LUNCH & LEARN:
ISSS LINK/SUNAPSIMS UPGRADE

December 7, 2020 and December 10, 2020
AGENDA

• What is ISSS Link?

• Requesting Access

• ISSS Link/Sunapsis 4.0
ISSS Link and Sunapsis

- ISSS Link serves as the front end to Emory University’s international case management system, Sunapsis.

- Departmental requests are submitted electronically to ISSS through the submission of e-forms completed by the supervisor, department administrator, and the scholar.

- These requests include: J-1 (Scholar & Student), H-1B, E-3, and TN

- Features: Electronic submission of all supporting documentation, case tracking/management, and automatic routing of appropriate e-forms to clients, supervisors and ISSS advisors
REQUESTING ACCESS

• Attend the mandatory “Bringing the World to Emory” training
  • Registration through ELMS

• Complete the Departmental Access Authorization form and submit the completed form to ISSS
SUNAPSIS/ISSS LINK UPGRADE
WHY NOW: WASN’T 2020 BAD ENOUGH?
LOGIN: ONE LOGIN FOR ALL USERS

Current Version

Welcome to ISSS Link

The ISSS Link portal provides individualized, web-based services to Emory University's international student and scholar population and our department administrators.

How to log into ISSS Link:

Emory Department Administrators: Click on the "Administrative Services for University Departments" link under additional services.

Students and Scholars with a valid Emory NetID and Password: Click on the blue "Login" button under Full ISSS Link Services.

Students and Scholars without a valid Emory NetID and Password:

- Emory graduates, students on a leave of absence, or other students without a valid Emory NetID and password can access ISSS Link using Limited Services. For student instructions on accessing ISSS Link using Limited Services, click here.
- New International Scholars who have not yet received an Emory NetID or password, can access ISSS Link using Limited Services. For student instructions accessing ISSS Link using Limited Services, click here.

The following are additional services:

Administrative Services for University Departments

New Version

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Full ISSS Link Services for International Students and Scholars

Secure services requiring login with your Emory NetID and password.

Login

Limited Services for International Students and Scholars

Services available with a PIN for students and scholars without current Emory NetIDs.

To receive your PIN, click the "Limited Services" link below this section and choose "Email me my Limited Access PIN." Enter your Emory ID number and your PIN will be sent to the email address you have on file.

If you do not receive your PIN, please e-mail isss@emory.edu for assistance.

New Student/Scholar Login
LISTS: SEE YOUR CASES AND DEPARTMENT SCHOLARS/EMPLOYEES
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*Example from Indiana University
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TASKS: TO INITIATE A REQUEST (NEW VS. EXISTING SCHOLAR/EMPLOYEE)

**Current Version**

- Add New Person
- E-3 Requests
- H-1B Requests
- J-1 Scholar Management
- J-1 Scholar Request
- J-1 Student Intern Request
- J-1 Student Request
- TN Requests
- Update Your Information

**New Version**

- Add New Person
- Update Your Information
- J-1 Scholar Request
- H-1B Requests
- J-1 Scholar Management
- J-1 Student Request
- TN Employee Management
- TN Requests
TASKS: TO INITIATE A REQUEST (NEW) ➔ ADD NEW PERSON

Current Version

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.

Last Name *
First Name *
Middle Name
Date of Birth **
Gender *
Email Address **
Campus *

Do you have an institutional university ID for this new profile? *

University ID Number *

Do you have a network ID for this new profile? *

Network ID *

* required fields

Add New Person

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First Name
Middle Name
Date of Birth
Gender
Email Address
Campus

Do you have an institutional university ID for this new profile? *

University ID Number

Do you have a network ID for this new profile? *

Network ID

* required fields

Add New Person
TASKS: TO INITIATE A REQUEST (EXISTING) ➔ LOOK UP INTERNATIONAL RECORD

Current Version

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 *
Date of Birth *
* required fields

Find Record

New Version

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 *
Date of Birth
MM/DD/YYYY

Find Record
START A NEW REQUEST AND SEE OLDER REQUESTS

Current Version

J-1 Scholar Request

The following e-forms must be completed to request a DS-2019 for a new J-1 scholar or amend/extend the program of an existing J-1 scholar.

The first two e-forms, J-1 Supervisor Confirmation and Department Request for J-1 Scholar, can be submitted at the same time. The J-1 Supervisor Confirmation e-form is initiated by the department administrator and completed by the scholar's supervisor. The Department Request for J-1 Scholar is completed by the department administrator.

Once both e-forms are completed, the J-1 Scholar Information e-form will become available. At this time, the administrator can initiate this form. It will then be sent to the J-1 scholar for completion. After the J-1 scholar has completed the final e-form, the case will be assigned to an ISSS advisor.

New Version

ISSS Link

Launch Application
Departmental Services
International Office
Server Administration

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New Version

11/24/2020 [17557] J-1 Scholar Request

View/Save/Print E-Form Group

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E-Forms

- **REQUIRED**
  - J-1 Supervisor Confirmation
- **REQUIRED**
  - Department Request for J-1 Scholar
- **NOT YET AVAILABLE**
  - J-1 Scholar Information
Questions?

• Find your Department’s International Scholar Advisor: https://isss.emory.edu/scholars/find_your_advisor/index.html

• General Questions/Concerns:
  E-mail: isss@emory.edu
  Phone: 404.727.3300