INTERNATIONAL TRAVEL/MISSION TRIP INSTRUCTIONS

Contact Ms. Sheryl Morrison (smorrison@med.miami.edu; RMSB Rm 2101B) with questions

STEPS FOR COMPLETION:

1. Send Ms. Morrison an email with your Name, C#, and email address

2. You will receive an e-mail from the UM International Study Abroad Office advising you to:
   a. Complete the RED24 Application (a crisis management assistance company)
   b. Complete an online application (many components are redundant to the forms below)

3. Ms. Morrison will send you a packet of forms to sign and return to her office
   a. Student Code of Conduct and Program Participation International Study Abroad
   b. Emergency Contact Form
   c. Guidelines for International Study to Promote the Health and Safety of Students
   d. Student Travel Information Form International Study Abroad
   e. Waiver, Acknowledgement and Release Agreement for International Study
   f. Zika Affidavit
   g. (if < 18 y.o.) Consent and Release of Next of Kin for Students Enrolled in International Study

4. Make sure your travel destination is safe
   a. Visit https://travel.state.gov/content/passports/en/alertswarnings.html and
      https://travel.state.gov/content/visas/en/general/countries-with-limited-or-no-u-s--visa-services.html
      • If your country is on the travel warning list or is a country without diplomatic relations with the US, you will need approval from Drs. A Mechaber and Gardner.
      • Complete International Travel Authorization form (from Ms. Morrison)
      • Make sure you have the appropriate immunizations
      • Make sure you are aware of infectious outbreaks

5. Include the following when submitting above documents
   a. Proof of insurance: make sure your police has coverage in a foreign region and note if you have evacuation insurance is covered. It is in your best interest to add this coverage
   b. Copy of your passport

6. FOR MISSION TRIPS ONLY—Trip Sponsor must log on to site below and provide information: http://www.miami.edu/index.php/study_abroad/faculty/#UniTripFaculty

7. Complete the above and return forms to Ms. Morrison no later than FOUR weeks prior to travel.
   (Email: smorrison@med.miami.edu or in person: Room 2101B)

8. You will be notified via email if you are compliant

ANY INCOMPLETE PACKETS WILL BE RETURNED

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ADDITIONAL INSTRUCTIONS FOR INTERNATIONAL EXTERNSHIPS

Contact Ms. Sheryl Morrison (smorrison@med.miami.edu; RMSB Rm 2101B) with questions

1. Complete all steps described for International Travel/Mission Trip
2. Pre-Externship interview with Assistant/Associate Dean for Student Affairs
   • Be prepared to discuss plans for
     • Lodging
     • Emergencies
       1. Health
       2. Natural disasters/Political instability
     • Exposures to blood borne pathogens
     • Challenges to code of medical ethics at the institution
3. Additional steps to obtain credit for your elective:
   • MDR 996 International Study Abroad
     ***NOTE: electives through Global Learning Health Opportunities (GHLO) do not require the documentation below for credit***
     • Submit a request (in writing) to Dr. Alex Mechaber that includes:
       1. Goals/objectives of the rotation
       2. Location/Institution
       3. Clerkship supervisor contact information
       4. Course design
       5. Expectations/Student Responsibilities
       6. Explanation of how and by whom you will be evaluated

     • Submit Acceptance letter from foreign institution stating a formal commitment to supervise and be responsible for student

   • MDR 838 Latin American Externship Elective
     • Does not require additional documentation above for credit

4. Post externship interview with Assistant/Associate Dean for Student Affairs

5. Complete Externship Evaluation form

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