

OUCOM International Programs Checklist

NOTE: PLEASE RETURN ALL FORMS TO MARY DAILEY AT THE ADDRESS BELOW

Pre-Trip

- FORM** ✍️ Complete [Conditions of Participation in an International Program](#).
- FORM** ✍️ Non-OU participants complete non-degree application and send transcripts to Mary. Licensed healthcare providers can send a photocopy of their state medical certification/ license in lieu of transcripts. The application fee is waived if paperwork is sent through Mary.
- FORM** ✍️ Complete [HITH application](#) or purchase evacuation insurance separately (send proof of purchase and policy information to Mary). A passport-size photo is needed for your card. The HTH Worldwide insurance costs approximately \$7.50 per week and is added to your bill. This coverage includes emergency evacuation insurance and is **not** an option.
- INFO** 📄 Register with the U.S. Department of State (embassy) at http://travel.state.gov/travel/tips/registration/registration_1186.htm. Include Dr. Ice and Mary Dailey as contacts so we may act on behalf of the OU. 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), Office of International Programs, Ohio University College of Osteopathic Medicine, Athens, Ohio 45701. Send a copy of the form to Mary (it is best to copy and paste the information into a Word document before hitting submit).
- INFO** 📄 Send Mary a legible copy of the information page of your passport
- INFO** 📄 Coordinate travel arrangements with program director: send Mary a copy of your itinerary
- INFO** 📄 Coordinate visa with program director (U.S. Department of State website: http://travel.state.gov/travel/tips/brochures/brochures_1229.html)
- INFO** 📄 Obtain immunizations as recommended by CDC guidelines – www.cdc.gov/travel and your health care provider
- INFO** 📄 Send Mary 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).

Post-Trip

- Within one month of your return, complete the program evaluation(s) <http://www.oucom.ohiou.edu/international/forms/evaluation/>
- OU-COM students :
 - Coordinate a presentation to OUCOM students with program director.
 - For clinical rotations:
 - Prepare a presentation describing your experience. This can be conducted at your CORE site but should be broadcast.
 - Complete a 3-5 page paper (if not completed one month prior to the end of the quarter in which you seek credit, you will receive an incomplete)
 - For research rotations:
 - Prepare a poster presentation on research results.
 - Prepare a scientific paper on research results

NOTE: You must submit all paperwork by the deadlines in order to participate in the program.

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