The University of Massachusetts Medical School (UMMS) welcomes students who are in good academic standing and are in their final clinical year of medical school education to participate in our International Visiting Student Elective program. We offer a variety of electives at UMMS teaching sites. Electives for visiting students are available on a competitive basis from September to April each academic year.

ELIGIBILITY REQUIREMENTS:
- Students must be in their final clinical year of medical school.
- Students must meet all the elective prerequisites.
- Students must be fluent in English. (See TOEFL requirement below) All application materials must be submitted in English.
- International students are eligible to participate in type B and C electives only. See the online published list of electives for details. Elective availability is subject to change without notice.
- There is a non-refundable $100 application fee. Applicants offered an elective are required to pay an additional $500 administrative fee for each accepted elective.
- Malpractice/Liability Insurance minimums are $1 million per occurrence / $3 million aggregate.

IMPORTANT DATES:
UMMS accepts applications for electives twice per calendar year. The deadline to be eligible for an elective offered in the Fall Semester (September, October, November, and December) is April 1. The deadline to be eligible for an elective offered in the Spring Semester (January, February, March, and April) is August 1.

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<tr>
<td>Fall Semester (Sept, Oct, Nov, Dec)</td>
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<td>Application Deadline</td>
<td>April 1</td>
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<td>Final Decision E-Mailed by</td>
<td>June 10</td>
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<td>Spring Semester (Jan, Feb, March, April)</td>
<td>AY 16-17</td>
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<td>Application Deadline</td>
<td>August 1</td>
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<tr>
<td>Final Decision E-Mailed by</td>
<td>November 1</td>
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Applications received after the published deadlines will not be eligible for an elective.

PROGRAM RULES:
- For a full list of available electives, please visit our website’s left navigation sidebar at: http://www.umassmed.edu/studentaffairs/curriculum/advanced-studies2/international/
- International students are only eligible for Type B or C electives if all prerequisites are met. Definitions of elective types can be found at: http://www.umassmed.edu/studentaffairs/curriculum/advanced-studies2/
- Type A electives are not offered to International Students.
- Electives are offered in the Fall and Spring Semesters: see above. Electives are not offered during any other month.
- Application(s) must be postmarked by the published deadline above for the Fall or Spring Semesters.
- A maximum of 8 weeks (4 consecutive weeks per elective) is allowed per student per academic year.
- A non-refundable $100 application fee per 4 week elective must accompany your application by the published deadline. OSA notified applicants, who accept an elective offer, pay an additional $500 administrative fee for each accepted elective. The administrative payment must be received within 20 days of accepting an elective.
- International Students must submit a complete application packet including $100 application fee to be eligible for an elective. All International Visiting Students must be approved by the Office of Student Affairs (OSA) for an elective.
COMPLETE APPLICATION PACKET INCLUDES: Please submit your application documents in the order given below.

- Complete and return the *UMMS International Visiting Student Application form*. Students can only apply for 2 (4-week electives). Please submit a separate application form for each 4-week elective.
- The application must have a *Seal, Stamp and/or official notary from your institution* verifying all application materials have been fully vetted and approved for dissemination.
- *Two passport photos*, both photos must be certified with the official school seal or stamp on the back.
- *$100 non-refundable application fee for each elective*. Payment should be made to “UMMS Electives” and must be in the form of a cashier’s check or money order drawn on a U.S. bank.
- *One Letter of Good Standing from the Dean*, the Dean’s designee or Registrar of your institution.
- *One Letter of Recommendation* from a professor or preceptor.
- *Curriculum Vitae*
- *Transcripts in English with the school seal;* transcripts in a foreign language will not be processed.
- *Proof of proficiency in English by a Total TOEFL Score* of at least 93 with a minimum of 24 for speaking.
- *UMMS Immunization Form* (with lab reports attached): All Lab reports in a foreign language will not be processed.
  - Proof of immunity to Measles, Mumps, Rubella, Influenza, Varicella/Chicken Pox, and Hepatitis B.
  - Student should also include an updated TST Mantoux Tuberculin skin test within 6 month of elective end date or in place of the TST students can included an updated TB Blood test such as QuantiFERON Gold or T-SPOT test within 1 year of elective end date.
  - Students applying for electives between November 1st and April 31st must also provide proof of influenza vaccine. (Students can wait until after they are selected by the committee to provide influenza documentation.)
- *Signed Blood-Borne Pathogen Statement.*
- *Malpractice or Professional Liability insurance*: If your school does not provide insurance, you can purchase it through UMass Memorial Health Care for $50. If insurance is needed, please download the Non-UMMS Student Liability Insurance form from our website and include the completed form with your application.
  - *Please wait* until you receive an elective offer by e-mail from OSA before mailing your $50 Malpractice/Professional Liability insurance fee. You will need to provide a separate cashier’s check or money order drawn on a U.S. bank made payable to UMass Memorial Health Care, Inc. no later than six weeks before the start date of your elective to secure insurance coverage.
- *Health insurance coverage*: Must include coverage for emergency evacuation, or repatriation of remains in event of death. (Students can choose to wait until after they are selected by the committee to purchase health insurance.)

APPLICATIONS CONSIDERED FOR AN ELECTIVE:

Applicants considered for an elective will be notified via e-mail by the Office of Student Affairs (OSA) prior to June 10th for the Fall Semester and October 10th for Spring Semester. OSA makes every attempt to accommodate all requests for electives from the students selected by the International Visiting Student committee. However, we cannot guarantee that we will have an open elective.

Selected students approved for an elective will receive an elective offer by e-mail from OSA detailing their elective’s report to information. Students have 7 business days to accept the elective by notifying the OSA. In addition, students may request a letter from the Associate Dean for Student Affairs approving their International Visiting Student Elective for Visa authorization.

Students are required to bring a short white lab coat and a stethoscope to each rotation. Upon arrival, you will be required to purchase an identification badge (ID).
APPLICATIONS NOT CONSIDER FOR AN ELECTIVE:
Electives for International Visiting Students are available on a competitive basis from September to April each academic year. The selection committee considers both eligibility and elective availability in decision making. If your application is not considered for an elective, the OSA will notify you by e-mail.

EVALUATION FORMS:
Bring your school's Evaluation or Grading Form and give it directly to the director of your approved elective. The Office of Student Affairs does not handle evaluations.

CANCELLATIONS OR ELECTIVE CHANGES:
If you are unable to report to your approved elective, you must e-mail visiting.students@umassmed.edu at least 8 weeks prior to the start date of the elective.

If a student is approved for an elective, it is expected that the student will honor that commitment for the entire duration of the elective. On rare occasion, a student may need to request a change to their schedule. This request must be received by OSA at least 8 weeks prior to the start date of the elective with a valid reason for the request noted. Failure to do so may result in the student's Dean being notified.

Changes to a visiting students’ elective schedule will not be allowed once the student has arrived in the United States.

HOUSING:
UMMS does not provide housing; however, we may have information on available sublets. If you would like a copy of this information, please e-mail the OSA. Please note that UMMS does not endorse or verify information on sublets. This information is provided as a courtesy only.

VISA INFORMATION:
If approved for an elective, you must request entrance to the United States as a B-1 Visitor for Business or WB Waiver for Business depending on your country of citizenship. Please see the UMMS Human Resources Immigration Services website at: http://www.umassmed.edu/HR/Immigration/B-1-WB.aspx for more information.

Note: It is not appropriate to enter the U.S. as a B-2 Tourist or WT Waiver for Tourist for this affiliation.

You can request a letter from OSA to present at the consulate / U.S. Embassy in your home country and/or at the United States border, your point of entry into the U.S. If a J-1 non-degree visa is required / preferred, you will have to meet additional requirements.

OSA will work with UMMS Human Resources, Immigration Services Office to obtain the appropriate documentation if this is necessary.

MAIL APPLICATIONS TO
Office of Student Affairs
UMass Medical School
55 North Lake Avenue
Worcester, MA 01655-0002

Contact Information
Phone: 508-856-2285
Fax: 508-856-5536
Email: visiting.students@umassmed.edu