

INTERNATIONAL VISITING STUDENT ELECTIVES APPLICATION GUIDELINES AND CHECKLIST

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 international visiting student approved electives for a detailed list of offerings. 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 non-refundable \$2000 administrative fee for each accepted elective.
- Malpractice/Liability Insurance minimums are \$1 million per occurrence / \$3 million aggregate.

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/>
- Application(s) must be postmarked by the published deadline.
- A maximum of 4 weeks (1 elective) is allowed per student per academic year.
- A non-refundable \$100 application fee must accompany your application by the published deadline. OSA notified applicants, who accept an elective offer, pay an additional non-refundable \$2000 (effective 1/1/18; does not apply to students from affiliated schools) 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 the \$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.

MAIL APPLICATIONS TO

Attention: Lilibeth Cortez
Office of Student Affairs
UMass Medical School
55 North Lake Avenue
Worcester, MA 01655-0002

APPLICATIONS CONSIDERED FOR AN ELECTIVE:

Applicants **considered** for an elective will be notified via e-mail by the Office of Student Affairs (OSA). OSA makes every attempt to accommodate all requests for electives from the students accepted by the International Visiting Student committee. However, we cannot guarantee that we will have an open elective.

Accepted students will receive an elective offer by e-mail from OSA detailing their electives 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:

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 as well as your elective coordinator 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.

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.

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Please use the checklist below to be sure 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.** Students can only apply for one 4-week elective block per academic year.
- ☐ Your 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 official school seal or stamp on the back.
- ☐ **A \$100 non-refundable application fee.** 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 100 with a minimum of 24 for speaking. The ONLY waiver of this requirement is given to students who are from a country where the official language is English or attend a school where the language of instruction is English. To receive this waiver, you must submit a copy of your passport to verify citizenship. If the language of instruction at your university is English, please provide a signed and stamped letter from the university indicating this.
- ☐ **AAMC 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 30 days **or** a TB Blood test such as Quantiferon Gold or T-Spot within 1 year of elective end date.
 - Students applying for electives between October 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** (minimum 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. You will need to download and complete the Non-UMMS Student Liability Insurance form from our website only if you are accepted. With the form, you will need to provide a cashier’s check or money order drawn on a U.S. bank in the amount of \$50, made payable to UMass Memorial Health Care, Inc.
- ☐ **Health insurance coverage:** Please provide evidence of your current health insurance. This must include coverage for emergency evacuation, or repatriation of remains in event of death. *Students can purchase health insurance after being accepted for an elective if they do not already have coverage.*

Note: If you are offered an elective, you will receive an email with access and login instructions to Black Board Learn. You are then required to log onto Black Board Learn and pass both **HIPAA – Data Privacy and Security** and **Infection Control - OSHA** training certifications.