**Unpaid Intern:**
Definition: Individuals who wish to volunteer for purposes of educational or professional interest as part of a formal or informal educational program.

Owning Offices: Duke University Department

Tracking Mechanism (system): Sponsored Guest Tool

Access (Y/N):
- Net ID: Y
- Email: Y
- Wireless: N
- VPN (DHE and non): N
- Duke Card: Y
- Library: Y
- DHE*: N
- Duke Med Clinical Apps: N
- Building Access: Y
- Parking: Y

Requirements (if applicable, contacts):
- SAP Payroll: N, N/A
- Visa: Y, Sponsor/HR Manager
- GME: N, N/A
- Credentialing: N, N/A
- Immunization: Y, Sponsor/HR Manager
- Risk Management: N, N/A
- Procurement: N, N/A
- Criminal Background Check**: Y, Sponsor/HR Manager
- Confidentiality Agreement: Y, Sponsor/HR Manager
- Training:
  - HIPAA
  - OESO
  - Basic Compliance

*Except in accordance with Duke IRB policies and procedures
**Duke Students are not required to complete a background check.

Updated 09.14.14