Office of International Affairs (OIA) & the Office of Visiting Affiliates (OVV)
International Volunteer Flow Chart

Pre-Arrival
- Complete immigration and OVV paperwork
- Complete OVV online registration form
- Complete Compass online training modules
- Provide information to background check vendor
- Attend consular appointment (if necessary)
- Tell hosting department, OVV, & OIA date of arrival
- Provide insurance documentation (J-1)
- Undergo export controls screening (if applicable)
- Review hard copies of resources sent by OIA
- Obtain medical clearance (if required)

Arrival
- Check in with OIA
- Attend New International Employee & Visitor Orientation (NIEVO) and The Office of Visitors and Volunteers (OVV) orientation
- Attend 1:1 meeting with Department of Learning & Resources

Active Status
- Tell OIA position changes and status changes
- Have evaluations with hosting department(s)
- Pursue professional development opportunities
- Update OIA with changes in personal information, emergencies, family changes, or any need for assistance
- Maintain insurance for self/dependent(s)
- Log hours in Volgistics

Departure
- Let OIA, OVV, and hosting department know about departure
- Take OIA & OVV exit surveys
- Keep copies of immigration records
- Complete OIA departure checklist
- Provide future contact information
- Document references, professional development
- Thank hosts and advisors*

Start
- Communicate regularly with hosting department
- Alert hosting department and OIA if they have existing immigration status or are abroad

Pre-Arrival
- Notify OIA and OVV of incoming international volunteer
- Work with OIA to identify visa type
- Work with OVV to determine visitor type

Arrival
- Complete foreign national form (if necessary)
- Assist volunteer with obtaining ID badge
- Schedule meeting with Department of Learning & Resources
- Set up any additional computer access and trainings
- Assist with parking and transit access
- Set position expectations
- Provide welcome box/ go on grocery run *
- Pick up volunteer at airport *
- Ensure employee registers for NIEVO and OVV orientation
- Provide tram pass if necessary *

Active Status
- Provide J-1 intern evaluations for J-1 interns
- Provide OPT STEM evaluations
- Report changes in employee PD, status, or extension to OIA and OVV
- Track goals for performance reviews
- Provide annual reviews
- Tell OIA & OVV if emergency, lawsuit, or death affects volunteer

Start
- Work with hosting department to identify visa type

Pre-Arrival
- Prepare visa paperwork for international volunteer and family (if applicable)
- Provide visa status information
- Provide social security number information (if applicable)
- Send pre-departure paperwork and hard copies of useful resources

Arrival
- Provide welcome package
- Provide one-on-one resource meeting
- Offer cultural support
- Offer regular NIEVO sessions

Active Status
- Partner with OVV and department to serve as record keepers
- Complete required government reporting
- Provide family support, meetings, advocacy
- Process extensions and changes in immigration status
- Connect volunteers with tax resources
- Maintain International Family Network (IFN), Cultural Exchange Program, and International Employee Resource Group (IERG) communications
- Serve as advocate, liaison to university
- Build community, provide cultural support
- Provide referrals for conflict resolution, lifestyle resources

Start
- Work with hosting department to identify volunteer type

Pre-Arrival
- Review and approve Volunteer Information Form (VIF)
- Initiate background check
- Process Employee ID Number (EID) and Computer Access Request (CARS)
- Send Compass training instructions; and instructions for obtaining medical clearance (if required)
- Send and process Confidentiality & Intellectual Property agreement, Rights & Responsibilities form

Arrival
- Facilitate OVV Orientation
- Provide OHSU ID badge paperwork

Active Status
- Partner with OIA and department to serve as record keepers
- Process volunteer status extensions and changes in duties
- Provide Human Resources support
- Assist with additional volunteer opportunities
- Audit volunteer hours and medical clearance

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*Indicates Best Practice