

## FSM Center for Global Health: Checklist for Global Health Education Programs

|   | <b>Affiliated Partner Institution</b> | <b>Unaffiliated Institution</b> | <b>Deadline to complete time prior to travel</b> |
|---|---------------------------------------|---------------------------------|--|
| Attend Info Session   | X                                     | X                               | 6-12 months                                      |
| <a href="#">Submit Inquiry</a> and Schedule Advising Session  | X                                     | X                               | 6- 12 months                                     |
| Complete <a href="#">application</a> (deadlines vary)   | X                                     | X                               | 6-12 months                                      |
| Complete partner application materials  | X                                     | X                               | 6-12 months                                      |
| Submit <a href="#">Approval Form For Unaffiliated Global Health Sites</a>   |                                       | X                               | 6-12 months                                      |
| Submit letter of good standing from AWOME Registrar to CGH  | X                                     | X                               | 6 months   |
| Submit proof of health insurance and copy of passport page to CGH   | X                                     | X                               | 6 months   |
| Submit <a href="#">Personal Health Form</a> to CGH  | X                                     | X                               | 3 months   |
| Submit FSM <a href="#">Travel Waiver</a> to CGH   | X                                     | X                               | 3 months   |
| Get Signature from CGH and Submit <a href="#">Away Elective Application Form</a> to Registrar (M3s and M4s only)                                  | X                                     | X                               | 3 months   |
| Apply for Funding <a href="#">Online</a> (Global Health Initiative or Feinberg Travel Grant)  | X                                     | X                               | 3 months   |
| Apply for Visa at country embassy (if necessary)  | X                                     | X                               | 3 months   |
| Purchase <a href="#">GeoBlue Supplemental Travel Insurance</a>  | X                                     | X                               | 3 months   |
| Review <a href="#">Drum Cussac</a> country page and register for the <a href="#">Department of State Smart Traveler Enrollment Program (STEP)</a> | X                                     | X                               | 3 months   |
| Complete <a href="#">CGH online orientation tool</a>  | X                                     | X                               | 3 months   |
| Review FSM <a href="#">Global Health Handbook</a>   | X                                     | X                               | 3 months   |
| Attend two <a href="#">CGH Pre-Departure Seminars</a> (offered in Spring and Fall each year)  | X                                     | X                               | 3-6 months                                       |
| Submit <a href="#">Analytic memo</a> to CGH   | X                                     | X                               | 1 month  |
| Return <a href="#">Elective Evaluation Form</a> from site Preceptor to Registrar  | X                                     | X                               | Upon Return                                      |
| Complete CGH Global Health <a href="#">Post-Program Evaluation</a>  | X                                     | X                               | Upon Return                                      |