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.
- 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:
- 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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