



Immigration Services

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## Compass Departmental User Guide

This is an instruction guide for the access and use of the Immigration Services visa sponsorship request portal, Compass. Department users should use the Compass system to request sponsorships for J-1 scholars, J-1 student-interns, H-1B faculty, and international employees being sponsored for U.S. Permanent Residency.

If you have questions about accessing or using this portal, please contact our office at (706) 542-2900, or by email at [immigration@uga.edu](mailto:immigration@uga.edu).

This document explains how to complete the following processes in Compass. Click a link to be taken directly to that section. If you are new to Compass, please start with the first section.

- [Request departmental access to Compass](#) (page 2)
- [Log into Compass as a departmental user](#) (page 4)
- [Add a new international person to Compass](#) (page 7)
- [Initiate a visa sponsorship request in Compass](#) (page 8)
- [Return to a visa sponsorship request that you have already started](#) (page 11)
- [Update your information as a departmental user](#) (page 12)

## Request Departmental Access to Compass

1. Navigate your browser to <http://compass.uga.edu>
2. Click on "Login" to use your UGA MyID and password to log in.

# Immigration Services

Welcome to **Compass**, the University of Georgia's portal for benefit applications relating to international students, scholars, faculty, and staff at the University of Georgia.

## UGA MyID Login

If you have a UGA MyID, please log in here for full access to your Compass account.



**Login**

A UGA MyID and password are required.

### **Non-MyID login**

Log in with your University ID number, PIN, and date of birth. Use this option if you do not have a UGA MyID.

[Non-MyID Login](#)

3. If you do not yet have an account, you will be prompted to request one. Select "Department" as the type of user, then click "Request Account".

## Request Account

We did not find an existing account in our system matching the login name you entered.

- If you are an international student, scholar, or employee, please select "Client" below.
- If you are a departmental staff member responsible for filing requests pertaining to an international client's immigration status, please select "Department" below.
- If you work for your organization's international services office, please contact your sunapsis system administrator and have them make sure your sunapsis account is set up properly.

*(\*) Information Required*

Please select the type of user to log in as: \*

- Client  Department

Please click "Request Account" to be forwarded to the Departmental Access Request Form.

**Request Account**

4. Fill out all the fields on the request form, mark the checkbox after reading the statement, and then click “Request Access” at the bottom of the screen.

## --- Departmental Access Request Form ---

Complete this form to gain access to various e-form requests for university departments to request of the international office. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions.

*(\*) Information Required*

Your Network ID

Your Full Name\*

Your University E-mail\*

Campus\*

Department\*

Campus Phone Number

Street

City

State

Zip Code

I confirm that I am an administrator for the given department who is authorized by the department to take actions on its behalf. \*

After your access is approved by Immigration Services, you will receive an email confirming your user approval. Continue reading this document for instructions on how to log in to Compass.

## Log into Compass as a Departmental User

Once you are an approved user, you may login to the Compass portal to request new sponsorships, and to manage sponsorship requests you have already initiated. To do this, follow these steps:

1. Open your web browser and go to <https://Compass.uga.edu>.
2. Click on “Administrative Services for University Departments”, in the lower left-hand corner of the screen, then enter your MyID and password on the next screen.

# Immigration Services

Welcome to Compass, the University of Georgia's portal for benefit applications relating to international students, scholars, faculty, and staff at the University of Georgia.

## UGA MyID login

For full access to your Compass account, please log in.

**Login**

A MyID and password are required.





### **Prospective International Students, Scholars, and Faculty**

New and future students and scholars can log in with their University ID number, PIN, and date of birth.















**[New Student/Scholar Login](#)**

3. Once you are logged in, you will see the menu of options for Departmental Services.
  - a. If you are initiating a sponsorship request for a NEW international visitor who has not yet been added to the Compass system, click “Add New Person” (for more information, see the [Add a New Person](#) section of this guide.)
  - b. Once you have added your visitor to Compass, you are ready to initiate the sponsorship request (for more information, see the [Initiate a Sponsorship Request in Compass](#) section of this guide.)
  - c. To see a list of your current cases, click “My Current Cases”. For instructions on how to return to a visa sponsorship request that you have started but did not finalize, see the [Return to a Visa Sponsorship Request](#) section of this guide.

## Departmental Services

Lists		
 <a href="#">My Current Cases</a>	 <a href="#">My Closed Cases</a>	 <a href="#">My Department's Current Cases</a>
 <a href="#">My Department's Employees &amp; Scholars</a>		

Tasks		
 <a href="#">Add New Person</a>	 <a href="#">Update Your Information</a>	 <a href="#">B-1 Visa Support Letter Request</a>
 <a href="#">H-1B Extension for an Employee</a>	 <a href="#">IEP Request</a>	 <a href="#">J-1 Scholar Application (new or previously started)</a>
 <a href="#">J-1 Scholar Extension (new or previously started)</a>	 <a href="#">J-1 Student-Intern Application</a>	 <a href="#">O-1 Sponsorship Request</a>
 <a href="#">OGE Out-of-State Tuition Waiver Nomination</a>	 <a href="#">Permanent Residency Recruitment Forms</a>	 <a href="#">Permanent Residency Sponsorship Application</a>
 <a href="#">J-1 Student-Intern Extension</a>	 <a href="#">H-1B Application for a New Employee</a>	

## **Add a New Person**

\*Note that the Office of the Vice President for Research generally requires that international visitors have a UGA 81x number. Please see the OVPR website for information on how to request an 81x number for your international visitor:  
<http://research.uga.edu/visiting/>

1. This is the first step in requesting a sponsorship for an international who has never been at UGA before.  
NOTE: Do not use the Add New Person function if the international is already at UGA, or was here previously and has already been added to Compass (skip to [Initiate a Visa Sponsorship Request](#))
2. To add a new person, click “Departmental Services” and then “Add New Person”

3. Enter the required information. Tips:
- a. Please enter the name exactly as it is shown on the passport.
  - b. In this form, “institutional university ID” refers to the 81x number.
  - c. “Network ID” refers to the MyID, which is the part of the UGA email address in front of the @ sign. For example, the MyID for [mariet@uga.edu](mailto:mariet@uga.edu) is mariet.

## 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\*

Gender\*

Email Address\*

Campus\*

Requested Immigration Status\*

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**






## Initiate a Visa Sponsorship Request in Compass















1. To initiate a sponsorship request, first be sure that you have completed the [Add New Person](#) process for your visitor. If not, you will receive an error.
2. In the “Tasks” section, click on the relevant link for the sponsorship type you are requesting (in the yellow box below). Please read the options carefully to make sure you choose the correct type.

## Departmental Services

### Lists

 <a href="#">My Current Cases</a>	 <a href="#">My Closed Cases</a>	 <a href="#">My Department's Current Cases</a>
 <a href="#">My Department's Employees &amp; Scholars</a>		

### Tasks

 <a href="#">Add New Person</a>	 <a href="#">Update Your Information</a>	 <a href="#">B-1 Visa Support Letter Request</a>
 <a href="#">H-1B Extension for an Employee</a>	 <a href="#">IEP Request</a>	 <a href="#">J-1 Scholar Application (new or previously started)</a>
 <a href="#">J-1 Scholar Extension (new or previously started)</a>	 <a href="#">J-1 Student-Intern Application</a>	 <a href="#">O-1 Sponsorship Request</a>
 <a href="#">OGE Out-of-State Tuition Waiver Nomination</a>	 <a href="#">Permanent Residency Recruitment Forms</a>	 <a href="#">Permanent Residency Sponsorship Application</a>
 <a href="#">J-1 Student-Intern Extension</a>	 <a href="#">H-1B Application for a New Employee</a>	

3. In most cases, you will be prompted to look up the international's record using their University ID and Date of Birth. (The OIE Tuition Waiver Application does not have this step.)

## 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\*

**Find Record**

4. You will then be taken to the relevant forms for your sponsorship request. The forms will vary depending on the visa type requested.

NOTE: The Departmental Compliance Certification form is not available until ALL forms have been submitted by you, the international, and any second approvers.

## E-Forms

- REQUIRED  
[Applicant Access](#)
- REQUIRED  
[Departmental Information](#)
- REQUIRED  
[Position Information](#)
- REQUIRED  
[Departmental Fees & Billing](#)
- REQUIRED  
[Actual Wage & Employment Certification](#)
- REQUIRED  
[Deemed Export Attestation](#)
- REQUIRED  
[Departmental Export Control Officer Notification](#)
- NOT YET AVAILABLE  
[Departmental Compliance Certification](#)

## Return to a Visa Sponsorship Request

1. You need not complete the entire request at one time. You can log out of Compass and return later to your visa sponsorship request.
2. To return to a request you have already started, log into Compass.uga.edu, click “Departmental Services” and then “My Current Cases” for a list of your current cases.

[← Go to Departmental Services](#)



### My Current Cases

Show  entries

Name	University ID	Application	Status	Start Date	Last Updated On	Last Updated By
<a href="#">McTestface, Testy</a>	TEMP717924	<a href="#">H-1B Application for a New Employee</a>				
<a href="#">McTestface, Testy</a>	TEMP717924	<a href="#">IEP Request</a>	Submitted	Oct 16 2019 12:56PM	Oct 16 2019 1:05PM	Marie Goodwin

Showing 1 to 2 of 2 entries

Previous  Next

3. Under Current Cases, locate the name of the international visitor, and click the link under “Application” to go straight to the sponsorship request.

## Update Your Information as a Departmental User

1. To update your contact information, click “Update Your Information”.
2. Complete all these fields as appropriate, and update as needed.

### Update Your Contact Information

This is the contact information we have on file for you. If this information is no longer accurate (change in departments, for example), please update your information so we can keep our records up-to-date.

(\*) *Information Required*

Your Network ID

Your Full Name\*

Your University E-mail\*

Campus Phone Number\*

Campus\*

Department\*

Street\*

City\*

State\*

Zip Code\*

**Update Information**