

Visiting International Student Electives Program: Approved Students Checklist

This is meant to serve as a checklist of next steps only. For further instructions, including completing the online exams, visit Next Steps for Accepted Students page: <https://international.weill.cornell.edu/next-steps-accepted-students>

Note: All correspondence must be sent to 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.

After you obtain your visa, continue with the below:

3. Submit your deposit of \$500 to secure your placement, with all fees due one month in advance of your elective start date.
4. Reserve your flight and housing using the dates of your elective and the Orientation details in your elective offer.
5. Complete the Infection Control online exam.
6. Complete and scan your NYSED application form.
7. 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
8. Complete the following three WCM online exams once you are assigned a CWID:
 - Annual Hospital training for Students
 - Fire Safety
 - HIPAA
9. Obtain health and malpractice insurance coverage for the duration of your elective.
10. Send the following documents to [Dianne Young](#) by the indicated deadlines:
 - completed NYSED application form (min. 1 month prior)
 - Annual Hospital Training for Students certificate (min. 1 month prior)
 - Fire Safety certificate (min. 1 month prior)
 - HIPAA certificate (min. 1 month prior)
 - proof of Health and Malpractice insurance (min. 1 week prior)
 - Passport, Visa, return E-ticket for return to med school/country (min. 1 week prior)