

# SHARE Kenya – Ohio: Checklist

Please return all forms and documents to Mary Dailey by the dates listed below.

## 1. Rotational Approval

All participants must submit an application by September 4, 2009:

### *OU-COM students:*

- Obtain and send a letter from your CORE Office confirming you have permission to include the program in your schedule and that you are in good academic standing.
  - Complete application: <http://www.oucom.ohiou.edu/international/Forms/application.pdf>
    - Due **September 4, 2009**.

### *Non-OU participants:*

- Complete the [non-degree application](#).
- Complete application: <http://www.oucom.ohiou.edu/international/Forms/application.pdf>
  - Due **September 4, 2009**.

### *Preceptors:*

- Complete the [non-degree application](#).
- Complete International Programs Application (Preceptor):  
[http://www.oucom.ohiou.edu/international/forms/preceptor\\_application.pdf](http://www.oucom.ohiou.edu/international/forms/preceptor_application.pdf)
  - Due **September 4, 2009**.

## 2. Once Accepted

All participants:

- Sign and return acceptance letter once nominated for participation. The acceptance may be done via e-mail, fax or hard copy.
  - Due by **September 18, 2009**.
- Send a signed copy of the form “State Department Waiver for Travel” found at the OUCOM International Programs website:  
<http://www.oucom.ohiou.edu/international/SHAREKenya/EmbassyForm.pdf>
  - Due by **September 18, 2009**
- Submit a \$500 non-refundable deposit. Check should be made out to Ohio University. The non-degree application must be processed before the deposit can be credited to your account.
  - Due by **September 18, 2009**
- All participants **are required** to carry trip insurance (including emergency evacuation insurance). For those under age 65, this can be purchased through the Ohio University Office of Education Abroad by completing the [HTH application](#) (<http://www.oucom.ohiou.edu/international/SHAREKenya/HTHEnrollmentFormPrograms.pdf>). The HTH Worldwide insurance costs approximately \$7.50 per week and is included in your bill.

- Those 65 and over must obtain other insurance and provide us with proof of insurance and policy information.
  - Those who wish to purchase evacuation insurance separately must also send proof of purchase and policy information.
    - Due by **September 18, 2009**
- Send a copy of your travel itinerary and a legible copy of the information page of your passport.
  - Due by **November 1, 2009**
- Register with the U.S. Embassy at the U.S. Department of State at [http://travel.state.gov/travel/tips/registration/registration\\_1186.htm](http://travel.state.gov/travel/tips/registration/registration_1186.htm).
  - Please include Dr. Ice and Mary Dailey as contacts so they may act on behalf of the University.
  - Under the *Privacy Act Information* section, please mark *others* and include the following in the space provided for waiver comments: Dr. Gillian Ice (740-593-2128 iceg@ohio.edu) and Mary Dailey (740-593-2183 dailey@ohio.edu), Ohio University.
  - Send a copy of the form (it is best to copy and paste the information into a Word document **BEFORE** hitting submit).
  - Complete and send Embassy Registration Confirmation: <http://www.oucom.ohiou.edu/international/SHAREKenya/EmbassyForm.pdf>
    - Due by **November 1, 2009**
- Complete the Visa form at <http://www.kenyaembassy.com/forms/visainstructionsny.pdf> and **bring it and \$50 with you**. Visas will be obtained at the airport in Nairobi. You will need your valid passport, the visa application form and \$50 USD upon arriving in Nairobi.
  - Reason for entry: tourism
  - Names and addresses of who visiting: Milimani Resort, Kisumu, Kenya
- Send a copy of your pre-departure TB skin test. A follow-up test is recommended 10 weeks after returning to the United States (required for all OUCOM medical students).
  - Due by **November 1, 2009**
- Obtain immunizations for third world country (as recommended by CDC guidelines – [www.cdc.gov/travel.eafrica.htm](http://www.cdc.gov/travel.eafrica.htm) and your health care provider).
- Attend mandatory orientation TBA.

***Non-OU participants must:***

- Nonmedical participants: Send copy of transcripts or diploma.
- Licensed health care providers: A photocopy of your state medical certification/license. Please note that returning the form to Mary instead of to the office noted on the form relieves you of the \$20 application fee.
  - Due by **November 1, 2009**

***Preceptors:***

- If **not** an OU-COM preceptor, complete *above International Programs Application* **and** the *Preceptor Information Form*: <http://www.ohiocore.org/gfx/media/contribute/ProfileandDisclosure.doc>
- Complete *Preceptor Agreement Form*: <http://www.oucom.ohiou.edu/international/SHAREKenya/preceptor%20agreement2009.pdf>
  - Due by **September 18, 2009**

### **3. Upon Return**

#### **All participants**

- Complete the program evaluation(s) <http://www.oucom.ohiou.edu/international/forms/evaluation/> within one month of your return.
- Pay bill for SHARE Kenya-Ohio from Ohio University (in conjunction with the OU Office of Education Abroad). These are sent out while we're in Kenya so be prepared to pay as soon as you return (by the end of the calendar year). If there is a disputed amount, send a letter of explanation to Ohio University and pay all but the disputed amount.

#### **OU-COM students**

- For credit, complete 5-page paper and appropriate evaluations upon return. These must be completed by January 30, 2010. If this is not completed by the deadline, you will receive an incomplete.
- Send results of post-trip TB at 10 weeks.

#### **NOTE:**

Detailed instructions (such as in-country contacts, phone numbers, etc.) will be sent by email closer to departure.

You will not be able to participate in the SHARE Kenya-Ohio program unless all of the necessary paperwork is received by the appropriate deadlines. Thank you for meeting paperwork deadlines.