

INSTRUCTIONS FOR VISITING INTERNATIONAL STUDENTS

APC SELECTIVES ARE NOT OPEN TO VISITING STUDENTS

The electives are one-month in duration **beginning on the first day of each calendar month and ending on the last day of that month**. Visiting students are limited to no more than **two (2) one-month electives**. Approval to rotate at McGovern Medical School is granted solely by the Office of Student Affairs. **Approvals obtained directly from department coordinators will not be honored.**

Each application provides for one department choice with three choices of courses and dates. A separate complete application packet must be submitted for each month. You will be notified by e-mail if your application has been approved/denied. This process normally takes 3-4 weeks.

If you are applying for the senior year beginning August 2018, you should know that departments do not review elective applications until McGovern Medical School students' schedules are finalized which will occur by the end of May 2018. After that time all applications will be processed as soon as all the required materials and verifications are received. **International students are not accepted for the month of June, July, or August.**

If you are applying for an elective at the Lyndon B. Johnson Hospital (LBJ), you will be required to have transportation.

Requirements:

The following must be ORIGINAL documents in English. Fax copies will NOT be accepted.

1. Official medical school transcript. (Must list courses taken and notation of level of achievement in each course.)
2. Dean's letter and two clinical faculty letters of recommendation.
3. Please provide a copy of your official USMLE Step 1 score report to include all pages.
4. Verification that you have completed all your clinical rotations which include **OB/GYN, Pediatrics, Surgery, Psychiatry, Internal Medicine, and Family Medicine.**
5. Verification of malpractice insurance coverage (available thru McGovern for a small fee if your school does not cover you for electives at other institutions). If purchasing through McGovern, you must submit a letter with your application stating that you will purchase coverage on your first day.
6. Verification of immunizations, including the completion of Hepatitis B vaccination series or proof of immunity.
7. You will be required to have health insurance coverage. Please send proof (front and back) of your coverage. This should include medical evaluation and repatriation coverage. Health insurance can be purchased on your first day if you prefer this option. Please attach a letter with your application stating you will purchase UT health insurance and medical evacuation/repatriation coverage.
8. If you are attending medical school in a country whose official language is **NOT** English, you must provide either a notarized statement that English is your native language **OR** a certificate of completion of a course in the English language stating your proficiency in written and spoken English.
9. A \$350 (USD) per month **non-refundable** application fee for each application. Application fee **must** be paid using a money order drawn on a U.S. bank and made payable to "UT-HSC". **Please do not send personal check or cash.** There is a \$100 (USD) charge for any change to your approved application, and requires a new application form to be submitted with payment.
10. Imprint of your official school seal is required on the application.
11. All above mentioned documents and application fee must be received in the Office of Student Affairs **at least four months before the requested elective start date.**
12. Upon approval for a medical elective and in accordance with university policies and federal regulations, all non-U.S. citizens must follow directions from the McGovern Medical School Office of International Affairs. Upon acceptance for a medical elective an international visitor advisor from The McGovern Medical School Office of International Affairs will contact you to provide you with vital information on how to apply for your F-1 Student Visa, which is the **ONLY** (student) visa accepted by this institution. *If your visa is granted*, your first obligation under the F-1 visa mandates a visit to the McGovern Medical School Office of International Affairs upon your arrival in Houston.

If you need further information, please contact Jamie Munsinger @713-500-5167 or Jamie.d.munsinger@uth.tmc.edu.

Electives Catalog Website

Our elective catalogue is located at <https://med.uth.edu/admissions/student-affairs/visiting-student-course-catalog/> if you wish to review our electives; however, you must apply by requesting/submitted an application.

Housing and Parking

We are unable to provide housing or parking for visiting students.

For parking options please call the Texas Medical Center Parking Office at 713/791-6161 or <http://www.tmc.edu/contact/parking/>.