International Unescorted Visitor & Volunteer* Onboarding Process Flow Map  
*excludes episodic volunteers

Updated 03/23/18

Manager / Dept:
1. Complete and submit to OVV & OIA: 
   - Visitor/Volunteer Information Form (VIF) 
   - Draft Invitation Letter, and 
   - OIA Step 1 Immigration Packet 
2. Instruct Visitor to Complete OVV Online Registration Form

Visitor / Volunteer:
- Complete appropriate Online Application form
- Complete Background Check Questionnaire

Office of Visitors & Volunteers:
- Accept application in Volgistics
- Review Visitor/Volunteer Information form (verifies classification, training, medical documentation, general HR review, etc.)
- Accept & hold OIA Step 1 Immigration Packet until OVV gives "proceed approval"
- Initiate Background Check; Step 1 Sent upon proceed approval from OIA
- Send OIA Step 1 Immigration Packet
- Notify OIA Background has cleared

Office of International Affairs:
- Review Visitor/Volunteer Information form (verifies classification, training, medical documentation, general HR review, etc.)
- Accept application in Volgistics
- Send OIA Step 2 Immigration Packet
- Send Step 2 Registration Packet upon receiving approval from Contacts that Affiliate Agreement is finalized
- Complete OIA Step 2 Immigration Packet

Contracts Office / Provost Operations:
- J-1 Visa holders & individuals gaining credit for this experience: begin Affiliate Agreement Process upon OIA "proceed approval"
- Obtain approval from Executive Vice Provost
- Sign and finalize Affiliate Agreement
- Immigration process is complete, immigration status paperwork mailed, and VIF approved

Office of International Affairs:
- Review Visitor/Volunteer Information form (verifies classification, training, medical documentation, general HR review, etc.)
- Accept application in Volgistics
- Send OIA Step 2 Immigration Packet
- Send Step 2 Registration Packet upon receiving approval from Contacts that Affiliate Agreement is finalized
- Complete OIA Step 2 Immigration Packet

Office of International Affairs:
- Accept & hold OIA Step 1 Immigration Packet until OVV gives "proceed approval"
- Send OIA Step 2 Immigration Packet
- Begin processing OIA Step 2 Immigration Packet
- Review Step 2 materials and ensure immigration process is complete

Office of International Affairs:
- Activation Notification Sent
- Obtain ID Badge
- Obtain Immigration status paperwork & visit OIA upon arrival to OHSU
- Begin training and assigning tasks

Manager / Dept:
- Request applicable items/resources/access & advises on additional duty-specific training