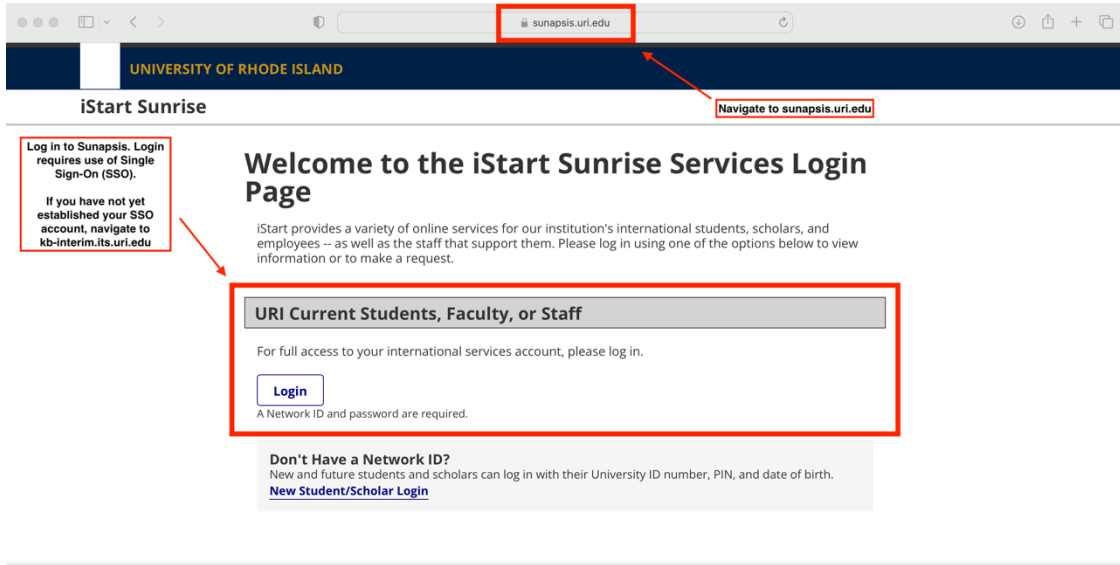


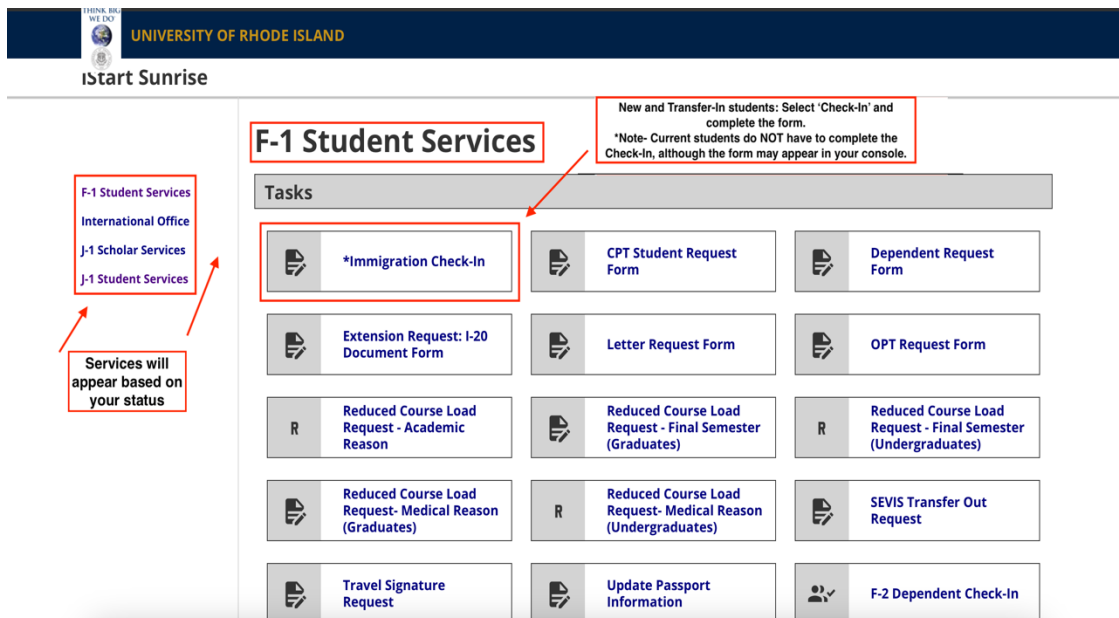
Sunapsis

1. Search [Sunapsis.uri.edu](https://sunapsis.uri.edu) in your browser. Login requires SSO connection. If your SSO is not yet established, navigate to kb-interim.its.uri.edu.



2. The first step for new and transfer-in students will be to Check-In upon arrival.

***Current students do NOT have to complete the Check-In, although the form may appear in your console. The main menu will display forms and functionality based on your status (F-1, J-1).**



3. Complete the Check-In. The questions asked and the directions provided will be customized to your status (F-1, J-1). **Only new and transfer- in students should complete the Check-In process upon arrival.**

***Immigration Check-In**

(*) Information Required

Failure to complete the immigration check-in process before the start of the semester will lead to the termination of your **F-1 SEVIS record** resulting in loss of status which may impact your ability to remain in the United States.

- International students in **F-1 status** are required by federal regulations to complete a SEVIS immigration check-in within **30 days of the start date indicated on their I-20**.
- International students who are transferring their **F-1 SEVIS records to URI** must complete the SEVIS immigration check-in within **15 days of the start date indicated on their I-20**.

The Check-In form and its instructions will be based on your status.

Student Information

I am a SEVIS transfer-in student.*
 Yes No

I have an assistantship, fellowship, or on-campus employment.*
 Yes No

Do you have F-2 dependents who entered the U.S. with you or will enter the U.S. in the future to join you for your F-1 student program?*

4. Utilize Sunapsis to request forms, check-in any dependents (if applicable), and maintain your status. If you require any assistance or you do not have access to a form, please contact issoff@etal.uri.edu.

F-1 Student Services

Utilize Sunapsis for request forms, dependent check-in, and keeping your status up-to-date. If you require assistance, contact issoff@etal.uri.edu

Tasks

- *Immigration Check-In
- CPT Student Request Form
- Dependent Request Form
- Extension Request: I-20 Document Form
- Letter Request Form
- OPT Request Form
- Reduced Course Load Request - Academic Reason
- Reduced Course Load Request - Final Semester (Graduates)
- Reduced Course Load Request - Final Semester (Undergraduates)
- Reduced Course Load Request- Medical Reason (Graduates)
- Reduced Course Load Request- Medical Reason (Undergraduates)
- SEVIS Transfer Out Request
- Travel Signature Request
- Update Passport Information
- F-2 Dependent Check-In
- SEVIS Transfer In Request