Bring ALL of the following items on this checklist to your interview

Please allow 2 hours for your interview appointment

☐ Volunteer Application

☐ Two (2) Reference Forms
Each reference form must be completed by an individual who has known you for at least 6 months and who is not related to you. References may be mailed, emailed, faxed, or hand-carried to Volunteer Services. If sent, it is your responsibility to ensure they arrive before your scheduled interview. If hand-carried, they must be in sealed envelopes and initialed by the person completing the reference.

☐ Authorization for Criminal Records Check form

☐ Driver’s License, State ID, or other photo ID – Original and photocopy

☐ UMHS Medical Record Number (MRN) – Call the Registration Office at 734-936-4990 to register for this number.
MRN #: ________________________________ (9 digits)

☐ Immunization Documentation – Written proof of receiving the following immunizations, or having had the disease, is accepted:
• Measles/Mumps/Rubella (MMR) Vaccination (Applies only to those born after 1956.)
• Diphtheria/Tetanus/Pertussis (TDAP) Vaccination(s)
• Varicella (Chicken Pox) Vaccination
• Tuberculin (TB) Skin Test** – Documentation of a negative TB test within the past 6 months, or recent chest X-ray.
• Seasonal Flu Shot** (required during Flu Season only)

**UMHS will provide at no charge TB Skin Test and/or Flu Shot (during flu season), at the time of interview, if needed.

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: (Current and Former)
☐ UM ID Badge

☐ Top three placement choices (see Volunteer Placement Opportunities)
1. ________________________________
2. ________________________________
3. ________________________________

PLEASE NOTE: You will forfeit your appointment if your materials are incomplete!

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

UMHS Volunteer Services
L2616 Women’s
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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