

International Student Extramural Application Process

UC Irvine School of Medicine accepts international students only from schools with which we have an exchange agreement. They are:

- Israel — Ben Gurion University of the Negev
- Japan — Miyazaki Medical College
- Japan — Jichi Medical University
- Korea — Yonsei University College of Medicine
- Norway — University of Oslo
- Philippines — University of Santo Tomas, The Catholic University of the Philippines
- Poland — Jagiellonian University Medical College
- Taiwan — Taipei Medical University
- Taiwan — Kaohsiung Medical University
- United Kingdom — University of Southampton

The student applicant's home school representative must send the elective request via e-mail to the UC Irvine School of Medicine scheduling representative at comextra@uci.edu.

The student also must provide the following information (ALL paperwork must be written in English):

Pre-application checklist

_____ One (1) letter from the home institution's dean or representative that includes:

- The student's class standing — A statement that the student is in good standing at the home school and is eligible to receive academic credit from his/her home institution for elective courses taken at UC Irvine.
- The expected date of completion of the student's Doctor of Medicine degree
- Confirmation of completed clerkship rotations equivalent to the required third-year core clerkships at UC Irvine. The clinical clerkship must have been a minimum of four (4) weeks in length, and must have been taught and performed in a country in which English was the native tongue. Please note: The experience must consist of direct patient care; clinical work in radiology does not meet this requirement.
- A complete description of the applicant's clinical skill level, basic fund of medical knowledge, rapport with patients/staff/faculty, note-taking and case-presentation abilities, and any other details about the applicant's clinical performance.
- A statement that the student is proficient in verbal and written English.
- Proof of criminal background check.
- Proof of respiratory protection equipment fit test
- Proof of personal health and accident insurance
- Certification that the applicant has met all pre-eligibility requirements to complete up to four weeks of rotations at the University of California, Irvine, School of Medicine.

_____ **Immunization Form A** (note: Students who have had hepatitis B, hepatitis C or HIV infections **must** consult with the Associate Dean of Student Affairs before beginning a rotation at UC Irvine.)

- Proof of a current negative tuberculin skin test or chest X-ray report (less than one year prior to enrolling at UC Irvine)
- Proof of immunity to rubeola, rubella, and varicella (titers)
- Proof of TDap (tetanus-diphtheria-pertussis) within the last 10 years
- Proof of hepatitis B vaccine series; proof of protective immune titer
- Current influenza vaccine

_____ **Attestation statement form B**

_____ **HIPAA (Health Insurance Portability and Accountability Act) compliance** — This requirement can be completed on line at <https://apps.research.uci.edu/tutorial/>. Make a printout of your verification of tutorial completion.

_____ **Sign Fingernail and Hand Hygiene Policy Form C**

_____ **Student official transcript** — The official transcript must contain all courses taken during the entire medical education, including all grades for each course. If the grading on the official transcript is different than grading valid for all U.S. schools, the transcript must be translated and grading scale enclosed with the official transcript

_____ Passport-type photo

This student has met all pre-eligibility requirements to complete up to four (4) weeks of rotations at the University of California, Irvine, School of Medicine.

Medical Education Scheduling Program Representative _____

Date _____

Application Procedures

You must apply through your home school representative. Applications will not be accepted directly from the student.

Due to the large number of students from U.S. medical schools who enroll in UC Irvine School of Medicine programs, space for international students is limited to four (4) students per school for duration of up to four (4) weeks.

A separate application must be completed for each elective and returned at least four (4) months before beginning the elective. Each application requires an official transcript for international students. Please include a current photograph with your application to assist in the evaluation process.

If an incomplete application is received, we will notify your home school regarding the missing documents. The incomplete application will be held for two (2) weeks, after which time your tentative spot will be forfeited if the required documentation is not received.

Once the eligibility process has been completed, the application will be forwarded to the department for approval by the course director. Please note that international applicants must meet all requirements listed below to be eligible to apply for the Extramural Student Program.

Applicants must:

- Be a senior qualified student, enrolled in the final 12 months (often referred to as the sixth/practical year) of medical school prior to receiving the Doctor of Medicine degree.
- Be in good academic standing at his/her home institution.
- Be eligible to receive academic credit from his/her home institution for elective courses taken at UC Irvine.
- Have completed clerkship rotations equivalent to the required third-year core clerkships at UC Irvine School of Medicine.
- Submit the elective request at least four (4) months prior to the start date of the elective.
- Receive an acceptance no later than two (2) months prior to the start of your rotations. Please do not make travel plans or arrive until you have an approval letter.

The scheduling representative in the Office of Student Affairs will request all eligibility documents listed in the pre-application checklist from the international student. Once all paperwork is compiled, the scheduling representative will submit the packet to the Associate Dean of Clinical Education for approval.

Meeting eligibility requirements does not guarantee a space in the Extramural Student Program.

Once the student has been approved, the scheduling representative will email the student a confirmation notice of the tentative hold for the elective.

The student must email the scheduling representative a confirmation of his/her continued interest in the dates for the elective within two (2) weeks or he/she will forfeit his/her space in the elective process.

Extramural Student Program

The scheduling representative will email the school program representative when the application packet is approved. Applications take two to three (2-3) weeks for review and approval or denial.

Rotations are limited by capacity. Due to these limits, UC Irvine accepts a maximum of four (4) students per school per year for up to four (4) weeks. UC Irvine students receive preference on all rotations. Departments have final say in the number of students allowed to rotate at any given time.

The international student must contact the site coordinator or person to whom they should report, which is listed in Section III of the application, at least two weeks prior to the start of the elective. Students will be required to complete the UC Irvine computer training (CBT) prior to beginning the elective.

Evaluations for extramural students are not maintained in the Office of Student Affairs. Elective evaluations from the medical student's school must be submitted to the department by the school or student while the student is taking the elective.

Under no circumstances may a student begin an elective prior to final authorization by UC Irvine School of Medicine.

If it becomes necessary to cancel an elective, the student must contact the specific department offering the elective and the scheduling representative via email at <mailto:comextra@uci.edu>.

Departments cannot, under any circumstances, pre-approve an international student for an elective. All eligibility requirements for international students must be processed through the scheduling representative in the Office of Student Affairs. The final application must be approved by the Associate Dean of Clinical Education.

Each application is reviewed individually. All items on the pre-application checklist should be mailed **four (4) months prior** to the requested rotation. Be sure to include an email address on **all** correspondence.

Once the School of Medicine has determined that all eligibility requirements have been met, the student's name and pre-eligibility information will be sent to the appropriate departmental staff member for scheduling of the elective. A checklist of required documents will be included in the packet. The completed application must include the home institution's original **SEAL** affixed to Section II.

Scheduling Program Coordinator
Office of Medical Education, Bldg. 22A, Route 81, Room 2108
UC Irvine Medical Center
101 The City Drive South Orange, CA 92868
Email: comextra@uci.edu

Housing Information

UC Irvine does not provide housing to extramural students. A list of private home owners who are willing to rent an extra room and bathroom may be sent to the student, with the arrangement to be made directly between the student and the homeowner.

Each homeowner on the list is free to determine his/her criteria for rental (rental fee, deposit, laundry/kitchen privileges, etc.). The mean rate usually ranges from \$375 to \$450 per four-week stay.

It is expected that the student will honor the homeowner's privacy and property at all times. Violation of this policy may result in the student's dismissal from the program.

Students may also view off-campus housing information at <http://www.housing.uci.edu/och/>