**Visiting International Student Electives Program: Approved Students Checklist**

**For further instructions, visit**: <https://international.weill.cornell.edu/next-steps-accepted-students>

**Any questions, email Dianne Young at** **dey2001@med.cornell.edu**

1. Respond to our elective offer to inform us whether you accept or decline the elective within one week via email.
2. Apply for a visitor’s visa B1/B2 unless you have another valid form of entry to the US.

**Note: Please use our file transfer system** [https://transfer.med.cornell.edu](https://transfer.med.cornell.edu/) to**securely submit your elective documents. Specify** dey2001@med.cornell.edu **as the intended recipient.**

**After you obtain your visa, continue with the below**:

1. Submit your deposit of $500 to secure your placement. All fees must be paid (and proof submitted) at least 1 month in advance of your elective start date.
2. Reserve your flight and housing using the dates of your elective and the Orientation details in your elective offer.
3. Complete the Infection Control online exam.
4. Complete and scan your NYSED application form.
5. Obtain a $30 personal check and make payable to New York State Education Dept. Mail the $30 personal check along with the following documents to the NYSED Albany address:
* NYSED application form completed, signed and dated
* Office of Global Health Education acceptance letter
* Infection Control Certificate
* Dean's Verification letter
1. Complete the following three WCM online exams once you are assigned a CWID:
* Annual Hospital training for Students
* Fire Safety
* HIPAA
1. Obtain health and malpractice insurance coverage for the duration of your elective.
2. **Send the following documents to** **Dianne Young** **by the following deadlines**:

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| **Within 2 weeks** **(latest by 1 month to orientation)** | -completed NYSED application form-Annual Hospital Training for Students certificate-Fire Safety certificate-HIPAA certificate |
| **After obtaining a visa** **(latest by 1 week to orientation)** | -proof of Health and Malpractice insurance-Passport + Visa/green card/ ESTA + return E-ticket to med school/country |