

## **DIRECTIONS & INFORMATION FOR PROSPECTIVE VISITING STUDENTS**

Mount Sinai School of Medicine (MSSM) accepts visiting students on a space available basis into the Elective Program. Electives in various departments are offered by the medical school faculty at The Mount Sinai Medical Center, the Bronx Veterans Affairs Medical Center, Cabrini Medical Center, the City Hospital Center at Elmhurst, Queens Hospital Center, the Englewood Hospital (New Jersey), Jersey City Medical Center, Newark Beth Israel Medical Center and St. Barnabas Medical Center.

Inquiries regarding specific electives offered at MSSM and its affiliates should be made directly to the department at the appropriate institution or the contact person listed in the Electives Program catalogue found on line at our web site [www.mssm.edu](http://www.mssm.edu). Registration for electives in affiliate hospitals must be completed on the first day of the elective at MSSM. The processing fee and student health fee will be collected at that time. It is imperative that all prospective visiting students fulfill the criteria stated in the *Students Matriculated at Other Institutions* section in the catalogue. 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.

**It is suggested that you telephone the department first to determine availability of dates and then send the following materials to the department. If applying for more than one elective, Xerox application and medical status form and send a complete application for each elective:**

**Completed application:** The application must contain all requested information and documentation from both the student and the appropriate Dean of the student's school, including the Dean's signature and school seal.

**Completed Medical Status Form:** Have your Medical Health Provider complete and send a copy with the application directly to the department in which you wish to do the elective.

After confirming dates, send application to:

DEPARTMENT NAME  
INTERNAL BOX #  
Mount Sinai School of Medicine  
One Gustave L. Levy Place  
New York, NY 10029

**DEPARTMENTS ARE ONLY RESPONSIBLE FOR APPROVAL OF REQUESTED DATES. ALL OTHER REQUIREMENTS REGARDING APPLICATION INFORMATION, MEDICAL STATUS FORM AND RECIPROCITY GUIDELINES MUST BE APPROVED BY THE OFFICE OF THE REGISTRAR. NO SUBSTITUTIONS FOR THE OFFICE OF THE REGISTRAR'S REQUIREMENTS WILL BE ACCEPTED.**

### **ACCEPTANCE:**

The application will be returned to the student either accepting or rejecting the student.

Note: The original dates requested may have been changed by the department.

**PROCESSING FEE:** Non-refundable \$100 due on first day of elective. No cash or credit cards, please.

**MANDATORY STUDENT HEALTH FEE OF \$40:** payable on first day of elective (no cash or credit cards, please). Allows access to our Student Health facilities for minor illnesses. **DOES NOT REPLACE COMPREHENSIVE HEALTH INSURANCE.**

**TUITION:** Since MSSM allows its own students to take electives at LCME or AOA approved schools, tuition will not be charged to visiting students from LCME or AOA approved institutions that do not charge tuition to MSSM students. If this reciprocity does not exist, the student will be charged \$400 per week per elective. This tuition fee must be paid prior to enrollment in any elective at MSSM or its affiliates.

**REGISTRATION:**

**IN ADVANCE of YOUR ARRIVAL (the Wednesday Prior), FAX YOUR COMPLETED and SIGNED APPLICATION FORM TO THE VISITING STUDENT OFFICE**  
**At 212/369-6013**

On the first day of the elective, the student must report to the Office of the Registrar, located at 100<sup>th</sup> Street and Madison Avenue, Annenberg Building, 5<sup>th</sup> Floor, Room 16. in order to register. The student must present the following:

**A non-refundable check or money order for \$100 made out to the Mount Sinai School of Medicine. This fee will cover all electives taken during the current academic year (July through June).**

**Completed and approved original application and Medical Status Form (unless FAXED prior).**

**LCME REQUIREMENT:** Please familiarize yourself with the MSSM policy addressing student exposure to infections and environmental hazards by visiting our web site <http://www.mssm.edu/students/infection>

**CANCELLATION:**

Final confirmation of acceptance into an elective is binding unless unforeseen circumstances make participation impossible. In this case, students should notify the department immediately.