

**Johns Hopkins University School of Medicine**  
**Check List For Visiting Students**

**Application Process - Please submit the following application materials:**

1. Completed Application Form
2. Dean's Office Letter of Recommendation
3. Official Transcript
4. HIPAA Certifications and forms:
  - A. HIPAA Compliance Training : The General Privacy Issues course
  - B. HIPAA Research Compliance Training: The Conflict of Interest and Commitment course
  - C. HIPAA Security Awareness and Agreement to Comply
  - D. Confidentiality Agreement
    - See website for further information:  
<http://www.hopkinsmedicine.org/som/students/policies/visitors.html>
5. Immunization Form in confidential envelope, if available

**After acceptance:**

1. Submit housing application, if required.

**Registration:**

1. You must register on the first day of the elective in the Registrar's Office between 8:30 AM – Noon.
  - a. Present your HIPAA Certifications as described above if not submitted with application.
  - b. Payment of Fees: \$221 health insurance fee, if applicable and \$5 daily parking rate, if needed.
  - c. Present your Immunization Form if not submitted with application.
  - d. Complete ID Badge Form.
  - e. Complete visiting student registration materials.

**Note: All above items are required in order to start elective.**

**Report to Preceptor:**

Registrar's Office will provide map and directions.

**EPR:**

If Electronic Patient Record (EPR) training is required contact 410-614-0958 for training appointment.

*The Registrar's Office is located at:  
733 N. Broadway, Broadway Research Building  
Suite 147, Baltimore, MD 21205*