University of Cincinnati School of Medicine
Visiting Medical Student Application Checklist

This form was last updated on January 23, 2017; however, minor updates may be required periodically.
If you have any questions or concerns, contact Jason Blackard at jason.blackard@uc.edu; 558-4389

Name of student:
Elective start date:
Elective finish date:

Application Requirements

Application materials are posted online at http://med.uc.edu/globalhealth/international-visitors-to-uc

The following application materials should be submitted via email directly to the Office of Global Health at
jason.blackard@uc.edu:

☐ **Visiting International Medical Student Application**
☐ **Visiting International Medical Student Registrar's Verification Form**
☐ **Immunizations Record**
☐ **Electronic copy of passport face page**

All UC-COM visiting international medical students <u>must</u> have approval from the Office of Global Health for their experience.

To be completed by the Office of Global Health and/or the hosting UC-COM department:

Rotation #1:   Elective name
                      Program Coordinator / Program Director
                      Elective start/finish dates
                      Elective name
                      Program Coordinator / Program Director
                      Elective start/finish dates

Date of approval:

- ☐ **Formal letter of invitation sent by the Office of Global Health**
- ☐ **Application Fee** – a non-refundable fee of 500 USD to the *University of Cincinnati* must be submitted upon notification of acceptance by the Office of Global Health. Send checks to the Office of Global Health via interoffice mail at ML 0595 or drop them off in the Medical Sciences Building (MSB) room 7211
- ☐ **Confirm completeness of Immunization Records** – immunization records should be sent to University Health Services at UHSTracking@ucmail.uc.edu to ensure that they are complete and up-to-date
- ☐ **Registered for Blood-borne Pathogen Insurance by the Office of Global Health** – there is no longer a separate charge for this insurance; it is covered by the application fee through an internal fee transfer facilitated by the Office of Global Health (Contact: Cathy Castillo at castilcc@ucmail.uc.edu)
- ☐ **Information on local housing sent via email by the Office of Global Health**
- ☐ **UC-COM HIPAA Training –** Must be completed prior to arrival at UC. Applicants can access the on-line training module at https://webcentral.uc.edu/cpd_online2/. For HIPAA training, click on Compliance Training or Competency Testing > click on HIPAA Compliance Training > click on HIPAA Privacy Introduction > click on new user > enter any 4 numbers for SSN (or register as a Visitor). Applicants should save the completion certificate as a PDF and submit it to the Office of Global Health.
- ☐ **UC-COM Blood-borne Pathogens Training (BBP)** – Must be completed prior to arrival at UC. Applicants can access the on-line training module at https://webcentral.uc.edu/cpd_online2/. For BBP training, click on Compliance Training or Competency Testing>choose Blood-Borne Pathogens Training > click on Blood Borne Pathogens – Web Course > click on new user > enter any 4 numbers for SSN (or register as a visitor which does not require SSN). Applicants should save the completion certificate as a PDF and submit it to the Office of Global Health.
- ☐ **Personal health insurance**
- ☐ **Export Control Form completed by the Department**
  Signed by relevant Principle Investigator/Supervisor and Jason Blackard (or the Department Director) as Departmental Acknowledgement
- ☐ **Students entered into iBearcats / UC International Services by the Office of Global Health**
  Full Client Services for Students & Scholars at https://ibearcatsglobal.uc.edu/istart/controllers/start/start.cfm
  Department Services >>> Add New Person (to generate TEMP ID; 000 + 6 digit TEMP# is used as SSN)
  Department Services >>> Other Immigration Statuses (to complete UC International request)
  Upon arrival in the US, a copy of passport, visa stamp, and I-94 card will need to be submitted to UC International Services
- ☐ **Entered into MedOneStop as Visiting International Medical Student by the Office of Global Health**
- ☐ **For UC badges**, email the following information to Kayla Kelly at kayla.kelly@uc.edu; 558-8894

Student name	Social security number (000 + 6-digit TEMP#)
Date of birth	Start date and end date
Title = *Visiting medical student*	

- ☐ **For UCMC / hospital badges**, contact Brandy Day (Manager, UCMC) at brandi.day@uchealth.com; 584-6415
  Complete UC Medical Center ID Badge/Access Control Request Card available in Mt. Reid Pavilion room 106
- ☐ **For Jefferson House key/badge pickup for housing**, contact Sue Simmons (Specialist, International Visitors Office, CCHMC) at sue.simmons@cchmc.org; 636-1832)
- ☐ **For EPIC training scheduling (if necessary),** contact David Bowers at David.Bowers@UCHealth.com
  Training is at UC Health Business Center, B-Level Classroom C
  3200 Burnet Avenue Cincinnati, OH 45229
  Alliance-HRMS@uchealth.com or jobs@uchealth.com
- ☐ **Arrange for transportation to/from airport**
- ☐ **Department and Office of Global Health remind visitors where and when to report once they have arrived in Cincinnati**
- ☐ **Departments provide each student with schedule including conferences and morning report**

At the conclusion of the elective, the following may be necessary:

- ☐ **Student evaluations should be completed by Program Directors and sent to the Office of Global Health**
- ☐ **Office letter of participation is completed and signed by Office of Global Health and the Dean's Office**