

## INSTRUCTIONS FOR VISITING INTERNATIONAL STUDENTS

### APC ELECTIVES ARE NOT OPEN TO VISITING STUDENTS

The University of Texas Medical School at Houston welcomes visiting medical students to its fourth-year elective program as space is available. The electives are one-month in duration **beginning on the first day of each calendar month and ending on the last day of that month**. Visiting students are limited to no more than **two (2) one-month electives**.

Each application provides for one department choice with three choices of courses and dates. A separate application must be submitted for each department. You will be notified by e-mail if space is available in the time period you have requested.

If you are applying for the senior year beginning July 2008, you should know that departments do not review elective applications until UT-HMS students' schedules are finalized which will occur by the end of May 2008. After that time all applications will be processed as soon as all the required materials and verifications are received. Applications are not accepted for the month of July

If your application is for the 2008-2009 school year (starting in July 2008) please note that you must have taken and passed the United States Medical Licensing Examination **Step 1**. **Please provide a copy of your official score report, front and back, showing scores for USMLE 1.**

### Application Procedure

Applications are available by writing to:

Office of Students Affairs  
Senior Elective Program

The University of Texas Medical School at Houston  
6431 Fannin, G400  
Houston, TX 77030

*Please list your mail address and the specialties that interest you.*

### Requirements:

*The following must be ORIGINAL documents in English. Photocopies or fax copies will NOT be accepted.*

1. Official medical school transcript. (Must list courses taken and notation of level of achievement in each course.)
2. Dean's letter and two clinical faculty letters of recommendation.
3. Verification that you have completed all your clinical rotations which include **OB/GYN, Pediatrics, Surgery, Psychiatry, and Internal Medicine**.
4. Verification of malpractice insurance coverage (available thru UT-HSC for a small fee if your school does not cover you for electives at other institutions).
5. Verification of Immunizations, including the completion of Hepatitis B vaccination series or proof of immunity.
6. Proof of health insurance coverage.
7. Medical evacuation and repatriation coverage (available through The University of Texas for \$15.)
8. If you are attending medical school in a country whose official language is **NOT** English, you must provide either a notarized statement that English is your native language **OR** a certificate of completion of a course in the English language stating your proficiency in written and spoken English.
9. A \$250 (USD) per month **non-refundable** application fee for each application. Application fee **must** be a cashier's check or money order drawn on a U.S. bank and made payable to "UT-HSC". **Please do not send personal check or cash.** There is a \$100 (USD) charge for any change to your approved application.
10. Imprint of your official school seal is required on the application.
11. All above mentioned documents and application fee must be received in the Office of Student Affairs **at least four months before the requested elective start date**.
12. Upon approval for a medical elective and in accordance with university policies and federal regulations, all non-U.S. citizens must follow directions from the University of Texas Office of International Affairs. Upon acceptance for a medical elective an international visitor advisor from The University of Texas Office of International Affairs will contact you to provide you with vital information on how to apply for your F-1 Student Visa, which is the **ONLY** (student) visa accepted by this institution. *If your visa is granted*, your first obligation under the F-1 visa mandates a visit to the University of Texas Office of International Affairs upon your arrival in Houston.

If you need further information, please contact Jamie Munsinger @713-500-5167 or [Jamie.d.munsinger@uth.tmc.edu](mailto:Jamie.d.munsinger@uth.tmc.edu).

*It is your responsibility to insure that all the above requirements are met; we will NOT contact you if you fail to provide the materials required.*

*A student's home institution will be notified if a student fails to appear for an accepted elective.*

### Electives Catalog Website

Our elective catalogue is located at <http://med.uth.tmc.edu/students-current/elective-catalog-2008.htm> you wish to review our electives; however, you must apply by requesting/submitted an application.

### Housing

We are unable to provide housing or parking for visiting students; however, you may contact Favrot Tower Apartments at 713/797-0962 or [favrot@texmedctr.tmc.edu](mailto:favrot@texmedctr.tmc.edu) or the Linda Vista Apartments at 713/799-8424 or [marylee@pdq.net](mailto:marylee@pdq.net).