Participating Resident,

*Before completing your required Global Health Program participation documents, please note that you must have permission to participate in programming from the UTCOMLS’ Dean, your Department Chair, as well as the Global Health Program Director (Dr. Kris Brickman) via the UTCOMLS’ RESIDENT TIME AWAY / TRAVEL REQUEST FORM. Please complete your time away travel request form and email your participation approval to the Global Health Program Advisor (Deborah Krohn at* *deborah.krohn@utoledo.edu**). Thank you!*

Congratulations on participating in an approved University of Toledo College of Medicine and Life Sciences’ [UTCOMLS] Global Health Program rotation/medical mission! Let this form serve as your pre-departure checklist. For your convenience, a checkbox [ ]  has been added to all requirements. Please indicate completed requirements with [x] . Thank you!

To ensure compliance with all Global Health Program requirements mandated by UT Legal Affairs & Risk Management Offices, all residents participating in approved UTCOMLS’ Global Health Program rotations/medical missions are required to complete Global Health Program Forms 1 – 4 prior to departure.

[ ]  Global Health Program Resident Form 1: Request for Global Health Rotation/Medical Mission with proof of Good Academic Standing[[1]](#footnote-1).

[ ]  Global Health Program Resident Form 2: Acknowledgment of Consent & Resident Waiver Release.

[ ]  Global Health Program Resident Form 3: Proof of CDC-Recommended Vaccinations.

[ ]  Global Health Program Resident Form 4: Travel Itinerary & Contact Information.

Additionally, all residents completing an approved UTCOMLS’ Global Health Program rotation/medical mission must provide their Residency Curriculum Coordinator with a copy of their [ ]  current passport[[2]](#footnote-2) and [ ]  visa (if required)[[3]](#footnote-3).

Passports: If your passport is set to expire within 6 months of your intended return date, you will need to acquire a new passport prior to your departure. The University of Toledo’s Center for International Studies and Programs’ (CISP) Office (housed on the Main Campus in Snyder Memorial, Suite 1000) is a certified U.S. Department of State passport agency. Any passport renewals/acquisitions may be completed with their office by appointment. Please call 419.530.5268 to schedule a passport appointment.

Visas: If you are required to attain a business/tourist visa for your intended rotation/mission participation, the Global Health Program recommends using Washington Passport Visa Service (WPVS) courier to acquire all visas. The WPVS website is as follows: [Washington Passport and Visa Services - Washington Passport & Visa Service (wpvs.com)](https://www.wpvs.com/) and their phone number is 1.800.272.7776. FYI: if you call the WPVS’s 800 number, their representatives will answer all application questions; they are quite helpful and will walk you through all visa requirements to make sure visa applications are complete prior to mailing them to WPVS to avoid any processing delays.

Required Foreign Travel Insurance: [ ]  All UT residents are covered for foreign travel insurance under UT’s AIG program. AIG insurance provided coverage for general liability, excess auto liability, repatriation of remains, and accident/sickness when traveling outside the U.S. and Canada for the purpose of conducting University business. More information may be found on the following website: [Foreign Travel Insurance and Assistance Services (utoledo.edu)](https://www.utoledo.edu/depts/risk/rm/insuranceassistancefrontpage.html).

Should you wish to purchase extra travel health insurance, The University of Toledo Risk Management Office recommends purchasing comprehensive health insurance ($2,000,000 coverage with zero deducible) from *IMG Global’s Patriot Platinum America Plan* [[Buy Now | Patriot Platinum - IMG (imglobal.com)](https://www.imglobal.com/application/patriot_platinum?imgac=182036)]. Upon online purchase, *IMG Global* will email you with your insurance card and coverage plan. Should you choose to purchase extra travel health insurance, please forward Deborah Krohn a copy of your coverage via email.

Required International Travel Registration with U.S. Department of State and UT CISP Office: All residents participating in a Global Health Program rotation/mission are required to register their travels with the U.S. Department of State’s *Smart Traveler Enrollment Program* [STEP] via the following website: [Smart Traveler Enrollment Program (state.gov)](https://step.state.gov/) [ ] .

Additionally, you must register your intended travels with The University of Toledo Center for International Studies and Programs’ (CISP) Office per the *International Travel Registration by UT Employees or Students* Policy [Policy Number 3364-85-01; [3364-85-01-international-travel-registration.pdf (utoledo.edu)](https://www.utoledo.edu/policies/academic/international-studies-and-programs/pdfs/3364-85-01-international-travel-registration.pdf)]. The UT International Faculty and Staff Travel Registry may be found at the following website: [Faculty and Staff International Travel Registry (utoledo.edu)](https://www.utoledo.edu/cisp/webforms/faculty-staff-travel-registry.html) [ ] .

Please list Kris Brickman, MD – Senior Association Dean of Innovation and Global Health Program Director as your Chair/Direct Supervisor’s name on the CISP Travel Registry. Dr. Brickman’s email address is kris.brickman@utoledo.edu. Upon CISP Travel Registration completion, Dr. Brickman will receive confirmation of your travels.

Please take screenshots of both your U.S. Department of State STEP registration as well as your UT CISP Travel Registration.

Please direct all questions in regard to required Global Health Program forms to Deborah Krohn, UTCOMLS’ Global Health Program Advisor, and please email all completed paperwork to both Deborah Krohn as well as your Residency Curriculum Coordinator prior to departure for record-keeping purposes. Thank you!

As always, please feel free to email me with any questions/concerns. Thank you!

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**Deborah M. Krohn,**M.Ed.

Global Health Program Advisor – College of Medicine and Life Sciences, Health Science Campus

Study Abroad Specialist – College of Business and Innovation, Main Campus

The University of Toledo

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email: **deborah.krohn@utoledo.edu**

1. Proof of Good Academic Standing is demonstrated by Residency Program Director’s signature on Global Health Resident Form 1. [↑](#footnote-ref-1)
2. Please note all residents are required to provide the Global Health Program with copies of their current passports. Passports must not expire within 6 months of resident’s intended return date. [↑](#footnote-ref-2)
3. Deb Krohn, UTCOMLS’ Global Health Program Advisor, will let you know if a visa is required for traditional, month-long Global Health rotations and your UTCOMLS’ faculty team leader will inform you if a visa is required for your participation in his/her medical mission. [↑](#footnote-ref-3)