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](http://compass.uga.edu)
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]
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.
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

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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”
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.
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
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
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.

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

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

1. Under Departmental Services, click Update Your Contact 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
mariet

Your Full Name*
Marie Goodman

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