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 lpb53@med.miami.edu.

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

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Initial:</th>
<th>Student EMPL ID/C#:</th>
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PRE-APPROVAL

Meet with a dean from the Office of Student Affairs. To setup an appointment contact Nancy Cuevas (NCuevas@med.miami.edu)

ADMINISTRATIVE REQUIREMENTS FOR INTERNATIONAL EXTERNSHIPS

Contact Ms. Sheryl Morrison (SMorrison@med.miami.edu) and complete the International Travel Packet.

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/1ucVoEyQkiCGc1K4gmPPTaQV9lZo0HpZDaEejpa-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.
    ➢ If the Background Check is required to be completed within a year, or must be a Level 2 (State and National), go to http://www.umcompliance.com/
      ➢ Create a new account.
      ➢ Login and select Miller School of Medicine and then Miami campus, select the proper package (based on school requirements).
      ➢ Use access password 1600
  ➢ 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/
Visiting Student Learning Opportunities (VSLO/ VSAS)

INTERNATIONAL EXTERNSHIPS

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 lpb53@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 lpb53@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

FOR OFFICE OF STUDENT AFFAIRS USE ONLY

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<thead>
<tr>
<th>DATE SUBMITTED:</th>
<th>Uploaded Documents On:</th>
<th>Student Confirmed Release On:</th>
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Processed by: ________________________