



SUBJECT International Medical Student Clerkships	POLICY NUMBER 400.002	PAGE 1 of 2
SOURCE Academic Affairs - Admin	ORIGINATION OR LAST REVISION DATE 10/18/05	EFFECTIVE DATE 12/06/05

I. POLICY

It is the policy of the Department of Academic Affairs to ensure that international medical students meet the established criteria and submit required documentation prior to consideration for a rotation.

II. PROCEDURE

- A. The Department Program Director or Academic Chair must vouch for and recommend the medical student in order to be considered for a clerkship experience. The Program Director or Academic Chair will determine whether the department has available space and must approve the clerkship rotation prior to the application process and assign the supervising faculty member.
- B. The medical student must provide the following documentation to the supervising faculty member at least 6 months prior to clerkship:
 - Completed Application
 - Proof of appropriate Visa status (student)
 - Letter of Good Standing from Dean's office
 - Transcript/documentation of patient care experiences/class standing
 - Copy of Certificate of Insurance and endorsement with coverage amounts no less than \$1M/occurrence and \$3M/aggregate and proof of tail or occurrence coverage from a US company, preferably in AZ.
 - Proof of immunization against varicella, measles and rubella (since 1980), a recent TB test (within 5 months of elective start date) and documentation of Hepatitis B vaccination or a signed declination form
 - Proof of personal health insurance including repatriation insurance
 - Two letters of recommendation
 - A curriculum vitae
 - A personal statement of professional goals



- Official test transcript from USMLE Step I.
 - Non-refundable application fee of \$75
 - Require citizenship clearance in English or certified English translation
- C. Faculty sponsor must ensure that the medical student meets the following eligibility requirements The student is/has:
- Within one year of graduation and receipt of medical degree from an appropriately accredited medical school
 - Fluent in written and spoken English.
 - In good academic standing at their medical school
 - Completed education in Universal Precautions within 12 months of the start of the elective.
- D. The faculty sponsor will forward all of the required documentation including the medical school contact information to the Clerkship Coordinator in the Office of Academic Affairs at least 6 months prior to rotation. The Clerkship Coordinator will initiate an affiliation agreement with the medical school.
- E. Clerkship Coordinator will collaborate with the faculty sponsor and notify the medical student in writing of approval or denial of application.
- F. The medical students are responsible for their own housing, transportation, and living expenses.

REVIEWED AND IN COMPLIANCE WITH:	DATE
ACGME/LCME	10/18/05
CHW	10/18/05
JCAHO	10/18/05
RISK/LEGAL	10/18/05
HUMAN RESOURCES	
REVISED	10/26/05
APPROVED BY	
POLICY/PROCEDURE COMMITTEE	10/18/05
GMEC COMMITTEE	12/06/05