

Instructions for requesting a DS-2019 using the Departmental Services Portal

1. Log into Sunapsis (ISSS Panther Portal): <https://sunapsis.fiu.edu/>

The system is integrated with our university system, log in using your FIU credentials as you would with any of our systems.

Note: Sunapsis access needs to be granted first by the ISSS office, To request a Departmental Services account contact Ariel Ortiz at ariortiz@fiu.edu or Evelyn Rodriguez at rodrigeve@fiu.edu.

FIU Staff, Students and Scholars may log in by clicking the **Login** button below using FIU credentials. For new Students/Scholars who have not yet received FIU credentials, they will be assigned a temporary ID which will grant them access via the limited services *link* (Scholars will normally need this for their new scholar check-in upon arrival in the U.S.).

International Student & Scholar Services

The mission of the Office of International Student and Scholar Services is to promote campus internationalization by providing service excellence related to immigration compliance and procedures, and comprehensively supporting the academic, social, and professional success of all our international students and scholars to ensure their seamless integration into our university community.

ISSS Portal provides a variety of online services for our institution's international students and scholars and for the staff that supports them. Please log in using one of the options below to view information or to make a request.

New / Current Students, Faculty, or Staff

Are you a new student that needs to check in? or A current student that needs to request a service or document? Please login for full access to your international services account.

[Login](#)





A Network ID (FIU Username Ex. abc001) and password are required.

Don't Have a Network ID?
Former and future students and/or scholars can log in with their University or Temporary ID number, PIN, and date of birth. [Limited Access Login](#)




2. Upon log in, you will arrive at the Departmental Services Portal.

Departmental Services

Lists

 My Current Cases	 My Closed Cases	 My Department's Current Cases
 My Department's Employees & Scholars		

Tasks

 Add New Person	 Update Your Information	 J-1 Application for a New Exchange Visitor
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- The **Lists** tab contains cases you or your department are working on.
- The **Tasks** tab contains e-Forms for actions you may take.

Note: Take action on an already active scholar:

- a. **Option 1:** Go directly to the e-Form you wish to submit and enter the scholar's Panther ID/TEMP ID, and date of birth.

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.

(*) Information Required

University ID*

Date of Birth*

MM/DD/YYYY

Find Record

- b. **Option 2:** use the **Lists** tab to access your active cases and view the e-Forms available for that scholar.

3. To submit a brand new scholar request you must first create an account for that scholar by clicking on the task **Add New Person**. This e-Form will create a record in Sunapsis for the prospective scholar and associate all submitted applications and documents. *Below find the information you need to collect from the scholar to create their initial Sunapsis record.*

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.

(*) Information Required

Last Name*

First Name*

Middle Name

Date of Birth*

MM/DD/YYYY

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

Add New Person

4. In most cases the scholar will need a TEMP ID to access Sunapsis since the scholar may not have a Panther ID at the start of the process. Once the new person is added, you should take note of the scholar's generated TEMP ID and click on the e-Form group you wish to begin.

Work on an Application

Name: Test 2, Ariel
University ID: TEMP210844
Date of Birth: 12/13/2000

You may click on an application e-form group to work on for this individual.

--- New Applications ---

J-1 Application for a New Exchange Visitor

--- Continue an Application in Progress ---

There are no previously submitted applications.

5. The application consists of the following items:

J-1 Application for a New Exchange Visitor

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

The purpose of the J-1 exchange visitor visa for professors, research scholars, and short-term scholars is to facilitate international collaborative teaching and/or research efforts. Visitors (who must typically have training at the master's level or higher) are invited to the U.S. for a program with a specific objective and length of stay not to exceed three years. Extensions beyond this time may be possible in special circumstances.

Initial Application

- REQUIRED**
[Application For Initial Form DS-2019](#)
- REQUIRED**
[Funding Document](#)
- REQUIRED**
[Medical Insurance](#)
- REQUIRED**
[English Language Proficiency](#)
- REQUIRED**
[Export Questionnaire](#)
- REQUIRED**
[Department Letters](#)
- REQUIRED**
[Department Acknowledgement](#)

Dependents

- OPTIONAL**
[Dependents \(Spouse / Children\)](#)

On Boarding

- NOT YET AVAILABLE**
[Acknowledgement of Scholar Arrival](#)

- a. **Application for initial form DS-2019:**
Collects scholar's personal information, passport, and resume/CV. E-Form requires Host Faculty/Supervisor acknowledgement through second approver functionality.

Second Approver: host will receive an email to complete an acknowledgement and approval of this request.

Note: each e-Form has the option to give the client access to complete the form if you wish to have the scholar complete that information, such as personal and dependent information.

Application For Initial Form DS-2019

(*) Information Required

COMMENTS / REVIEW FOR APPLICATION FOR INITIAL FORM DS-2019

Select Program Category for this Exchange Visitor*

Site of Activity*

Anticipated Start Date*
MM/DD/YYYY

Anticipated End Date*
MM/DD/YYYY

Provide a specific description of this exchange visitor's study, research, and professional activities at FIU*

Upload Invitation Letter
[Select File](#)

I certify that I am in support of inviting the prospective exchange visitor named herein for FIU to pursue the delineated activities. Funding will be provided as indicated for the period certified. *

Application For Initial Form DS-2019

MAIN PAGE | TEMP210844 | ARIEL TEST 2

GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION

(*) Information Required

- b. **Funding Document:** collects proof of funds and funding source.
- c. **Medical Insurance:** collects proof of medical insurance.
- d. **English Language Proficiency:** collects proof of language proficiency.
- e. **Export Questionnaire:** having completed the [Export Control](#) process through the Office of Compliance, use this e-Form to upload the confirmation email and due diligence form.
- f. **Department Letters:** upload department letters and any additional supporting documents you wish to provide.
- g. **Department Acknowledgement:** final acknowledgement from either the Department Head or Academic Dean is required. This person will receive an email to complete an acknowledgement and approval of this request.
- h. **Dependents:** optional task to collect J-2 dependent information.

Department Letters
 MAIN PAGE | TEMP210844 | ARIEL TEST 2
 GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION

CLIENT RECORD: ARIEL TEST 2 | TEMP210844
 Upload Department/FIU Offer Letter:

Upload Professor Letter/Invitation:

Upload Additional Supporting Document:

Upload Additional Supporting Document:

Department Acknowledgement
 MAIN PAGE | TEMP210844 | ARIEL TEST 2
 (*) Information Required

Certification of Department Head/Academic Dean: Must Review this application in full and confirm approval for inviting the prospective exchange visitor.

CLIENT RECORD: ARIEL TEST 2 | TEMP210844
 Department Head/Academic Dean Name:*

Title:*

Department Head/Academic Dean Email:*

Re-type Department Head/Academic Dean Email:*

- 6. Once a completed application is submitted, the ISSS staff member will review the submission and proceed to issue the DS-2019 document.
- 7. **Acknowledgement of Scholar Arrival:** You will ultimately receive email notification to confirm the scholar's official start and provide their Panther ID.

For complete details on the overall DS-2019 request process visit our website at: <https://iss.fiu.edu/visiting-scholars/hosting-a-j-1-exchange-visitor/index.html>