

SUNY Downstate College of Medicine
International Visiting Student Program

CHECKLIST

Use this checklist to ensure a completed application. Place it as the top sheet of your application packet and place your initials on the line to indicate that each item is included. Incomplete applications will not be reviewed.

Required Pre-Approval Application Items (All must be submitted in order to have your application reviewed. Place this sheet as the top sheet of your application packet when you submit it. Initial each line to indicate which items are being submitted.)

- _____ 1. **For International visiting medical students - a SUNY Downstate College of Medicine Visiting Student Application form (version 9/2009) completed in its entirety.** (Pre-Approval required item) (U.S. visiting medical students apply through the AAMC Visiting Student Application Service (VSAS) only.)
- _____ 2. \$ 175 USA dollars **Non-Refundable Application Fee** (Pre-Approval required item)
- _____ 3. TOEFL or TSE report if available (Pre-Approval required item)
- _____ 4. Step 1 USMLE score report if available (Pre-Approval required item)
- _____ 5. A Letter of Good Standing with the Dean's signature and school seal (Pre-Approval required item)
- _____ 6. An official medical school transcript with school seal and clerkship grades listed for Medicine, Surgery, OB/GYN, Pediatrics (Pre-Approval required item)
- _____ 7. The NYSED (New York State Education Department) – Letter of Eligibility Application with the \$30.00 Fee (date mailed) (Pre-Approval required item)
- _____ 8. Photograph (passport size) (Pre-Approval required item)
- _____ 9. A blank evaluation form from your school (Pre-Approval required item)
- _____ Current e-mail address (Pre-Approval required item)
- _____ 10. Proof of personal health insurance (Pre-Approval required item)
- _____ 11. Proof of Malpractice Liability – **Malpractice Insurance must be equal to or greater than \$3 million/\$3 million general aggregate and each occurrence.** Go to [insert URL location) for a list of companies which might provide such coverage if your school does not provide it. (Pre-Approval required item)
- _____ 12. **SUNY Downstate Medical Center Health Assessment Form** (Pre-Approval required item)

(continued on next page)

Required Post-Approval Items

After you receive approval for an elective as a Visiting Student at SUNY Downstate, you must complete the following items by the Friday before the start of the elective, to be eligible to begin the elective. The following items are listed for your information only

- _____ Proof of NYS Infectious Diseases certification
(Post Approval required item. This may be completed at SUNY Downstate the Friday before you begin the elective)

- _____ Official proof of having received both the seasonal AND H1N1 flu vaccinations. Information regarding receiving the vaccines can be found at <http://www.nyc.gov/html/doh/flu/html/home/home.shtml>.

- _____ Proof of HIPAA certification (Post Approval required item. This may be completed at SUNY Downstate the Friday before you begin the elective)

- _____ Proof of OSHA training (Post Approval required item. This may be completed at SUNY Downstate the Friday before you begin the elective)

Please note:

SUNY Downstate College of Medicine does not accept students from non-LCME accredited medical schools, which do not meet our reciprocity requirements. In general, if the visiting international medical students are not required to complete at least 75% of their electives and clerkships at hospital(s) educationally controlled by the medical school and within a 50 mile radius of the location of basic science instruction, the school will most likely not meet our reciprocity requirements. Submission of an application does not imply your eligibility to be approved for a Visiting Student elective. SUNY Downstate reserves the right to determine who is eligible to be accepted for a Visiting Student elective.

Please send your Visiting Student Application with all necessary items so that we can process your application in a timely matter. If you are currently attending medical school overseas, you should initiate the application process at least 4-6 months in advance of when you wish to take the elective, or as soon as your clerkship grades have been listed on your transcript. Incomplete applications will not be processed or may be returned to you.

If you have any questions or need further information, please feel free to contact the Visiting Student Coordinator via e-mail at visitstudent@downstate.edu.

Thank you.

Revised 10/2009