DIRECTIONS & INFORMATION
FOR PROSPECTIVE FOREIGN/ VISITING STUDENTS

Mount Sinai School of Medicine (MSSM) accepts visiting students into the Elective Program based upon several criterion, one of which is availability. Electives in various departments are offered by the Medical School Faculty at the following locations:

Mount Sinai Medical Center
Elmhurst Hospital
Bronx Veterans Medical Center

The hospitals listed above are the only institutions in which foreign students are allowed to complete electives, if approved. Inquiries regarding specific electives offered at MSSM and its affiliates should be made directly to the Foreign/Visiting Student Coordinator, Jeanneth Persaud, in the Office of the Registrar, 1468 Madison Avenue, at 100th Street, Annenberg Building, 13th Floor, Room 13-30. Students who do not meet all the criteria will not be accepted. All applications are subject to approval by the Dean of the Mount Sinai School of Medicine.

VISA: If you are accepted to complete an elective at Mount Sinai, please note you must obtain an F-1 Short Term Visa to participate in the program. Other institutions in the United States may allow you to participate under a different visa status. Unfortunately, there are no exceptions in the Mount Sinai program. You must obtain an F-1 visa to participate.

The following documents must be sent to the Foreign/Visiting Student Coordinator before your application can be considered for placement:

COMPLETED APPLICATIONS: Applications must be submitted 8 - 9 months in advance. Applications must be completed in its entirety with the Dean’s or Registrar’s signature from your school along with the school seal. Be sure your e-mail address is clearly written and legible on your application. Required clinical rotations must be entered in the space provided on the application, or the application will be considered incomplete and will not be processed.

NON-REFUNDABLE APPLICATION FEE: This $500.00 (US) fee must be paid in the form of Traveler’s Check, International Money Order or Bank Draft drawn under a bank in the United States of America. No other source of payment will be accepted. We are not set up for a wire transfer. This application fee must accompany your application with all the required documents on the checklist or your application will not be processed. This fee does not guarantee you an elective and it is non-refundable.

MOUNT SINAI MEDICAL STATUS FORM: The Medical Status Form must be completed by a medical provider or student health service. A copy of all applicable lab reports must accompany your application. If your Tuberculosis skin test (PPD) is positive, you must submit a chest x-ray within one year from the time the PPD test was taken to the end of your expected elective period. All results must be in English, if you are from a non-English speaking country, then you must have it officially translated in English.

TOXICOLOGY (DRUG SCREENING) Required for rotations beginning January 1, 2012:
If you are approved for an elective starting after January 1, 2012 you must provide us with the report of a Toxicology Screen taken in your country. This report must be within a year from the time you take the test to the end of your rotation, or if your school requires one, a copy from your student record will suffice. If you are living in a non-English speaking country, then you must have it officially translated to English.

Revised February, 2011
**SCHOOL TRANSCRIPT**: Official School Transcript, in English, listing all courses you have completed in your medical school. Your transcript must be on the school’s letterhead with the school’s seal and signature of a school official. This must be officially translated in English if you are from a non-English speaking country.

**GOOD STANDING LETTER**: Letter of Good Standing from the Dean’s Office of your medical school.

**SCORES OF EXAMINATION**: A required passing score on USMLE-Step 1 as administered by the NBME. If the applicant has not taken this examination, a letter must be submitted from the Dean of the applicant’s medical school stating that the student has passed basic science examinations similar to the USMLE-Step 1, thereby requesting that this requirement be waived.

**TOEFL TEST**: This test is required by all students from a non-English speaking country. You must receive a score of 22-30 in each category in order to qualify for our program.

**CURRICULUM VITAE (CV)**: Must accompany your application.

**APPLICATIONS**: Please note, we do not acknowledge receipts of applications.

**ACCEPTANCE/DENIAL**: An acceptance or rejection letter will be sent to the student via e-mail about 10 - 12 weeks or sooner if possible before the requested start date, providing that your application arrived 8 – 9 months in advance. Note: The original dates requested may change if the department has a specific elective block or if the date originally requested is not available. If the student is accepted, he/she must confirm acceptance via e-mail.

**MANDATORY STUDENT HEALTH FEE OF $50.00 (US)**: This fee is payable on the first day of your elective by either credit card or check. This fee allows access to our Student Health facilities for minor illnesses. IT DOES NOT REPLACE COMPREHENSIVE HEALTH INSURANCE.

**TUITION**: Students enrolled in the Foreign Medical Schools program will be charged tuition of $1,000.00 (US) per month on a pro-rate basis (maximum of 3 months), which must be paid in full on the first day of the elective.

**REGISTRATION**: On the first day of the elective, the student must report to the Office of the Registrar, located at 1468 Madison Avenue, at 100th Street, Annenberg Building, 13th Floor, Room 13-30 in order to be officially registered. The student must present the following:

- Acceptance Letter from the Office of the Registrar
- Letter of Eligibility from New York State Department of Education
- Infection Control Certificate of Completion
- Toxicology/Drug Test Report (must be completed after receipt of the acceptance letter)* *(required for rotations beginning January 1, 2012)*

**CANCELLATION**: Final confirmation of acceptance into an elective is binding unless unforeseen circumstances make participation impossible for the candidate. In this case, the candidate must notify the Foreign/Visiting Student Coordinator immediately.

**DRESS CODE**: Professional wear and comfortable shoes are recommended. No jeans or sneakers. Slacks, skirts, dresses and loafers are acceptable.

**LCME REQUIREMENT**: Please familiarize yourself with the MSSM policy addressing student exposure to infectious and environmental hazards by visiting our Web site, http://www.mssm.edu/studnets/infection.