|  |
| --- |
| Visiting Student Process |

* **STEP 1: Initiate contact with School/Department/Office of Global Health (OGH)**
	+ If contacting OGH, OGH will contact the school for any school-specific documents as applicable (e.g., application).
	+ If contacting School, School will contact OGH to initiate process.
* **STEP 2: Complete the following documents**:
	+ Visiting Student Elective Application
		- Please note, you must be a student at the time of the rotation. If your graduation date is prior to the rotation dates, a letter confirming your status as a student at the time of the rotation must be provided by your school.
	+ Immunizations
		- Must include proof of immunizations with Immunization Requirements document.
			* Proof of immunizations must be translated to English.
* **STEP 3: Return completed documents to the Office of Global Health at** **michelle.ensminger@ttuhsc.edu****, for review process.**
* **STEP 4: Accepting rotation**

**Upon approval/selection**:

* + Respond to approval/selection email to confirm rotation acceptance and rotation dates.
	+ Complete Consolidated International Visitor Questionnaire (CIVQ) and return to designated contact person as soon as possible.
		- Regarding the CIVQ, a portion has been completed for you. Please contact OGH if you have additional questions.
		- An instruction document for completing the document is attached.
			* Completed CIVQ will generate the official letter of invite which will be emailed to you upon review of the completed CIVQ.
* **STEP 5: Finalizing Rotation**

**Prior to arrival:**

* + Provide to OGH (michelle.ensminger@ttuhsc.edu) the following documents a minimum of 2 weeks prior to arrival:
		- International Program Worksheet
		- Authorization for Medical Treatment
		- Copy of health insurance
		- Copy of emergency medical evacuation & repatriation of remains coverage
		- Copy of professional liability coverage
			* If you home institution does not provide coverage while abroad, coverage can be purchased at the following link: <https://www.academicgroup.com/students-form.html>.