



THE WARREN ALPERT MEDICAL SCHOOL OF BROWN UNIVERSITY
International Medical Student Exchange Program Overview

Congratulations,

You have been recommended to the Warren Alpert Medical School of Brown University (AMS) as an exchange student as part of our agreement with your home institution. Here is an overview of the process required to assist you as you complete the enclosed DS-2019 Information Sheet and Clinical Elective Application for your exchange at The Warren Alpert Medical School.

Best regards,

International Exchange Program Team
The Warren Alpert Medical School of Brown University

OVERVIEW OF ADMINISTRATIVE PROCESS

- I. A minimum of four months (six months preferred) is required to process your application. Applications not received within this timeline *may* need to be scheduled for a later date than was originally requested. All required documentation should be submitted via email to AMS-Exchange@brown.edu.
- II. We will confirm receipt of your documentation via email. You will be notified if any application materials are missing or need further clarification.
- III. Brown University will issue you a DS-2019. The DS-2019 form, also called a "Certificate of Eligibility", is the document that allows you to apply for a J-1 visa. Your DS-2019 will be sent to you electronically from Brown.
- IV. A J-1 visa is required for international exchange students to the USA. For additional visa information visit the [U.S. State Department website](#).
- V. It is a requirement of both Brown University and for the DS-2019 for exchange students to carry **health insurance** for the duration of their stay. Required coverage limits are specified on the Memo of Understanding. The Memo of Understanding attests to your acknowledgment of this requirement. Students have the option of purchasing an insurance package with the required limits from Gallagher Health. More information on that package is available here: Haylor, Freyer & Coon Inc.
- VI. Malpractice insurance is provided to exchange students by Brown University.
- VII. A note about clinical electives:
 - a. The availability of clinical electives varies and cannot be relied upon to fulfill an exchange student's degree requirements at their home institution.
 - b. The start and end dates of clinical electives are fixed and cannot be changed.
 - c. Students are asked not to contact the staff at the hospitals or other clinical settings. All questions regarding clinical electives should be directed to AMS-Exchange@brown.edu.
 - d. At the end of your stay, you will be given a certificate of completion for each completed clinical elective as documentation for your home institution.

International Exchange Student Application for Clinical Elective Rotations DS-2019 Information Sheet

Today's Date (Month/Day/Year): _____

First Name: _____ Middle Name: _____ Last Name: _____

Country of Citizenship: _____ Gender: _____ Date of Birth (Month/Day/Year): _____

Email Address: _____ Phone Number: _____

Mailing Address: _____

Name of Home Institution: _____

Country of Home Institution: _____

How many months will you be at Alpert Medical School (AMS)? (this will be governed by the exchange agreement your home school has with AMS.)

Start date of first elective (Month/Day/Year): _____

End date of final elective (Month/Day/Year): _____

Students must include the following documents with this application:

1. DS2019 Documents:

- Student verification form to be completed by Dean or Registrar from your home school
- Health insurance memo of understanding for J-1 Visa Students
(proof of insurance coverage must be provided **in English** at least 4 weeks prior to arrival)
- Bank sponsor verification form
- Bank statement
- Copy of passport biographical page
- Documentation of English proficiency: [Please visit this link](#) for more information. Note: we are unable to accommodate an in-person or video conference interview to fulfill this requirement.

2. Current Curriculum Vitae (CV)

3. Current Official Academic Transcript

4. Brown University immunization form

5. Color Photo (Headshot in .jpeg format)

6. Banner ID Request: [Please complete this form](#) to request a Banner ID.

7. HIPAA training: Instructions at the end of this packet

8. OSHA training: 1) You may fulfill the requirement by [taking this online course](#) (for a fee)

2) Please include a certificate of completion with your application

International Exchange Student Application for Clinical Elective Rotations

Student Name:

I certify the following statements are true:

- I have read the [Principles of the Brown University Community](#) and pledge to adhere to them.
- I understand that the availability of clinical electives varies and cannot be relied upon to fulfill my degree requirements at my home institution.
- I acknowledge that I am currently enrolled and in my LAST year of Medical School, graduating within 12 months of placement.

Student Signature:

Date:

J-1 Student Verification Form

To be completed by Dean or Registrar of your home institution

	YES	NO	OTHER	COMMENTS
This student is in good academic standing at this institution.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
This student will be in their final year of medical school at the time of the elective(s).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
This student meets the J-1 English proficiency requirements. Supporting documentation must be attached.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
This program is a total of _____ years.				
This student is expected to graduate in (Month/Year): _____				
This student will have successfully completed these core clerkships by the dates listed below:				
Clerkship		End Date	Clerkship	End Date

Printed Name: _____

Title: _____

Institution: _____

Signature: _____ Date: _____

School Seal

Health Insurance Information for J-1 Exchange Visitors

U.S. Department of State regulations require all J-1 Exchange Visitors and their accompanying J-2 dependents to have health insurance throughout the period of participation in the Exchange Visitor Program. Minimum acceptable coverage would provide:

- medical benefits of at least \$100,000 per accident or illness
- repatriation of remains in the amount of \$25,000
- expenses associated with medical evacuation in the amount of \$50,000
- deductible not to exceed \$500 per accident or illness

Insurance coverage backed by the full faith and credit of the exchange visitor's home government also meets this requirement.

If you choose to buy your own health insurance coverage from another source, the insurance corporation underwriting the policy must have one of the following ratings:

- an A.M Best rating of "A-" or above
- an Insurance Solvency International, Ltd. (ISI) rating of "A-i" or above
- a Standard & Poor's Claims paying Ability rating of "A-" or above
- a Weiss Research, Inc. rating of "B+" or above
- a Fitch Ratings, Inc. rating of "A-" or above
- a Moody's Investor Services rating of "A3" or above

HEALTH INSURANCE MEMO OF UNDERSTANDING for J-1 Exchange Visitors

Please complete and bring with you as you check in at the Office of International Student and Scholar Services (OISSS), upon your arrival at Brown University.

I understand that the U.S. Department of State requires all participants in Exchange Visitor Programs and their accompanying dependents to have health and accident insurance at the required minimum level of coverage.

I understand the cost of this insurance.

I understand that U.S. government regulations require the University to notify the U.S. Department of State and to terminate my J-1 status if they determine that my family members or I willfully fail to comply with the insurance requirements.

I understand the health insurance requirements, the costs involved, and the need to maintain the insurance throughout my stay at Brown University.

I understand that by signing this form I am not enrolled in health insurance automatically and that I am responsible for the purchase of such health insurance.

Name of Insurance

Company: _____

Policy Number: _____ **Phone number of insurance company:** _____

Name: _____

Signature: _____ **Date:** _____



**International Exchange Student Application for Clinical Elective Rotations
DS-2019 Bank or Sponsor
Verification Form**

For presentation at Brown University (host university)

To be completed by an official at student's bank.

Visiting students must provide proof of personal funds in the amount of a minimum of \$2,770 USD per month for the duration of their stay.

I. Concerning the applicant himself/herself:

This is to certify that Mr./Ms. _____ will have a total of
\$ _____ available for the purpose of studying in the U.S.A.

II. Concerning parents or sponsor of the applicant:

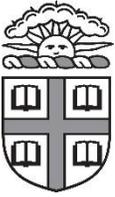
This is to certify that Mr./Ms. _____ will have a total of
\$ _____ available for the purpose of supporting Mr./Ms. _____
during his/her studies in the U.S.A.

Place/Date

Name of Bank

Signature/Stamp

III. PLEASE ATTACH A BANK STATEMENT



BROWN

Visiting Medical Student Required Immunizations, Titers & Tuberculosis Screening

Brown University requires all visiting medical students to provide written documentation of the following on the Visiting Medical Student Immunization, Titers & Tuberculosis Screening Record:

- COVID-19
A record of a one or two dose COVID-19 vaccine series and a booster. Please know that some clinical sites will require a Bivalent booster dose.
- Hepatitis B
A record of a Hepatitis B vaccine series. After series completion, a **quantitative** Hepatitis B Surface Antibody titer must be completed, a copy of the lab report must be submitted.
- Measles, Mumps and Rubella (MMR)
A record of two (2) MMR vaccines **OR** two (2) doses of Measles, two (2) doses of Mumps and one (1) dose of Rubella; **OR** serologic proof of immunity for Measles, Mumps and Rubella. History of disease is not acceptable. A copy of the lab reports must be submitted.
- Meningococcal A, C, Y, W-135
Required for students 22 years old or younger: dose must be given after 16th birthday.
- Tetanus/Diphtheria/Pertussis (Tdap)
One dose of adult Tdap. If the last Tdap dose is more than 10 years old, then a Tetanus Diphtheria (Td) or Tdap booster is required.
- Varicella
A record of two Varicella vaccines **OR** if a history of chickenpox disease, serologic proof of immunity for Varicella (chickenpox) is required. History of disease alone is not acceptable. A copy of the lab report must be submitted.
- Tuberculosis Screening
A record of **two** tuberculosis skin tests (TST) – spaced 1-3 weeks apart **OR** one IGRA blood test (Quantiferon Gold/T-SPOT), completed **within 6 months** prior to arrival at Brown. If there is a positive result to either test, documentation of a negative chest x-ray **and** history of latent TB treatment must be submitted.
- Influenza Vaccine
A record of the seasonal Influenza vaccine

PLEASE NOTE: ANY DEVIATION FROM FULFILLING ALL OF THE ABOVE HEALTH REQUIREMENTS WILL CAUSE YOUR APPLICATION PACKAGE TO BE RETURNED TO YOU AND DELAY PROCESSING



BROWN

Health Services
450 Brook St
Providence, RI 02906
401-863-3953

Visiting Medical Student Immunizations, Titters & Tuberculosis Screening Record

Name _____ Date of Birth ____/____/____
Last First Middle mm dd yy

REQUIRED IMMUNIZATIONS

COVID-19 A record of a one or two dose COVID-19 vaccine series AND a booster dose. Some clinical sites will require a Bivalent booster dose.				
COVID-19	Date of Dose #1: Specify brand:	Date of Dose #2 (if applicable): Specify brand:	Date of Booster Dose: Specify brand:	Date of Bivalent Booster Dose: Specify brand:
Hepatitis B 3 doses of Engerix-B, Recombivax or Twinrix, OR 2 doses of Heplisav-B, followed by a QUANTITATIVE Hepatitis B Surface Antibody (titer) drawn 4-8 weeks after the last dose. If negative titer complete a second Hepatitis B series followed by a repeat titer.				
Hepatitis B 3-dose vaccines (Engerix-B, Recombivax, Twinrix)	Date of Dose #1:	Date of Dose # 2:	Date of Dose #3:	
Or Hepatitis B 2-dose vaccine (Heplisav-B)	Date of Dose #1:		Date of Dose # 2:	
<i>And</i> Quantitative Hepatitis B Titer	<input type="checkbox"/> positive <input type="checkbox"/> negative		Date:	Copy of lab result required
Secondary Hepatitis B Series Only if negative titer after primary series	Date of Dose #1: Specify Brand:	Date of Dose # 2: Specify Brand:	Date of Dose #3 (if applicable): Specify Brand:	
Measles, Mumps, Rubella (MMR) 2 doses of MMR vaccine OR 2 doses of Measles, 2 doses of Mumps and 1 dose of Rubella; OR serologic proof of immunity for Measles, Mumps and Rubella. Choose only one option.				
Option 1: 2 doses of MMR vaccine				
MMR 2 doses of MMR vaccine	Date of MMR Dose #1: Must be at 12 months after birth or later		Date of MMR Dose #2: Must be at least 1 month after first dose	
Option 2: 2 doses of Measles, 2 doses of Mumps and 1 dose of Rubella; OR serologic proof of immunity for Measles, Mumps and Rubella				
Measles (Rubeola) 2 doses of measles vaccine OR positive titer	Date of Dose #1: Must be at 12 months after birth or later	Date of Dose #2: Must be at least 1 month after the first dose	Or Measles Titer <input type="checkbox"/> positive <input type="checkbox"/> negative Date: Copy of lab result required	
Mumps 2 doses of mumps vaccine OR positive titer	Date of Dose #1: Must be at 12 months after birth or later	Date of Dose #2: Must be at least 1 month after the first dose	Or Mumps Titer <input type="checkbox"/> positive <input type="checkbox"/> negative Date: Copy of lab result required	
Rubella (German Measles) 1 dose of Rubella vaccine OR positive titer	Date of Dose #1: Must be at 12 months after birth or later		Or Rubella Titer <input type="checkbox"/> positive <input type="checkbox"/> negative Date: Copy of lab result required	

Name _____ Date of Birth ____/____/____
 Last First Middle mm dd yy

REQUIRED IMMUNIZATIONS

Meningococcal Required for students 22 years old or younger: dose must be given after 16 th birthday			
Meningococcal Vaccine <input type="checkbox"/> Menactra <input type="checkbox"/> Menomune <input type="checkbox"/> Menveo <input type="checkbox"/> Other:	Date of Dose #1:	Date of Booster Dose (if first dose given before 16 th birthday):	
Tdap (Tetanus-Diphtheria-Pertussis) 1 dose of adult Tdap; if last Tdap is more than 10 years old, provide date of last Td or Tdap booster			
Tdap	Date of Dose:	Date of Booster Dose (if applicable):	
Varicella (Chicken Pox) 2 doses of varicella vaccine or serologic proof of immunity for varicella			
Varicella (Chicken Pox) 2 doses required or positive titer	Date of Dose # 1: Must be given 12 months after birth or later	Date of Dose # 2: Must be at least 1 month after the first dose	Or Varicella Titer <input type="checkbox"/> positive <input type="checkbox"/> negative Date: Copy of lab result required
Tuberculosis Screening Two skin tests spaced 1-3 weeks apart OR one IGRA test (QuantiFERON Gold /T-SPOT) within 6 months of arrival to Brown. History of LTBI, Positive TB Skin Test, or Positive TB IGRA Blood Test: documentation of a negative chest x-ray and history of latent TB treatment must be submitted			
Tuberculosis Skin Test (PPD) 2 skin tests 1-3 weeks apart within 6 months prior to arrival at Brown.	Date of Test #1:	Date of Read #1:	Result in mm #1:
	Date of Test #2:	Date of Read #2:	Result in mm #2:
Or IGRA Testing QuantiFERON Gold or T-SPOT	Date of Test:	Results: <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Indeterminate	Copy of lab result required
Chest X-ray Required only if PPD or IGRA test is positive. Must be within 6 months of arrival at Brown	Date of chest x-ray:	Results: <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	Copy of chest x-ray result must be submitted
Latent TB Treatment Required only after a positive TB test/negative chest x-ray	Type of Treatment:	Date Treatment Started:	Date Treatment Completed:

Signature of Healthcare Provider: _____ Date: _____

Healthcare Provider Name: (Please Print) /Clinic Stamp _____

Address _____

Phone number: _____ Fax Number: _____

International Exchange Student Application for Clinical Elective Rotations HIPAA Training Instructions

Brown University is a member of the Collaborative Institutional Training Initiative (CITI), which is hosted by the University of Miami. To complete your HIPAA training, you will complete two brief online training modules, as well as the quiz at the end of each module. The entire process can be completed in less than one hour.

New CITI accounts: If you have not completed a CITI training, please complete the following steps:

- 1) Go to <https://www.citiprogram.org>
- 2) Click “Register”
- 3) Follow the steps to create a user account and password, using the responses listed below:
 - Organization Affiliation: Enter “**Brown University**”
Check off “I AGREE to the Terms of Service for accessing CITI Program materials.”
Click “Continue to Step 2”
 - Personal Information – Enter First Name, Last Name, Email Address and Verify Email Address.
Optional: Provide and verify a secondary email address.
Click “Continue to Step 3”
 - Create your Username and Password using the guidelines listed.
Enter a Security Question and Answer.
Please save your Username and Password for future reference.
Click “Continue to Step 4”
Select Country of Residence
Click “Continue to Step 5”
 - Respond “No” to the CEU and Course Survey question
Click “Continue to Step 6”

On the next page, answer the questions marked with an asterisk:

- Language Preference
- Institutional email address (use AMS-Records@brown.edu)
- Gender
- Highest Degree
- Department (use **Alpert Medical School**)
- Role in Research (use **Student Researcher – Graduate Level**)
- Office Phone: (use **401-863-1266**) *Click “Continue to Step 7”*

4) Step 7: CITI Course Enrollment Procedure and Questions

- Question #1: Under Human Subjects Research, click in the box next to the words “Group 5 HIPAA training for Alpert Medical Students”
- Question #2: Skip
- Question #3: Select “No”
- Click “Finalize Registration” on the next page and you will be brought to the list of available courses

Taking the Training Modules

- 5) From the Main Menu page, click **Group 5 HIPAA**
- 6) On the next page, click “**Complete the Integrity Assurance Statement before beginning the course**”. Read the text on that page and select the appropriate statement at the bottom of the page and click the **Submit** button. This brings you to the first training module, “Group 5 HIPAA – Basic Course”
- 7) Click “**Health Privacy Issues for Students and Instructors**”. When you have completed the training module, “**Take the quiz for Health Privacy Issues for Students and Instructors**” and click the Submit button at the bottom of the page to save your answers and see your results
- 8) Now you can take the “**Research and HIPAA Privacy Protections**” module. When you have completed the training module, “**Take the quiz for Research and HIPAA Privacy Protections**” and click the Submit button at the bottom of the page to save your answers and see your results

After Completing both Training Modules and Quizzes

- 9) Go to the Main Menu
- 10) Click the link that reads View Previously Completed Coursework
- 11) Click “**View**” under “Completed Modules”. Take a screenshot (see sample on the next page). Name the screenshot “HIPAA training”, followed by your last name
- 12) **Print the completion report to include with your application**



Group 4 HIPAA - Basic Course

Note: Your completed gradebook is provided for your general interest and suggested reading only!

You do not receive "extra credit" for completing them.
They do not show up on any completion reports.
They will be credited in a grade book if you subsequently enroll in a course that includes them.

Your Score

89%

Modules	Already Taken?	Score
Research and HIPAA Privacy Protections (ID: 14)	02/18/14	4/5 (80%)
Health Privacy Issues for Students and Instructors (ID: 1420)	02/18/14	4/4 (100%)