installation Procedures
- Logout of iStart

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.

Case Information Display

Mickey Mouse  
TEMP582006  
February 23, 2005

The last updated departmental eform on file for this individual is Program Information, updated at 03:16 PM on August 23, 2017

Current Cases

- TEST Cummings
- Ahmed Ezzat Mahmoud
- Mohamed El Zowalaty
- Xianpeng Ge
- Jacob Jakobsen
- Radhika Sudhir Joshi
- Mario Alonso Meza
- Segura
- Mickey MOUSE** (highlighted in red)
- Wen Tang
- NUO YU

Past Cases

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

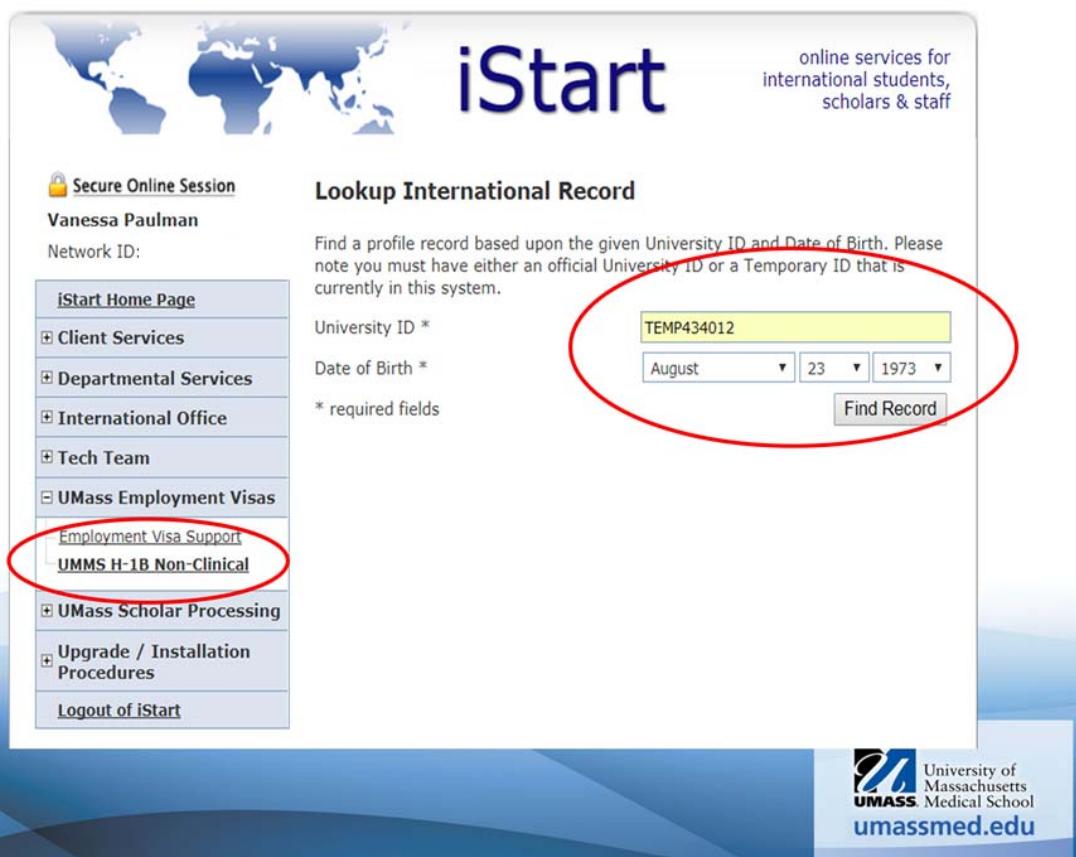
You can check on a case by going to **Departmental Services**, selecting a recent case and finding out the last action completed.

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 see all of your recent cases by selecting **Departmental Services**. Here you can also see the most recent form completed.

# CHECKING IN ON A CASE



**iStart**  
online services for  
international students,  
scholars & staff

**Secure Online Session**  
Vanessa Paulman  
Network ID:

[iStart Home Page](#)  
[Client Services](#)  
[Departmental Services](#)  
[International Office](#)  
[Tech Team](#)  
[UMass Employment Visas](#)  
[Employment Visa Support](#)  
**[UMMS H-1B Non-Clinical](#)**  
[UMass Scholar Processing](#)  
[Upgrade / Installation Procedures](#)  
[Logout of iStart](#)

**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 \*  August 23 1973

\* required fields

**University of Massachusetts Medical School**  
**umassmed.edu**

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.

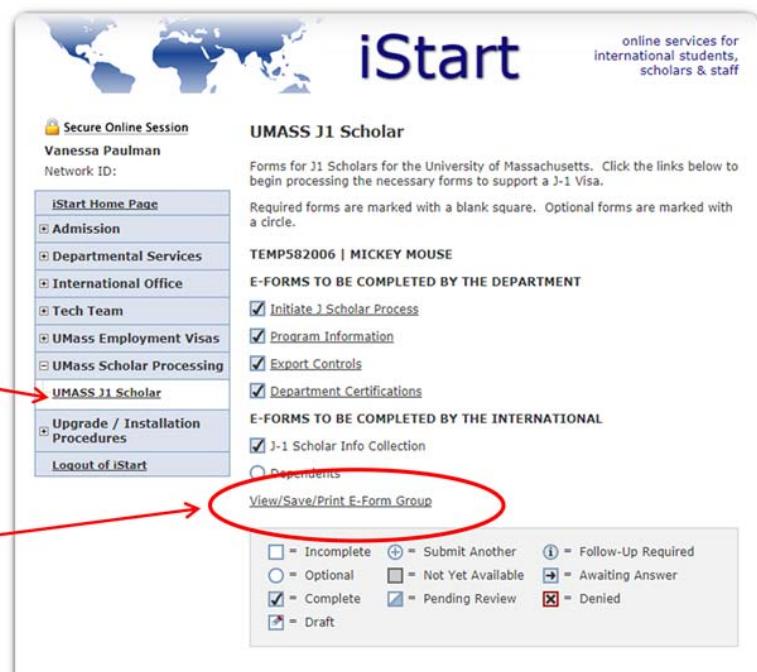
# VIEWING AND PRINTING SUBMITTED ITEMS

**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.)



The image shows the iStart interface for a J1 Scholar. The top navigation bar includes 'Secure Online Session', 'Vanessa Paulman', 'Network ID:', and the 'iStart' logo with the tagline 'online services for international students, scholars & staff'. The main content area is titled 'UMASS J1 Scholar' and displays a list of forms to be completed by the department and the international office. A red circle highlights the 'View/Save/Print E-Form Group' link, which is described in the adjacent text block. A legend at the bottom explains various status icons: Incomplete (white square), Submit Another (plus sign), Follow-Up Required (info icon), Optional (white circle), Not Yet Available (grey square), Awaiting Answer (grey square with question mark), Complete (checkmark), Pending Review (blue square), Denied (red square with X), and Draft (blue square with checkmark).

**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.

