



INTERNATIONAL SERVICES VOLUNTEER CHECKLIST

Only to be used for Volunteers/Observers placed at Rush

This is only for the sole purposes of International Services clearance in the Volunteer process. Please contact Volunteer Services regarding additional clearance requirements at Rush University Medical Center.

Instructions for Program Coordinators:

1. It is your responsibility to notify Volunteer Services of the observer/volunteer.
2. Please print this international services checklist, secure and check off all applicable documents, and obtain volunteer’s signature and date on this checklist.
3. Attach scan copies of the entire complete package of required documents **including** this checklist in one complete email. The email subject line MUST contain the volunteer’s name.
4. Email scanned copies of relevant documents to Annie Z. Bretzer, Ann_Bretzer@rush.edu. Do not include any private information (i.e. immunization records/results).
5. You will receive an email regarding whether you will need to schedule an appointment on behalf of the Observer/Volunteer and/or the international services clearance determination.

The following documentation is required of ALL foreign visitor Volunteers or Observers, regardless of departmental sponsorship status:

- Department B-1 / WB Visa Request Form (if B-1 or ESTA only)
- Letter of Introduction
- Job Description
- Passport Photo page – must be valid and clear copy in PDF format
- Visa page (unless here on Visa Waiver/ESTA) – must be clear copy and PDF format
- Most recent Form I-94. If entered the U.S. after April 15, 2013, please go to www.cbp.gov/I94 to print your I-94.

For the following categories, please provide PDF copies in the email of:

| Tourist | F-1 Student/OPT STEM: | J-1 or J-2: | Other categories (i.e. EAD , H-1B, TN): |
|--|--|--|--|
| <input type="checkbox"/> ESTA (Electronic System for Travel Authorization) | <input type="checkbox"/> Current & unexpired Form I-20 (all 3 pages); <u>and</u> <input type="checkbox"/> Visa Photo page | <input type="checkbox"/> Current & unexpired DS-2019; <u>and</u> <input type="checkbox"/> Visa Photo page | <input type="checkbox"/> Approval notice; <u>and</u> <input type="checkbox"/> Visa Photo page |
| OR | | | |
| <input type="checkbox"/> B1/B2 Visa Photo page | <input type="checkbox"/> EAD card; <u>and</u> <input type="checkbox"/> Visa Photo page | <input type="checkbox"/> EAD card; <u>and</u> <input type="checkbox"/> Visa Photo Page | <input type="checkbox"/> EAD card; <u>and</u> <input type="checkbox"/> Visa Photo page |

Volunteer Name (PRINT): _____

Volunteer Signature: _____

Date: _____

Program Coordinator Name: _____

Date: _____

Revised: January 3, 2019(AZB)