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 Claudia Miller via e-mail at cmm441@med.miami.edu.

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

<table>
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<tr>
<th><strong>STUDENT INFORMATION</strong></th>
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<tr>
<td>Last Name:</td>
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<td>First Name:</td>
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<tr>
<td>Middle Initial:</td>
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<td>Student EMPL ID/C#:</td>
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**DOCUMENTS TO BE UPLOADED 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 Dr. Zito the Office of Student Services 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
  ➢ To obtain a copy of your mask fit certification that was already completed, contact Joseph Sollecito (jsollecito@med.miami.edu)
  ➢ If you need a new mask fitting, 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/1ucVoEyQkiCGc1K4gmPPTaQV9Iz0HpZDaEejpa-QRaQ/edit#gid=2085763012](https://docs.google.com/spreadsheets/d/1ucVoEyQkiCGc1K4gmPPTaQV9Iz0HpZDaEejpa-QRaQ/edit#gid=2085763012)

☐ Copy of BLS/ACLS - [ONLINE]

☐ OSHA/HIPAA - Located on Blackboard.

☐ Copy of Clerkship Narratives – Available on e-value. For questions, contact Claudia Miller.

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
  - If the host accepts your background check and/or drug screen from the start of your third year, you can access that through the Complio Website directly and/or use the results that you obtained via email last year.
  - If they require a copy of your level 2 background check and will accept one from prior to the start of your third year, you may request a copy of this from Dr. Belkowitz. It is NOT available on your previous Complio report.
  - If a new Background Check and/or drug screen is required, go to [http://www.umcompliance.com/](http://www.umcompliance.com/). Create a new account and/or login with your existing password and select Miller School of Medicine and then RMC campus. For the RMC campus, you must enter the password 2500 when prompted to order the screen.
  - Then follow the instructions and select the proper package. Make sure the package you select meets the host institutions’ requirements.
  - If the institution you are visiting requires a new Level 2 (fingerprint) background check, more instructions will be available in the spring semester. You may also inquire with that institution if you can obtain that background check directly through their site.
  - You will receive your new background (except for the level 2) and drug test results via e-mail, which you are then required to provide Claudia a copy.
VSAS - you may upload results under supplemental documents.
NON-VSAS – results should be included with your packet.

☐ Drug Test – To order a drug test visit: http://www.umcompliance.com/. If a password is required, enter 2500.

☐ PAY AND SUBMIT YOUR VSAS APPLICATION

PLEASE CHECK OFF THE DOCUMENTS YOU NEED TO HAVE UPLOADED FROM THE OFFICE OF STUDENT AFFAIRS:

*Please note: You must “Pay and Submit” before the Office of Student Affairs can upload the requested documents.

**DOCUMENTS UPLOADED BY HOME INSTITUTION**

☐ Letter of Good Standing
☐ Malpractice Medical Liability Insurance
☐ Transcript
☐ Recommendation Letters (LORs)

Letter writers must send letters directly to Claudia Miller at cmm441@med.miami.edu

Name of the letter writer: ________________________________

The Office of Student Affairs will upload your documents and verify your application. We will e-mail to confirm if you are ready to release your application(s). Please provide your consent via e-mail.

If you apply to additional programs you do not have to resubmit this form, unless there are new documents that need to be uploaded.

Finally, submit your acceptance letters to Claudia Miller at cmm441@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: ________________________________

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