

UNIVERSITY OF SOUTH ALABAMA

COLLEGE OF MEDICINE
OFFICE OF STUDENT AFFAIRS



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TO: Foreign International Visiting Medical Student

FROM: M. Margaret O'Brien, J.D., M.D.
Associate Dean, Student Affairs

RE: Visiting the University of South Alabama College of Medicine

Effective January 1, 2010, International Visiting Students are required to obtain a J-1 VISA in order to participate in all University of South Alabama College of Medicine rotations. Documentation of English Competency on the TOEFL exam is also required.

All foreign international visiting students who wish to participate in this program must comply with applicable United States immigration regulations for entry or presence in the US.

We received your request to be a visiting student at the University of South Alabama College of Medicine. Our faculty will be pleased to work you into our senior schedule if possible. (In order to participate, you must obtain a J-1 VISA, be a student in good standing in the final year of medical school with proof of a passing score on the USMLE Step 1 exam and TOEFL exam).

The exact nature of the elective will depend on your experience and specific desire.

Before you can be considered for a senior level elective at our institution, you must be able to perform procedures at the level of a beginning senior American medical student. Examples of skills you must have prior to arrival for an elective course include:

1. Obtain a patient's history and perform a physical examination, write progress notes, etc.
2. Perform procedures such as sterile urine collection, skin tests, culture collection, EKGs, etc.
3. Perform invasive techniques, such as peripheral intravenous cannulation, nasogastric tube insertion, lumbar puncture, etc.

When you review the following **College of Medicine Policy on Visiting Foreign Medical Students** you will understand what we will expect of you. You can then make a more informed decision as to whether you really wish to visit our school.

Several of the rules deserve special emphasis. Since foreign students stay eight weeks or less, it is required that you secure a J-1 VISA rather than any other type. Foreign students can be enrolled in our senior elective courses only when positions are open and not filled by our own students. Visiting students cannot be placed in junior clerkships. Space limitations here dictate that you may spend four to twelve weeks in our elective program. Requests to spend more time will not be approved. THE UNIVERSITY OF SOUTH ALABAMA COLLEGE OF MEDICINE CANNOT BE RESPONSIBLE FOR OBTAINING HOUSING OR TRANSPORTATION FOR VISITING STUDENTS. Since there is often competition for available elective courses, it is important that you notify us well in advance if you wish to rotate in Mobile. When you write to confirm your intent to study here, we require: (1) a letter from your Dean or Registrar that confirms your student status and approves your taking a course in our medical school; (2) our Immunization Certificate signed by your Dean, Registrar or physician (form printed as per following instruction attached); (3) our visiting student application which indicates a department in which you would like to work (internal medicine, surgery, pediatrics, etc.) and perhaps a departmental subspecialty if appropriate (infectious disease, gastroenterology, burn surgery, cardiovascular surgery, etc.); (4) the exact dates you wish to participate in our program; (5) documentation of student health insurance. We are pleased that you are considering a rotation here at the University of South Alabama. Should you have additional questions, contact me through the Electives Coordinator, studentaffairsmastin@usouthal.edu.

**UNIVERSITY OF SOUTH ALABAMA COLLEGE OF MEDICINE POLICY
ON VISITING FOREIGN MEDICAL STUDENTS**

Education for medical students in America is somewhat different than that in many foreign countries. Here, most students who wish to become medical doctors spend at least four years in undergraduate preparation in a college or university. These four "premedical" years are spent studying biology, chemistry, mathematics, physics, as well as language, history, etc. Most students receive a baccalaureate degree at the end of these four years (for example, a "Bachelor of Science" [B.S.] or a "Bachelor of Arts" [B.A.]).

Medical school usually consists of four years of formal education. The first two years are known as "pre-clinical" or basic science years, and consist of lectures and laboratory work covering human anatomy, biochemistry, pharmacology, physical examination, etc. The final two years are known as "clinical" years, when students learn to function as clinicians by improving their history taking and physical examination skills, and learn to perform various procedures such as venipuncture, intravenous access, wound closure, etc.

The third or junior year (the first of the clinical years), is divided into clerkships in internal medicine, obstetrics and gynecology, psychiatry, neurology, pediatrics, surgery, and family medicine. The fourth, or senior year (the second clinical year), is divided into "blocks" of time (generally, four weeks per block). Students may choose required areas of study and electives from a list of available courses. These electives include a wide variety of subjects, such as general internal medicine, internal medicine specialties such as cardiology or gastro-gastroenterology, various surgical specialties, etc. Most of these electives last for one "block" of time. Senior students often arrange elective courses at other medical schools so that they may gain a wider base of experience and observe how medicine is practiced in other parts of the country. It is this sort of course, a senior elective course, in which foreign medical students may participate at the University of South Alabama.

Please note that **we do not take applications from the following international schools:**

- * Ross University
- Spartan Health Science University
- American Caribbean
- St. George's
- * All other schools located in the Caribbean*

GENERAL CONSIDERATIONS

1. Foreign Students may enroll in senior elective courses as space is available. Enrollment is limited to 25 students in a single academic year. University of South Alabama students are given priority when scheduling electives, so that after our students have registered in mid-May, positions which may still be open are available for visiting students.

2. Visiting students cannot be assigned to any 3rd year junior clerkships.

3. Each prospective visitor must request a letter from his/her Dean or Registrar (a university official who is in charge of all the students in your medical school). This letter must verify that a prospective visitor will be a final year student in good standing at the time the elective is scheduled.

Successful passage of the USMLE Step 1 exam must be provided. This letter must also indicate that the prospective visitor's medical school approves of the student taking a course at the University of South Alabama.

4. There is a non-refundable \$100.00 U.S. cash only (no checks or cc) processing fee per rotation (max 2 rotations) due at check in on the first day in Student Affairs. If you elect to cancel the 2nd rotation at any time during your 1st rotation, this fee will NOT be refunded to you.

5. Since there is a limited number of student positions in elective courses, visiting students may spend no more than 8 consecutive weeks in our elective program. Requests to return for a second visit later in the year will not be approved. Housing and transportation costs are the responsibility of the student.

6. Departments of the College of Medicine must refer prospective foreign student visitors to the Office of Student Affairs Mastin for official approval of their request.

7. If a foreign student requires an evaluation of his or her performance, our faculty will provide that evaluation. The visiting student must provide the official evaluation forms from his or her university, and the visiting student must obtain all necessary signatures from the attending physician (the doctor in charge of the elective course).

Prerequisites

All Visiting Students must be able to perform the following before they arrive here:

1. Obtain a patient's history and perform a physical examination, write daily progress notes, etc.;
2. perform simple procedures such as venipuncture, bacterial cultures, EKGs, etc.;

3. perform invasive techniques such as starting intravenous cannulation, nasogastric tube insertion, urethral catheterization, etc.;
4. receive Health Insurance Portability and Accountability Act (HIPAA) education and training regarding the Privacy Rules and the impact on USA hospitals upon arrival and before rotation(s) begin. You will be given a HIPPA test upon arrival.

Scheduling

1. The Electives OASIS M4 course catalog may be viewed on the Internet at: <http://www.southalabama.edu/com/visiting.shtml> . There is a maximum number of visiting foreign students who may study at one time in each department. Limits will be set by the Office of the Associate Dean.
2. The prospective visitor should request at least 6 different electives for each block in the order of preference. The Office of Student Affairs will place the student in the highest choice in which a position is open and approved by the department chair. The positions will be filled on a "first-come, first-served" basis once all paper work has been received.
3. The prospective visitor must tell the Office of Student Affairs what date and time he or she will be arriving on their application, so that the office may arrange an appointment if necessary, for the visiting student with the faculty member in charge of the elective course. The Office of Student Affairs must receive this information at least 60 days before the elective course begins, or the position may be given to another student.
4. The University of South Alabama College of Medicine reserves the right to cancel the rotation/s for any visiting student giving them notice by email at least 30 days in advance. A visiting student that needs to cancel a rotation that is registered with the University of South Alabama – MUST give at least 30 days advance notice. Visiting students that become no shows on their date of arrival will NOT be allowed to apply again later in the year.

Personal Local Arrangements

1. Each visiting student must arrange his or her transportation (including to and from the airport). Public transportation in Mobile, Alabama is extremely limited. You cannot walk to the hospital/s from bus stops. An automobile is a necessity.
2. Visiting students must provide their own stethoscopes and must wear short (waist-length) white coats (only the faculty and residents may wear long white coats). Visiting students must provide their own short white coat. Male students wear neckties while in the clinics and in the hospital; they do not wear blue jeans. Female students are not to wear open toe shoes or dress shorts/capri's. You are expected to present a well-groomed, professional appearance at all times and report the first day in proper attire.
5. The prospective visitor must make his or her own housing and transportation arrangements. Opportunities for housing are sometimes available through the University of South Alabama Dormitories or the Brookley Center Central Housing Office, 1-888-222-3991 or 251 431-6410. USA Housing Office (main campus) <http://www.southalabama.edu/housing/> contact Mike Havard at mhavard@usouthal.edu They can provide prospective visitors with a list of housing information and other materials.
6. Visiting students must make their own arrangements for banking and for storage of passports and other valuables.
7. There is no public or state health insurance in Alabama. Alabama medical students are covered by private health insurance, but visiting foreign students are not covered by that policy. Student health insurance is mandatory. You must provide documentation (IN ENGLISH ONLY) WHICH CONTAINS INCEPTION OF COVERAGE AND EXPIRATION OF COVERAGE DATES it is available to be purchased through our Student Health Office rbaxter@usouthal.edu or 251-460-6022.
8. Professional liability insurance (malpractice insurance) is mandatory. Documented proof of your Malpractice Insurance that meets our requirement of \$1 million per occurrence/ \$3 million annual aggregate MUST BE provided to the Office of Student Affairs in advance.
9. Visiting students must provide evidence of having received all immunizations required of students enrolled at the University of South Alabama College of Medicine and complete the form below. <http://www.southalabama.edu/com/pdf/visitingimmunize.pdf>

NOTE: To help you apply for a J-1 VISA – you must complete your application paperwork and once a rotation is available for you – we will forward the J-1 VISA application form provided by our school. All visiting students

MUST check in with Karen Braswell in Mastin Bld. #202 on the first day BEFORE attending any of their rotation to complete the registration process that includes a HIPPA online test, process of your University ID badge and CIS training.

APPLICATION INSTRUCTIONS (Summary ~ Checklist) for Visiting Students

Send by regular mail the following (we must have original signatures). All required documentation must be dated within 6 months of the last day of student's anticipated rotation:

1. Obtain J-1 Visa (Required) To help you apply for a J-1 VISA – you must complete your application paperwork and once a rotation is available for you – we will forward the J-1 VISA application form provided by our school. <http://exchanges.state.gov/jexchanges/programs/ucstudent.html>
2. Official (currently dated) letter of approval confirming student status as a final year student from Dean;
3. Print the Immunization Document from Resources for Medical Students at <http://www.southalabama.edu/com/visiting.shtml> acquire official signatures on our form ; Do not send other personal immunizations forms. DO NOT SEND PRIOR TO 6 MONTHS OF THE LAST DAY OF YOUR ANTICIPATED ROTATION.
4. Printed documentation of passing score for USMLE Step 1;
5. Printed documentation of English Competency on the TOEFL exam; SCORE required~ Internet Based Test: score 100 or greater ~ Computer Based Test: score 213 or greater & Paper Based Test: score 555 or greater
6. Visiting Student Application Form with exact dates requested. (see our Senior Block Schedule Calendar below and adhere to the dates) last 5 digits (not 4) of your Social Security Number and Date of Birth on form which is needed to set up (USA HIPAA Online Training the first day you arrive)
7. Request department and elective interest (i.e., Medicine, Surgery, Pediatrics); by our course codes on form
8. Send printed documentation of student health insurance coverage
9. One color photo (wallet or 2X2 size) can be e-mailed as a jpeg. or attached with the above paperwork
10. Proof of malpractice insurance coverage that meets the requirement of \$1 million per occurrence / \$3 million annual aggregate.
11. Enclose a copy of the biographical information page of your passport.



MAIL ITEMS to:

**Associate Dean for Student Affairs
College of Medicine
University of South Alabama
2451 Fillingim St., Mastin Bldg, Room 202
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