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**UTCOMLS’ Global Health Program**

**GLOBAL HEALTH STUDENT CHECKLIST**

**[For Completion Prior to Participation in a University-Approved Global Health Elective]**

Participating Global Health student,

Congratulations on participating in an approved University of Toledo College of Medicine and Life Sciences’ (UTCOMLS) Global Health elective/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 requirements mandated by The University of Toledo Office of Legal Affairs & Risk Management, all students participating in approved UTCOMLS’ Global Health electives/medical missions are required to complete Global Health Forms 1 – 4 prior to departure.[[1]](#footnote-1) All forms may be found on the UT Global Health website under Student Forms (<https://www.utoledo.edu/med/globalhealth/GHStudentForms.html>).

[ ]  Global Health Student Form 1: Request for Global Health Experience (with Letter of Good Academic Standing from the Health Science Campus Registrar).

[ ]  Global Health Student Form 2: Acknowledgment of Informed Consent, Waiver, & Release Agreement.

[ ]  Global Health Student Form 3: Proof of Centers for Disease Control & Prevention (CDC) - Recommended Vaccinations.

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

Additionally, all students completing an approved UTCOMLS’ Global Health elective must provide Deborah Krohn (UTCOMLS’ Global Health Program Advisor) and/or your UTCOMLS’ student team leader(s) with a copy of your [ ]  passport[[2]](#footnote-2) and [ ]  visa (if required)[[3]](#footnote-3).

Passports: If your passport is set to expire within six months of your intended travel 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 passport acceptance facility and accepts passport applications on behalf of the U.S. Department of State. All passport renewals/acquisitions may be completed with the CISP office by appointment only. Please call 419.530.5268 to schedule a passport appointment.

Visas: If you are required to attain a tourist visa for your intended rotation, Deborah Krohn will walk you through the visa acquisition process. The UTCOMLS’ Global Health Program recommends using Washington Passport Visa Service (WPVS) courier to acquire all student visas. The WPVS website is as follows: <https://www.wpvs.com/> and their phone number is 1.800.272.7776. FYI: if you call the WPVS 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 students participating in an approved UTCOMLS’ Global Health elective/medical mission are required by the UT Office of Legal Affairs and Risk Management to secure travel health insurance.

Students participating in approved UTCOMLS’ traditional, month-long, clinical rotations are required to purchase *Cultural Insurance Services International* (CISI)) travel insurance which will provide them with the following foreign coverage limits.



UT students are required to self-enroll and purchase The University of Toledo-designated policy via the CISI website. The discounted cost of the premium[[4]](#footnote-4) is only available at this University of Toledo associated link: <https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx?sponsor=UTOL>.

Students participating in approved UTCOMLS’ faculty-led, team-based medical missions have the option to purchase either CISI’s month-long travel insurance (listed above) or *IMG Global’s Patriot Platinum Plan* (students must select $2,000,000 policy max with zero deductible, per UT Risk Management) providing international comprehensive travel health insurance for short-term[[5]](#footnote-5) international travels. To purchase *IMG Global’s Patriot Platinum Plan* visit the following link: [Buy Now | Patriot Platinum - IMG (imglobal.com)](https://www.imglobal.com/application/patriot_platinum?imgac=182036).

Please note that students are required to demonstrate proof of CISI or IMG Global’s Patriot Platinum Plan insurance coverage to either Deborah Krohn or their medical mission student/faculty leader/s.

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

Additionally, students are required to complete the UT CISP Office’s Student Travel Registry via the following website: <https://www.utoledo.edu/cisp/webforms/student-travel-registry.html>.[ ]

Please print off copies of both your U.S. Department of State’s STEP registration as well as your UT CISP Student Travel Registration.

Post Global Health Elective Evaluation: All students participating in an approved Global Health elective for academic credit are required to complete their UTCOMLS’ *RocketMed* evaluation within five days of their rotation end date; no exceptions. [ ]

Please direct all questions in regard to required Global Health forms to Deborah Krohn, UTCOMLS’ Global Health Program Advisor. Thank you!

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

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1. If you are a fourth-year UTCOMLS’ student participating in a traditional, month-long Global Health elective with one of our approved affiliate partners, please turn all required paperwork into Deborah Krohn, Global Health Program Advisor, at your pre-departure orientation. If you are a UT student participating in one of our approved UTCOMLS’ faculty-led, team-based medical missions, please turn all required paperwork into your student team leader/s prior to your departure. [↑](#footnote-ref-1)
2. Please note all students are required to provide the UTCOMLS’ Global Health Program with copies of their passports. Passports must not expire within 6 months of students’ intended return dates. [↑](#footnote-ref-2)
3. Deborah Krohn will let you know if a visa is required for traditional, month-long Global Health electives 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)
4. The monthly rate for this plan is $57.44. All rates are valid through October 13, 2025. [↑](#footnote-ref-4)
5. Short-term international travels are travels less than a month in length. [↑](#footnote-ref-5)