IMPORTANT!

- Once you have a confirmed Interview Appointment scheduled, please complete the Application online. The application includes a Criminal Records Check Authorization form.
- 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: High School Students ONLY: (min. 16 yrs old)  ☐ Parent/legal guardian must accompany 16 or 17 year old student to interview  ☐ Confirmed class schedule  ☐ UM ID Badge (U-M students only)
UM/UMHS Employees: (Current and Former)  ☐ UM ID Badge

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

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