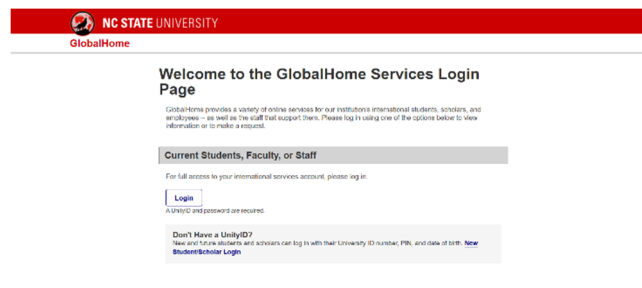
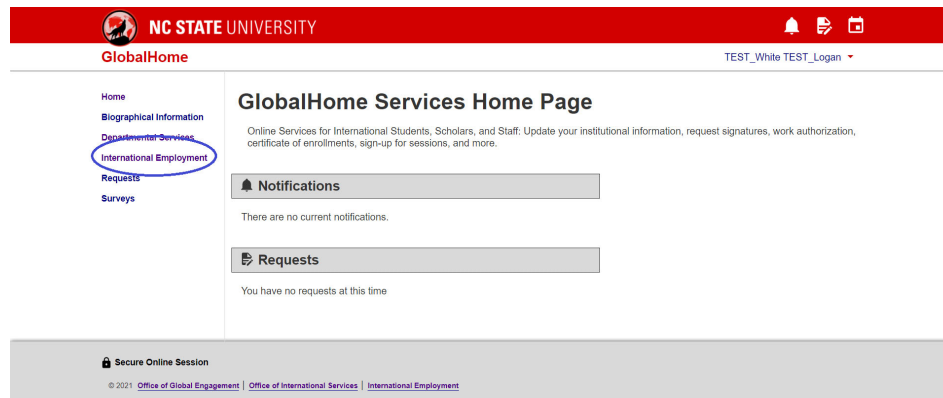


GLOBALHOME USER FIRST TIME LOGIN

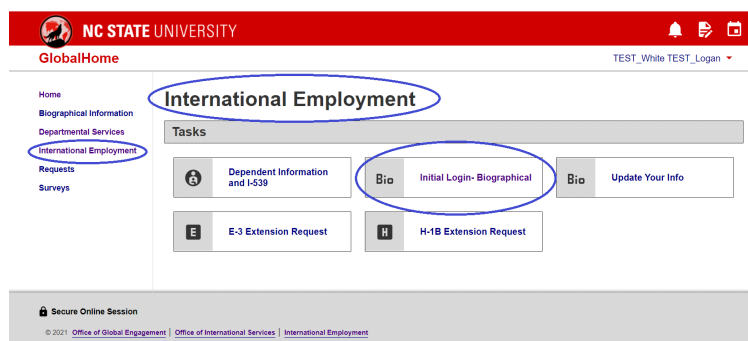
Navigate to the NCSU GlobalHome at [this link](#):



After logging in, please complete the forms needed for your Biographical Information, navigate to **International Employment** (Left Hand Sidebar) and select the **Initial Login – Biographical** process.



Please complete all forms within this group:



Which will then open to this screen:



- Home
- Biographical Information
- Departmental Services
- International Employment
- Requests
- Surveys

Initial Login- Biographical

Since this is your first time on our Sunapsis portal, please use this form to update your biographical information.

In order for IE to prepare a nonimmigrant petition for submission to the United States Citizenship and Immigration Services (USCIS) on your behalf, please submit the following documents in the form of clear, one-sided photocopies along with your completed questionnaire to your unit/department HR contact. Use this checklist as a guide to make sure that you are sending all of the required supporting documentation.

Please note: all official documents **must be in English**; if they are not, you **must** include an official English translation along with a copy of the document in the original language. **You cannot submit your own translations**; someone else must translate your documents, and the translator must certify that the copies are accurate and complete.

E-Forms —

- REQUIRED [Biographical Information](#)
- REQUIRED [Education Information](#)

Immigration History —

- REQUIRED [Current Immigration Status](#)
- REQUIRED [Past Immigration History](#)

Additional Documents —

- REQUIRED [Additional Required Documents](#)

Signature Verification —

- REQUIRED [Foreign National Attestation](#)

Please contact Logan White at tlwhite8@ncsu.edu if you have any issues.