



## GRADUATE MEDICAL EDUCATION ELECTIVE EXPERIENCE CHECKLIST

1. Review GME OUTSIDE ELECTIVES POLICY 12.01.08
2. Review **UMMS Travel Policy**: <https://www.umassmed.edu/international-support-services/international-travel/travel-policy/>
  - a. Provides info on travel advisories, safety in-country, etc.
3. Complete GME OUTSIDE ELECTIVE REQUEST FORM and submit to GME Office **a minimum of 8 weeks prior to the anticipated start of a domestic rotation; 12 weeks prior to the anticipated start of an international rotation.**
4. Complete UMMS GME PROGRAM LETTER OF AGREEMENT AND OBTAIN NECESSARY SIGNATURES
5. Register international travel with the UMMS International Travel Registry <https://travelregistry.umasscs.net/index.cfm?FuseAction=Security.ExistingUserLogin> at least two weeks prior to travel to be covered by University travel health and evacuation insurance policies.
6. Review UMMS Pre-Travel Checklist