

Scholar Check-In Instructions For Department Contacts

F-1 OPT, J-2 Employee, Outside J-1

ISSS only checks in individuals in F-1 OPT status if their F-1 was sponsored by ANOTHER institution.
If the F-1 was sponsored by UIUC, they should continue going to the student office for advising.
These instructions also pertain to individuals in J-2 status working for the University and Outside J-1 scholars.

Step 1

- Log into iStart (<https://sunapsis.illinois.edu>)
- Click “Administrative Services for University Departments”



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.

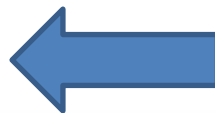
Full Client Services for Students & Scholars	Limited Services for Students & Scholars
<p>Secure services requiring login with your institutional Network ID and password. These services include:</p> <ol style="list-style-type: none">1. View and update information on file2. Submit electronic form (e-form) 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 <p>LOGIN</p>	<p>Limited services requiring login with your University ID number and date of birth. These services include:</p> <ol style="list-style-type: none">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. <p>These services will NOT provide all the functionality of the full client services.</p> <p>Limited Services</p>

The following are additional services:

[International Student & Scholar Statistical Reports](#)

[Anonymous Feedback \(surveys, evaluations, etc\)](#)

[Administrative Services for University Departments](#)



Step 2

- Under “Departmental Services” click “Add New Person”

iSTART Serving International Students, Scholars and Staff at the University of Illinois

Secure Online Session
Heather Binder
Network ID: hbind2

sunapsis®: International Office Module Launch Page
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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 the course of university business, to respect the confidentiality and privacy of the 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 7 32-bit](#)

iSTART Home Page

Departmental Services

- Departmental Services Overview
- Add New Person**
- J-1 Scholar Application

International Office


Application Launch Page

- User Documentation
- Authorization to Access Departmental E-Forms
- International Orientation Check-in System
- LCA and Labor Certification Posting Notices
- Front Desk Check-in System
- Initial Conversion Mappings

Logout of iSTART


Step 3

- Complete all fields with the individual's information



iSTART

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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 * 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

Step 4

- Instruct the scholar to log in to Full Client Services for Students and Scholars in iStart to complete the Pre Check-In Form. They will need their UIN and Date of Birth to log in.
- The Scholar Pre-Check In Form can be found under “Pre-Arrival”



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[Administrative Services for University Departments](#)

Step 5

- Complete the Scholar Check-In Sheet found under “Resources”, “Forms”, “Scholar Forms” on the ISSS website
 - <http://iss.illinois.edu/publications/forms/scholarforms.html>
 - After you hit “submit,” a copy of the Check-In Sheet will be e-mailed to you. Print it and provide it to the scholar.
- Required documentation for check-in can be found at https://illinois.edu/cms/secFile/2953/check_in_documentation.pdf
- Send the scholar to ISSS during the designated check-in hours (Monday, Wednesday, Friday from 9-11)

Any scholar who arrives without the Scholar Check-In Sheet or required immigration documents will be sent back to the department.