



NAME: _____ CONTACT #: _____ DESTINATION: _____

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:
 - Complete the RED24 Application (a crisis management assistance company)
 - 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
 - Student Code of Conduct and Program Participation International Study Abroad
 - Emergency Contact Form
 - Guidelines for International Study to Promote the Health and Safety of Students
 - Student Travel Information Form International Study Abroad
 - Waiver, Acknowledgement and Release Agreement for International Study
 - Zika Affidavit
 - (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
 - 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)**
 - Check the **CDC Website** <http://wwwnc.cdc.gov/travel/default.aspx> and the **WHO Website** <http://www.who.int/countries/en>
 - Make sure you have the appropriate immunizations
 - Make sure you are aware of infectious outbreaks
5. Include the following when submitting above documents
 - **Proof of insurance:** make sure your policy 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
 - **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



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**