Thank you for your interest in the UMMS International Visiting Students Elective Program. Please use the checklist below to ensure that you submit all required materials. All materials must be submitted in English. Documents submitted in a foreign language will not be processed and will render your application ineligible for review. UMMS will not process an incomplete application.

Please submit your application documents in the order given below.

- **International Student Application.** Kindly submit one application for each requested elective. Students can only apply for 2 (4-week elective blocks) per academic year. (see International Visiting Student Calendar for block dates)
- Your application and checklist 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 official school seal or stamp on the back.
- **A $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 (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):** All Lab reports in a foreign language will not be processed.
  - Proof of immunity to Measles, Mumps, Rubella, Varicella/Chicken Pox, and Hepatitis B.
  - Also, include an updated Mantoux tuberculin skin test (TST) within 6 months or a TB Blood test such as Quantiferon Gold or T-Spot within 1 year of elective end date.
  - Students applying for electives between November 1st and April 31st must also include proof of influenza vaccine.
- **Signed Blood-Borne Pathogen Statement.**
- Your school’s proof of *Malpractice or Professional Liability insurance* (minimums insurance coverage must be $1 million per occurrence and $3 million aggregate). If your school does not provide Malpractice or Professional Liability insurance, you can purchase it through UMass Memorial Health Care. Download and complete the Non-UMMS Student Liability Insurance form from our website and include the 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. After you are offered an elective, 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 wait until after they have been selected by the committee to purchase health insurance.)

**Proof of HIPAA and OSHA Training:** After you are offered an elective from OSA you will receive an email with access and logon instructions to Black Board Learn 9. You are then required to log onto Black Board Learn and pass both HIPAA – Data Privacy and Security and Infection Control - OSHA training certifications. In order to receive passing credit for this certification, you must answer a minimum of 9 of the 10 questions correctly.

**Completed by a representative of the Dean’s Office of the Applicant:**

- The student is in his/her final clinical year of medical school, is enrolled, and is in good standing at this institution.
- The student has personal health insurance.
- The student is authorized to take this elective.

**School Seal:**

Name: ________________________  Date: ________________________
Title: ________________________  Signature: ________________________