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

International Volunteer Flow Chart

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

**Volunteer**
- 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 of 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/dependents(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

**Hosting Department**
- Start
  - Notify OIA and OVV of incoming international volunteer
  - Work with OIA to identify visa type
  - Work with OVV to determine visit type

- Pre-Arrival
  - Fill out OIA paperwork
  - Submit Visitor Information Form (VIF) to OVV
  - J-1 language assessment
  - Assist with temporary housing* (if applicable)
  - Schedule airport pickup*
  - Export controls screening

- 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

- Departure
  - Inform OIA & OVV of departure date
  - Make copies of reviews, references, contact information
  - Complete exit interview
  - Purchase plane ticket*

**OIA**
- 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

- Departure
  - Provide exit survey
  - Provide information to government, close record
  - Provide department checklist
  - Hold records for three years

**OVV**
- 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
  - Audited volunteer hours and medical clearance

- Departure
  - Provide exit survey
  - Collect OHSU ID Badge
  - Archive Volgistics account
  - Close computer access and Employee ID Number
  - Hold record for three years

*Indicates Best Practice