

OBSERVERSHIP
APPLICATION CHECKLIST FOR INTERNATIONAL MEDICAL VISITING STUDENTS

1. Application Form

The application can be found on our website: http://medicine.uic.edu/international_education

Go to Students>International Visiting Students>How to Apply

- Part I completed by the student; **and**
- Part II completed, signed by visitor's Dean of Students; **and**
- The school seal must appear on the application. (Original document with embossing or distinctive colored stamp is required)
- Photograph must be affixed to application.

2. LETTER OF GOOD STANDING

- Letter of good academic standing signed by visitor's Dean of Students; **and**
- School seal or distinctive-colored stamp must appear on this letter. (Original document required)

3. Copy of Passport

- Copy of Passport (biographical page).

Please scan and email items 1-4 as a single PDF file to Sophia Gilardone at sgilar2@uic.edu. Applications are due **8 weeks** prior to the elective start date. Incomplete applications will not be considered.

REQUIREMENTS TO BE COMPLETED UPON ACCEPTANCE

1. UIC IMMUNIZATION COMPLIANCE FORM

- Form completed, signed and verified by an MD, DO, RN, CANP or PAC; **and**
- Copies of immunization records and lab slips supporting the UIC Immunization Compliance Form.

2. HEALTH INSURANCE

Specific coverage/benefits provided (i.e. Student's Name, Effective Dates, Group or Policy Number, Coverage Limits, Hospitalization, Emergency Care, Evacuation, and Repatriation) certified by:

- A copy of personal health insurance card **and** detailed information on the coverage of benefits provided (i.e. coverage limits, hospitalization, emergency care). A booklet or pamphlet from the company will suffice -**or**
- Language in a letter from Dean of Students certifying coverage of health insurance while at the UIC, College of Medicine.

3. VALID VISA STATUS

- International visiting students can enter the U. S. on a B-1 visa.

4. HIPAA CERTIFICATION

- <http://www.hipaatraining.com> HIPAA certification date (documentation)

5. CPR TRAINING

- Copy of certification of training

6. TOEFL

- Click here for the TOEFL certification at ets.org
- Courses taught in English need to be verified with a letter from the Dean

7. EVALUATION FORM

- Visitor's medical school should provide blank evaluation form with instructions for return by mail to appropriate entity-**or**
- Preceptor will use **UIC** form. When completed it will be given to the student and to the Office of International Education.

Please scan and email these additional items as a single PDF file to Chelsea Lopez at cturns2@uic.edu at least **4 weeks** prior to your elective start date or you will forfeit your spot.

ADDITIONAL REQUIREMENTS TO BE COMPLETED AT ORIENTATION

1. ELECTIVE FEE

- \$1,500.00 USD processing fee per elective** payable to "UIC" in the form of a money order, traveler's check or cashier's check drawn from a US bank. Personal check permitted if from a U.S. bank. Cash is permitted. Wire transfer or payment by credit card is not permitted. Elective fee is **non-refundable and due at or before orientation**.
- Fee waived (IFMSA only).

2. MANDATORY DRUG SCREENING

- Mandatory drug screening must be done at UIC Health Sciences (this will be scheduled by the Office of International Education) and will take place on the first day of the student's rotation as part of orientation.

3. MANDATORY RESPIRATOR FIT

- Mandatory respirator fit test must be done at UIC Health Sciences (this will be scheduled by the Office of International Education) and will take place on the first day of the student's rotation as part of orientation.

Questions may be directed to Sonya Forster Raich at forster@uic.edu. Visiting students are responsible for supplying short lab coat, meals, transportation, and living arrangements.