IMPORTANT!

- Once you have a confirmed Interview Appointment scheduled, please complete the Application online.
- Bring ALL of the following items on this checklist to your Interview Appointment.
- Please allow 2 hours for your Interview Appointment.
- All appointment times fill, so rescheduling your Interview Appointment is not possible! If you are late or your materials are incomplete, you will forfeit your appointment!

☐ Two (2) Reference Forms
Each reference form must be completed by an individual who has known you for at least 6 months. No relatives, please. References should be returned to you in a sealed, initialed envelope. Bring them with you to your Interview Appointment.

☐ Driver’s License, State ID, or other photo ID – Bring the original and a photocopy of the document.

☐ UMHS Medical Record Number (MRN) – Call the Registration Office at 734-936-4990 to obtain this number.
MRN #:__________________________ (9 digits). Bring your MRN to your appointment.

☐ Immunization Documentation – Bring written proof of having received the following immunizations, or having had the disease:
  - Measles/Mumps/Rubella (MMR) Vaccination
  - Diphtheria/Tetanus/Pertussis (TDAP) Vaccination(s)
  - Varicella (Chicken Pox) Vaccination
  - Tuberculin (TB) Skin Test** – Documentation of a negative TB test within the past 12 months
  - Seasonal Flu Shot** (required during Flu Season only)

**UMHS will provide a TB Skin Test and/or Flu Shot (during flu season) at no charge during your interview Appointment.

College/Graduate Students ONLY:
☐ Confirmed class schedule
☐ UM ID Badge (applies to U-M students only)

High School Students ONLY: (min. 16 yrs old)
☐ Parent/legal guardian must accompany
☐ 16 or 17 year old student to interview

UM/UMHS Employees:
☐ UM ID Badge

If you have any questions, please check our website or contact the Volunteer Services office:

UMHS Volunteer Services
L2616 UH South
1500 E. Medical Center Drive
Ann Arbor, MI 48109-5237
Phone: 734-936-4327
Fax: 734-936-9423
Email: umhs.volunteer@umich.edu
Website: www.med.umich.edu/volunteer

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