“Interns” are individuals who are typically engaged in experiential learning in a profession under the supervision of an appropriate University supervisor or manager for a period not to exceed 18 months in duration

“Visiting scholars” are individuals who hold an appointment at other academic or research institution and are visiting to work with a particular faculty member or principal investigator on a research project but do not receive a paid appointment at UNC-Chapel Hill

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| --- | --- | --- | --- |
| **Step** | **Action** | **Responsible Party** | **Duration**(business days) |
| 1 | Initiate Infoporte request using “Create Position” request type. Select appropriate “Employee Action” routeAttach completed and signed (for Unpaid Volunteer, Intern, and Visiting Scholar):a) [Unpaid Volunteer, Intern, and Visiting Scholar Form](https://hr.unc.edu/files/2017/08/Unpaid-Volunteer-Intern-and-Visiting-Scholar-Form_3-13-2017.doc)b) [Release of Liability for Unpaid Interns and Volunteers](https://hr.unc.edu/files/2017/04/Volunteer-and-Intern-Release-of-Liability.doc)  or [Release of Liability for Unpaid Visiting Scholars](https://hr.unc.edu/files/2017/03/Release-for-Unpaid-Visiting-Scholars-2-23-2017.doc) c) [EHS Consent form](https://ehs.unc.edu/files/2015/11/minor_lab_consent.pdf) (for minors only)d) Affiliate Request Form (or)Attach completed and signed: (for Research Collaborator/Affliate Status)Affliate Request Form Provide the following information in comments:

|  |  |
| --- | --- |
| * Unpaid individual’s full name
* Email address
* PID (if known)
* Visa requirements (if applicable)
 | * (Minors only) Name of high school and chemicals intern will be exposed to
 |

 | Hiring Manager or Designee | At least 5 weeksin advance(8 weeks in advance for minors)(5 monthsin advance if visa is required) |
| 2 | Routes request through offices for approval | Infoporte | 3-5 days |
| 3 | If visa is required: Contact Visa Specialist to initiate visa application process at least 5 months in advance of start date (for J-1 visas) | Hiring Manager or Designee | 5 months prior to start date |
| 4 | Initiate background check no more than 90 days in advance of start date and submit unpaid visitor request to Office of Human Resources (OHR) | HR Consultant | 3-5 days |
| 5 | Provide background check authorization information at <https://www.castlebranch.com/>  | Intern / Visiting Scholar | 1-10 days |
| 6 | Process background check, review and approve request | OHR | 5-15 days |
| 7 | For minors only: Internship approved by UNC Department of Environmental Health and Safety | EHS | 5-10 days |
| 8 | Register unpaid individual as UNC affiliate in ConnectCarolina. Provide PID to Hiring Manager | HR Consultant | 3-5 days |
| 9 | Return signed “Release of Liability” form to HR Consultant. Check-in with Office of International Student and Scholar Services (foreign nationals only). Create [UNC ONYEN](https://improv.itsapps.unc.edu/) and password. Review new employee onboarding information at [ESOP FAO website](https://faopharmacy.unc.edu/human-resources/new-employees/) | Intern /Visiting Scholar | On or before 1st work day |