**GUIDELINES FOR STUDENT SHORT-TERM VOLUNTEERS**

\*\*Please read these directions very carefully. Mistakes are often made.\*\*

**Email Beth (bwolfy20@gmail.com) if you have any questions before mailing.**

All documents can be found in the Google Drive folder that was shared.

1. Short Term Volunteer Form

2. Work Permit Exemption Application Form

**(Check EXEMPTION on the top of form. Only fill out #s 1-14 & #29, put N/A for #9)**

3. 2 passport-sized photographs (please see sample below)

**(Do not have to be official passport pictures. Simple head shots are allowed. The easiest thing to do is take a head shot and upload it with a duplicate onto a word document or pdf so they can be printed on one page.)**

4. A letter from the University verifying status of student(s) & objectives of visit

5. FOR U Project Application form

**Important: All paperwork needs to be mailed. Please do not send paperwork until you have confirmed the shipping address with Beth or Brooke. Paperwork need to be sent directly to Jamaica or to a US address depending on time of year.**

**2 PASSPORT-SIZED PHOTOGRAPHS (SAMPLE)**

