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.

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.

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Request Departmental Access to Compass

1. Go to http://compass.uga.edu
2. Click on “Login” to use your UGA MyID and password to log in.
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

[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

<table>
<thead>
<tr>
<th>Your NetID</th>
<th>compass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Full Name*</td>
<td></td>
</tr>
<tr>
<td>Your University E-mail*</td>
<td></td>
</tr>
<tr>
<td>Campus*</td>
<td></td>
</tr>
<tr>
<td>Department*</td>
<td></td>
</tr>
<tr>
<td>Campus Phone Number*</td>
<td>(999) 999-9999</td>
</tr>
<tr>
<td>Street*</td>
<td></td>
</tr>
<tr>
<td>City*</td>
<td></td>
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<tr>
<td>State*</td>
<td></td>
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<tr>
<td>Zip Code*</td>
<td></td>
</tr>
</tbody>
</table>

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

Request Access

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 “Login”, then enter your MyID and password on the next screen.
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

<table>
<thead>
<tr>
<th>Lists</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Current Cases</td>
<td>Add New Person, Update Your Information, B-1 Visa Support Letter Request, J-1 Scholar Application (new or previously started), J-1 Scholar Extension (new or previously started), J-1 Student-Intern Application, O-1 Sponsorship Request, OGE Out-of-State Tuition Waiver Nomination, Permanent Residency Recruitment Forms, Permanent Residency Sponsorship Application, Department Check Request for Sponsorship fee</td>
</tr>
</tbody>
</table>
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/](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.
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.
3. You will be prompted to look up the international’s record using their University 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*

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**
  - Dept. Applicant Access

- **REQUIRED**
  - Dept. Information

- **REQUIRED**
  - Dept. Program Information

- **REQUIRED**
  - Dept. Fees

- **REQUIRED**
  - Deemed Export Attestation

- **REQUIRED**
  - Dept. Export Control Officer Notification

- **NOT YET AVAILABLE**
  - Dept. 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.

3. Under Current Cases, locate the name of the international visitor, and click the link under “Application” to go straight to the sponsorship request.
Return to a Visa Sponsorship Request begun by someone else

1. In cases where the person submitting Compass requests for your department changes, you can pick up where someone else left off on a Compass request.

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.

<table>
<thead>
<tr>
<th>Departmental Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lists</strong></td>
</tr>
<tr>
<td>My Current Cases</td>
</tr>
<tr>
<td>My Closed Cases</td>
</tr>
<tr>
<td>My Department's Current Cases</td>
</tr>
<tr>
<td>My Department's Employees &amp; Scholars</td>
</tr>
<tr>
<td><strong>Tasks</strong></td>
</tr>
<tr>
<td>Add New Person</td>
</tr>
<tr>
<td>Update Your Information</td>
</tr>
<tr>
<td>B-1 Visa Support Letter Request</td>
</tr>
<tr>
<td>H-1B Application for a New Employee</td>
</tr>
<tr>
<td>H-1B Extension for an Employee</td>
</tr>
<tr>
<td>IEP Request</td>
</tr>
<tr>
<td>J-1 Scholar Application (new or previously started)</td>
</tr>
<tr>
<td>J-1 Scholar Extension (new or previously started)</td>
</tr>
<tr>
<td>J-1 Student-Intern Application</td>
</tr>
<tr>
<td>O-1 Sponsorship Request</td>
</tr>
<tr>
<td>OGE Out-of-State Tuition Waiver Nomination</td>
</tr>
<tr>
<td>OGE Tuition Waiver Re-nomination</td>
</tr>
<tr>
<td>Permanent Residency Recruitment Forms</td>
</tr>
<tr>
<td>Permanent Residency Sponsorship Application</td>
</tr>
<tr>
<td>TN Sponsorship Offer Letter Request</td>
</tr>
<tr>
<td>Department Check Request for Sponsorship fee</td>
</tr>
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</table>
3. You will be prompted to look up the international’s record using their University 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*

Format: MM/DD/YYYY

Find Record

4. You will see a list of e-forms. Each will show the status so that you can see which ones are already submitted and which ones still need to be done.

E-Forms

- Approved
  
  Applicant Access

- Submitted
  
  Departmental Information

- Required
  
  Position Information

- Required
  
  Departmental Fees & Billing

- Required
  
  Actual Wage & Employment Certification

- Required
  
  Deemed Export Attestation

- Required
  
  Departmental Export Control Officer Notification

- Approved
  
  Departmental Compliance Certification
Update Your Information

If your own contact information has changed, you can update that in Compass.

1. Under Departmental Services, click Update Your Contact Information
2. Fill out all fields with the new information

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
marriet

Your Full Name*
Marie Goodwin

Your University E-mail*
mariet@uga.edu

Campus Phone Number*
(706) 542-2900

Campus*
Athens

Department*
Immigration Services

Street*
1324 South Lumpkin St

City*
Athens

State*
Georgia

Zip Code*
30602

Update Information