Visiting Scholar Requirements

GLOBAL REACH INTERNATIONAL PROGRAM

UNIVERSITY OF MICHIGAN MEDICAL SCHOOL

VISITING SCHOLAR PROCESS AND CRITERIA TO APPLY

HOW TO REQUEST A VISIT

Note: Due to the number of requests from other countries, the University of Michigan Medical School (UMMS) primarily accepts institutions that have signed a Memorandum of Understanding (MOU) with our Medical School to participate in electives. We accept international students for a one or two month elective from December through April each year and two students per institution each year. If you are from a qualifying MOU school then you may:

- Initiate your request four months before desired date of visit.
- Send an e-mail to Carrie Ashton at cglaser@umich.edu
- Identify the reason for your request,
- List areas of interest, time frame you wish to visit,
- Identify your funding source (if J1 visa) and;
- Provide mailing address for official letter of acceptance, if approved.

Approvals are based on collaborative relationships currently established and availability of electives.

Visa Process – Once you have received an invitation letter from UMMS, apply for:

- B-1 Visa for students participating in medical electives that are less than 6 months. You can apply at your consulate for your visa.

If applying for J-1 visa the requirements are:

- A student or visitor staying longer than 6 months requires completion of a DS-2019 form that is processed at the International Center at the University of Michigan.

- If you are applying for a J-1 visa and after you receive your letter of invitation, fill out a data request form at http://www.internationalcenter.umich.edu/immig/forms/DS2019_Info_NewEV.pdf and e-mail to cglaser@umich.edu. The information on the data request form is used by Global REACH to complete the DS-2019 forms. Once entered into the system, the International Center processes the form and mails to you.

- Financial and personnel materials: You are required to show $2000 a month financial support for each month of your stay. A copy of a bank statement in US currency or a letter from your source of funding stating you are covered for that amount is acceptable.
  - Fax a copy of your passport and a
  - copy of your bank statement or letter of support from your institution to Carrie Ashton at 734-615-6300 (fax).

- Carrie Ashton, Global Visitors Coordinator, will submit your completed DS-2019 form to the International Center.

- Once the International Center receives your DS-2019 it will take approximately 3-4 weeks to be processed.

- Applying for an Elective

- Students from international schools are expected to be fluent in English, with an equivalent TOFEL efficiency.
Visiting Scholar Requirements (cont’d)

- Visiting students are expected to have a competency level that will allow them to function as M4’s in elective rotations.

- Students must be in their final year and in good standing at their own institutions.

- The following required clinical clerkships must have been completed and passed:
  - Internal Medicine
  - Obstetrics/Gynecology
  - Pediatrics
  - General Surgery

- Students must have completed 48 weeks of required clerkships in the same medical school at which they completed their basic science coursework. These documents must be documented through submission of an official transcript.

- View electives at http://www.med.umich.edu/medschool/visiting/electives.html

- Clinical phase calendar at http://www.med.umich.edu/medschool/visiting/calendar.htm

- International Students are assigned electives after:
  - University of Michigan students
  - Michigan State University and Wayne State University students
  - Out-of-state students

- Students must submit proof of immunization for the following
  - Measles
  - Rubella
  - Mantoux test for Tuberculosis (must be within the last 12 months)
  - Hepatitis B

- Immunization form located at http://www.med.umich.edu/medschool/visiting/imm.rtf

- Application form located at https://www.umms.med.umich.edu/visitstudappl/

Send all completed forms to Carrie Ashton at cglaser@umich.edu or fax to 734-615-6300.

- **Housing – Contact:** Carrie Ashton at cglaser@med.umich.edu or 734-615-4549.
  
  Best and cheapest housing deal – Inter-cooperative Council http://www.icc.coop/

Registration

Students must register on the first day of the clerkship, before reporting to your rotation. Registration is completed at the Medical School Office of Student Programs, C5124 Medical Science Building I. **It is not possible to make changes in your schedule after registration.** If you have questions about the registration process, please call Cindy Murphy at (734) 936-2608.

**IT IS IMPORTANT TO NOTE THAT THE ENTIRE PROCESS FOR A VISITING SCHOLAR MUST BE CLOSELY FOLLOWED. A PERIOD OF THREE MONTHS (MINIMUM) IS REQUIRED TO ENSURE THAT ALL PROCESSING REQUIREMENTS ARE CORRECT AND COMPLETE.**

**QUESTIONS:** Carrie Ashton  **Phone:** 734-615-4549, e-mail: cglaser@umich.edu  **Fax:** 734-615-6300