

 **INTERNATIONAL HEALTH PROGRAM**
NEW YORK UNIVERSITY SCHOOL OF MEDICINE 

Office of Student Affairs - 550 First Avenue _ New York, NY 10016-6481 _ (212) 263-8577 _ (212) 263-3804 _ IHP@med.nyu.edu

DETAILED INSTRUCTIONS FOR CHECKLIST

1. Review Acceptance Packet information

The Acceptance Packet provides you with all of the information necessary to prepare you for your international health project; read it thoroughly. Follow the steps on the “**Getting Ready to Go Checklist**” to be prepared for departure. If you have any questions, call the Office of Student Affairs (OSA) at (212) 263-8577 or (212) 263-3804, or email the International Health Program at IHP@med.nyu.edu.

2. Ensure possession of valid passport and apply for visa (where applicable)

You will need a valid passport for the time period you will be traveling abroad with the exception of Puerto Rico. The OSA recommends you leave a copy of your passport with your guardian in case of an emergency. For specific country information on passport requirements, please look at the U.S. Department of State website at http://travel.state.gov/passport_services.html. Please refer to the U.S. Department of State website at <http://www.state.gov/> under Foreign Entry Requirements for visa information.

3. Submit copy of your valid passport AND visa to the Office of Student Affairs

You are required to leave a photocopy of your passport and visa with the OSA. The OSA also recommends you leave copies with your guardian in case of an emergency.

4. Make flight arrangements

Participants are responsible for making their own travel reservations to and from the program site. Remember to confirm your flight arrangements prior to travel.

5. Complete Vaccination Verification Form

Every participant must take this form to Student Health Services. You will receive the appropriate vaccinations as part of your standard health care services. Return completed form to the OSA. Please refer to the Centers for Disease Control (CDC) website at <http://www.cdc.gov/travel/vaccinat.htm> and the World Health Organization website at <http://www.who.int/ith/> for vaccination and health information.

6. Sign SOS Scholastic Traveler Application

SOS Scholastic Traveler is a comprehensive program of assistance services for study abroad offering medical, personal, and travel safety assistance (e.g., emergency evacuation and travel advisories). For detailed information of coverage, please visit <http://www.internationalosos.com/>. The OSA provides each participant with the Comprehensive SOS Scholastic Traveler Plan. You need to come into the OSA at least two weeks prior to departure to sign the SOS application form. The OSA will then process your application and submit it to SOS Scholastic Traveler. Once you are enrolled, the OSA will e-mail you your confirmation and your membership card.

7. Complete Final Report Submission Form

You should complete this form prior to your departure. This form will outline the details and requirements of your final report as determined by you and your NYU Faculty Sponsor. Your final report is due 30 days after your return to the United States of America.

Items 8-10

You must submit your completed “**Student Information Form,**” “**Acceptance Confirmation Form,**” and “**Foreign Travel Release Form**” to the Office of Student Affairs prior to departure.

11. Complete Payment to Individual Form (if applicable)

If you were awarded funding by the NYU School of Medicine, you should fill out this form. Please remember to write legibly. Submit form to the Office of Student Affairs.

12. Attend a mandatory Pre-departure Workshop

The OSA will have a mandatory Pre-departure Workshop that will provide you invaluable and important information about living and effectively communicating in a foreign country, as well as introducing you to other program participants. Dates of these workshops will depend on specific programs. The OSA will notify you with this information. If you cannot attend this workshop, you must inform the Office of Student Affairs prior to the workshop date to make alternate arrangements to get the necessary information. Failure to attend the Pre-departure Workshop may result in revocation of approval, elective credit, and/or funding.

13. Visit websites for updated information and travel advisories

Visit these sites to obtain helpful information and travel advisories:

NYUSOM International Health Program	http://www.med.nyu.edu/studentaffairs/student_resources/int_opps.html
SOS Scholastic Traveler	http://www.internationalosos.com/
State Department Bureau of Consular Affairs	http://www.travel.state.gov
Tourism Office Worldwide Directory	http://www.towd.com/
Travelers' Health	http://www.cdc.gov/travel
U.S. Department of State	http://www.state.gov/