



**CHECKLIST**

Please allow up to **3-5 business days for processing**, upon receipt depending on time of year and volume of requests. Submit this form to the Lindsay Buddle via e-mail at [ljb53@med.miami.edu](mailto:ljb53@med.miami.edu).

**Please submit document requests at least 1 week prior application deadlines so we may better serve you.**

**STUDENT INFORMATION**

Last Name:	First Name:	Middle Initial:	Student EMPL ID/C#:
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**DOCUMENTS TO BE PROVIDED BY THE STUDENT**

**\*\*\*Additional Documents may be required by the Host Institution. Please review their requirements and gather your documents accordingly.**

- Student Picture**
- Curriculum Vitae**
- Proof of Health Insurance**
- Immunizations** - View all instructions listed here [ONLINE](#) and contact the Office of Student Services (RMSB Room 2155) for more information.
- USMLE Step I Scores** – The Office of Student Affairs **CANNOT** release USMLE Step I Scores. You will have to contact the AAMC NBME directly. Please note there is a fee.
- Copy of the Respiratory Mask Fit Certification**
  - The contact person is Ms. Noelia Estevez De Rosario, 305-243-3267 or visit the UM Environment and Safety Health Office located in the Dominion Towers room 405.
  - Students sign-up through a google doc and the link is here: <https://docs.google.com/spreadsheets/d/1ucVoEyQkiCGc1K4gmPPTaQV9IZo0HpZDaEejpa-QRaQ/edit#gid=2085763012>
- Copy of BLS/ACLS** - [ONLINE](#)
- OSHA/HIPAA** - Located on Blackboard.
- Copy of Clerkship Narratives** – Contact the individual clerkship program coordinator to receive a copy.

The UMMSM refers students to Complio' for Background Check and Drug Testing; however, you are free to use another outside agency if you feel that the cost is more affordable. If you choose to use our recommendations:

- Background Check**

Majority of schools will request that you complete a recent background check prior to the start of your away rotation.

  - We recommend that you use The American Databank (Complio) "Florida In-State VECHS only Fingerprinting Package".
  - Background check instructions, fees, and prices are listed here: <http://www.umcompliance.com/>

**Please note:** You may select the "Florida In-State VECHS only Fingerprinting Package" even if your permanent address is in another state. "Florida **In-State** VECHS only Fingerprinting Package" is processed electronically and "Florida **Out-of-State** VECHS only Fingerprinting Package" is processed through snail mail.

  - Some schools accept a background check from matriculation into Med school. Please request background check authorization form ([CLICK HERE](#))so we have the Certiphi Background Check from matriculation available for when you start uploading/ mailing out your application document.
- Drug Test** – To order a drug test visit: <http://www.umcompliance.com/>

**BRING YOUR EXTERNSHIP PACKET WITH SUPPORTING DOCUMENTS TO THE OFFICE OF STUDENT AFFAIRS**



**PLEASE CHECK OFF THE DOCUMENTS YOU NEED FROM THE OFFICE OF STUDENT AFFAIRS:**

- Letter of Good Standing
- Malpractice Medical Liability Insurance
- Transcript
- Copy of the Background Check from Matriculation  
Please allow up to 5 – 7 business days for uploading.
- Recommendation Letters (LORs)

Letter writers must send letters directly to Lindsay Buddle at [ljb53@med.miami.edu](mailto:ljb53@med.miami.edu)

Name of the letter writer: \_\_\_\_\_

**The Office of Student Affairs will e-mail you when your application is ready for pick-up. Please Note: The Office of Student Affairs will not mail out your application.**

**Finally, submit your acceptance letters to Lindsay Buddle at [ljb53@med.miami.edu](mailto:ljb53@med.miami.edu).**

**Check your schedule to make sure that you do not have any schedule conflicts. If you see schedule conflicts, please submit your Change of Schedule Request Form online to [medicalstudentaffairs@med.miami.edu](mailto:medicalstudentaffairs@med.miami.edu)**

**FOR OFFICE OF STUDENT AFFAIRS USE ONLY**

<b>DATE SUBMITTED:</b> ____ / ____ / ____	<b>UPLOADED DOCUMENTS ON:</b> ____ / ____ / ____	<b>STUDENT CONFIRMED RELEASE ON:</b> ____ / ____ / ____
<b>Processed by:</b>		