

Johns Hopkins University School of Medicine Visiting Student Policies for clinical and research electives.

All acceptance decisions are made by the preceptors/course directors.

1. **Clinical Electives:** A limited number of clinical electives are available to final year medical students who are attending either LCME approved schools (U.S. and Canadian medical schools) or schools with which Johns Hopkins University School of Medicine has a formal affiliation.
2. **Research Elective:** Research experiences are offered on a space available basis to U.S. and international trained medical students who submit appropriate application materials to the Registrar's Office.
3. **Basic Clerkships:** Visiting students are not accepted for required basic clerkships.

Application Process: Application should be made by the visiting student to the Registrar of the School of Medicine. Applications can be downloaded from this website or requested from vismed@jhmi.edu. An official transcript indicating completion of prerequisites, a letter of recommendation from the Dean's Office at your school, HIPAA compliance certifications (see website: <http://www.hopkinsmedicine.org/som/students/policies/visitors.html>) and an immunization form is required. Completed applications must be forwarded to the Registrar's Office. Students should not contact the departments directly as the application process must be coordinated through the Registrar's Office. The registrar will notify the student of action taken and arrange for housing, visa, etc.

Applications are accepted on a rolling basis and students are encouraged to apply up to 6 months prior to the start of the elective. For such students, acceptance will be offered no later than 2 months prior to the start date. Completed applications received less than 6 months prior to the start date will be processed in a timely manner; however, a two month notification may not be possible.

Limitation: The usual elective experience is 4 1/2 or 9 weeks.

Fees: There is a \$250 registration fee for each nine week period or fraction thereof. This fee is payable at registration and is not refundable after the elective starts. This fee is not prorated to period of enrollment. Certain fees may be waived for students from schools having formal affiliation agreements with Johns Hopkins.

U.S. based hospitalization insurance is required and is available through the School of Medicine student health insurance group if the student does not carry U.S. based equivalent coverage. See website for health insurance requirements for individual coverage (<http://www.hopkinsmedicine.org/som/StudentInsurance/Index.html>). The premium for health insurance is \$251 per month.

Evaluation: At the conclusion of the elective a Johns Hopkins evaluation form will be sent to the preceptor, unless your school provides an evaluation form. The Registrar will forward all evaluations to the student's home institution.

Registration: Visiting students must register at the Registrar's Office, 733 N. Broadway, Suite 147, Broadway Research Building, Baltimore, MD 21205 prior to starting the elective. At this time the following must be completed or presented:

- Present HIPAA certifications and forms, if not previously submitted.
- Payment of registration fee.
- Present immunization form, if not previously submitted.

-Present health insurance information or enroll in the Johns Hopkins University School of Medicine Student Health Plan and pay health insurance premium.

-Complete ID Badge Form.

-Complete registration forms.

The student's home institution will be notified if a visiting student fails to appear for a scheduled elective.

Elective Experience: Clinical and research experiences are available in all departments and divisions of the Johns Hopkins University School of Medicine/Johns Hopkins Hospital and in its affiliated programs.

See complete elective catalog at <http://www.hopkinsmedicine.org/som/students/academics/electives.html> for a complete listing of elective opportunities.

Additional Information:

- Department of Medicine Diversity Council Visiting Clerkship Program. See website for more information <http://diversitycouncil.med.som.jhmi.edu/clerkship/index.html>
- Department of Otolaryngology-Head and Neck Surgery Diversity Committee Medical Student Mentoring Clerkship Program. See the following website for more information http://www.hopkinsmedicine.org/otolaryngology/education/medical_school_clerkship.html
- Visiting students have access to all the **student services** that are available to Johns Hopkins medical students and they are expected to abide by all Johns Hopkins University School of Medicine policies pertaining to medical students. See the website for the School of Medicine catalog (General Information Section: <http://www.hopkinsmedicine.org/som/students/academics/index.html>)
- **Special Accommodations:** If a visiting student requires special accommodations please provide information in a separate letter submitted with application.
- **Technical Standards** for admission to the School of Medicine apply to visiting students. See website for the School of Medicine catalog: (Instruction Leading to the M.D. Degree section <http://www.hopkinsmedicine.org/som/students/academics/index.html>)

Contact: Johns Hopkins University School Medicine, Registrar's Office
733 N. Broadway, Broadway Research Building, Suite 147, Baltimore, Maryland 21205
410-614-4320, Fax: 410-955-0826

Email vismed@jhmi.edu with any questions you may have about this policy.

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