

# Steps to Going Abroad

This is a condensed version of the FoMD Global Health Program's "Steps to Going Abroad" for International Electives. Please read the checklist and other information on their [website](#) in depth. This condensed checklist is targeted at medical students going on international electives. Please also review the [International Electives Policy](#).

<b>BEFORE ELECTIVE</b>
<p><b>1. Make sure your passport is up to date—you cannot travel if your passport will expire within 6 months of departure.</b></p>
<p><b>2. Decide Where to Go</b></p> <p>Options:</p> <ul style="list-style-type: none"> <li>• <a href="#">Global Health Program Field Station</a></li> <li>• <a href="#">IFMSA Exchanges</a></li> <li>• <a href="#">European Elective</a></li> <li>• Independent Elective (self-organized)</li> </ul> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>• Submit interest by January 31 (For Field Stations; all others submit at least 6 weeks before departure) via the <a href="#">application form</a>.</li> </ul>
<p><b>3. Decide if you are doing a research project - contact <a href="mailto:ghfomd@ualberta.ca">ghfomd@ualberta.ca</a> for further info</b></p>
<p><b>4. Complete the Forms</b></p> <p><i>Undergrad Medical Students Application Form and Checklist</i> can be found <a href="#">here</a>. Within this form, you will be asked to provide your goals and objectives for your elective.</p> <p>If you are applying for a UME Global Health Field Station, please complete the required questions (those with a red asterisk) by January 31 the year you hope to go abroad so we get an idea of the interest level for our field stations. All others must submit their forms at least 6 weeks prior to departure.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Complete the <a href="#">application form</a>. <i>Submit interest by January 31st (for Field Stations). Go back and edit your submission as you complete these checklist items.</i></li> </ul>
<p><b>5. Take the 12-hour Global Health Education &amp; Advocacy Elective</b></p> <p>To be eligible to participate in international electives, students -- including those organizing independent electives, and registering for European electives -- are required to take the <a href="#">12 Hour Global Health Education &amp; Advocacy Elective (GHEA)</a>. Residents attending PGME international electives are exempt from this requirement. Contact <a href="mailto:o.globalhealth@gmail.com">o.globalhealth@gmail.com</a> with questions</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Go to the <a href="#">GHEA webpage</a> on the Community Engagement website to sign up for their email list &amp; view the elective syllabus, then submit your Assess.Med form to indicate interest in the elective</li> <li>• Attend at least 12 hours of GHEA events</li> <li>• Your Assess.Med elective form will be accepted by the end of the year if you have completed the elective</li> </ul>
<p><b>6. Complete Pre-Departure Training</b></p> <p>Step 1. <a href="#">UAI Pre-Departure Orientation</a>            Step 2. Global Health Program Pre-Departure Training Day prior to departure (Spring each year)</p>

**Action Items:**

- UAI Pre-Departure Orientation: Go to [eClass here](#) and enter the enrollment key Medicine23 if departing before May 1, 2024 and Medicine24 if departing after May 1, 2024.
- **Have the above completed by & attend the** Global Health Program Pre-Departure Training Day. You will be emailed the date, time and location of this event in the Spring.

## 7. Register your Elective

You must register your elective according to the [MD Electives Program Policy & Procedures](#).

Please read the full #7. Checklist item on the [“Steps to Going Abroad” webpage](#) for full information on this step.

**Action Items:**

*First year students:*

- Register in MED 518. Register for Spring and Summer Electives (A and B) through Beartracks (MED 518A/B) by Apr 30 the year you intend to complete the elective.

*Second year & up:*

- Register in MED 528 (A and B). Students who have completed their third academic year register in MED 547 and students who have completed their fourth year register in MED 557.

## 8. Meet with a Faculty Advisor - *Global Health Field Stations Only*

Learners who have chosen a field station elective will be invited to a meeting with the faculty advisor familiar with the site to give further details about the site, expectations, and preparations necessary for the elective. Host institution applications and requirements may be provided at this time.

## 9. Listen to a Vodcast

Students/residents are required to listen to an important [Health Vodcast](#) (60 minutes).

**Action Item:**

- Listen to the “Before You Go” vodcast on health & safety

## 10. Off-Campus Activity & Travel Policies // Health & Safety Travel Advice

**Action Items:**

- Review the [Off-Campus Activity and Travel Policy](#)
- Check [Global Affairs Canada](#) regularly for [travel advice and advisories](#)
- Ensure that you have met all applicable entry/exit requirements of your destination (e.g. you may require a work or study visa rather than a tourist visa)
- Take care to respect all laws and regulations of the destination country
- Be sure to speak with a health professional well before travel about recommended vaccines for the destination.
- Register with the University's [UGo Off-Campus Travel Registry](#) and [Government of Canada's Registration of Canadians Abroad](#) so that you will receive information from the University and the Government of Canada in the event of an emergency or crisis situation
- Use the [International SOS](#) service for further planning and emergency assistance. Ensure that you have appropriate travel insurance in place (including emergency health insurance and personal travel insurance) and take your travel cards/contact numbers with you. Students travelling abroad should read through the [U of A's information on travel health insurance](#). Students have some coverage from the University but some exclusions apply.
- For more information and resources visit University of Alberta International's website about [Safety & Security Abroad](#)
- Students will need to arrange their own trip cancellation insurance

## 11. Think about Insurance - go to [“Steps to Going Abroad” webpage](#) for full information on this step.

**12. Get approval letter (if required) - go to [“Steps to Going Abroad” webpage](#) for full information on this step.**

**13. Get immunized**

**Action Items:**

- Arrange a consultation at a travel clinic if attending an elective in a Low or Middle Income Country (LMIC). Adhere to the recommendations of a medical professional regarding vaccination and medical prophylaxis based on the location of your elective.
- Arrange to have a pre-travel TB test and ensure to receive a post travel TB test.

**14. Get your Visa (if required)**

**Action Items:**

- Apply for a Visa (if required), noting the processing time for the location of your elective. Try to apply with at least 1 month's notice (up to 6 months for Kenya)

***DURING ELECTIVE***

**15. Email the Global Health Program When You Arrive**

Medical students taking electives abroad are required to email the Global Health program once they arrive at their elective site to let us know you arrived safely and send us some highlights of your experience a couple of times during your elective.

**Action Items:**

- Email Global Health Program at [ghfomd@ualberta.ca](mailto:ghfomd@ualberta.ca) once you arrive at your elective location

***AFTER ELECTIVE***

**16. Post-Elective Debrief Session**

All students who take international electives -- including those attending European Electives -- must attend a post-elective debrief session with the Director of the Global Health program.

**Action Items:**

- Attend post-elective debrief session with the Global Health Program. Details will be emailed to you.