

Observership Application Checklist

Dates:	
Observer Name:	
Sponsoring Department:	
Dept. Contact, Office Number & Email :	
Dept. Sponsor:	
HR Partner (optional):	

* This Observership Program is **strictly** for US Citizens and/or Permanent Residents. Please Keep in Mind, that we do not have a matching program. Observership opportunities are within departments. If you wish to Observe, you must have a sponsor willing to have you participate.

Required for ALL Observers:

The first 2 Items are provided by the sponsoring department.

- Observership Checklist** – *top box must be completed.*
- Invitation Letter** – *must have required departmental signatures before submission for final signature of Sr. Associate Dean of Faculty Affairs*
- Courtesy Form** – *must have departmental signature*
- Agreement and Release Form**
- Parental Release Form** (*If Observer is of the ages 15- 17*)
- Resume/Curriculum Vitae** (*must be current*)
- HIPAA Acknowledgement Form** http://facultyaffairs.med.miami.edu/documents/HIPPA_Form.pdf
- Proof of Age**
- Proof of Citizen**
- UM Student Badge** – *Only for participating UM Students. UM Students that are being paid as an employee or by stipend, DO NOT qualify for the Observership program*

All forms are available as word documents in the following link - <http://facultyaffairs.med.miami.edu/department-resources/volunteer-and-observer-forms>

Once the packet is complete, you can submit it electronically via email or drop off the application at our office:

ATTN: Gloria Alvarez
 Miller School of Medicine, University of Miami
 Faculty Affairs | 1600 NW 10 Ave (D2-6)
 RMSB Suite 1124 |Miami, FL 33136
 Tel: 305-243-6551
 Fax: 305-243-5574
Gca19@med.miami.edu

Complete Applications can take up to (2) weeks for final approval and processing, please plan dates accordingly.