

FSM Center for Global Health: Checklist for Global Health Education Programs

	Affiliated Partner Institution	Unaffiliated Institution	Deadline to complete time prior to travel
Attend Info Session	X	X	6-12 months
Submit Inquiry and Schedule Advising Session	X	X	6- 12 months
Complete application (deadlines vary)	X	X	6-12 months
Complete partner application materials	X	X	6-12 months
Submit Approval Form For Unaffiliated Global Health Sites		X	6-12 months
Submit letter of good standing from AWOME Registrar to CGH	X	X	6 months
Submit proof of health insurance and copy of passport page to CGH	X	X	6 months
Submit Personal Health Form to CGH	X	X	3 months
Submit Personal Health and Safety Preparedness Form to	X	X	3 months
Submit FSM Travel Waiver to CGH	X	X	3 months
Get Signature from CGH and Submit Away Elective Application Form to Registrar (M3s and M4s only)	X	X	3 months
Apply for Funding Online (Global Health Initiative or Feinberg Travel Grant)	X	X	3 months
Apply for Visa at country embassy (if necessary)	X	X	3 months
Purchase GeoBlue Supplemental Travel Insurance	X	X	3 months
Review Drum Cussac country page and register for the Department of State Smart Traveler Enrollment Program (STEP)	X	X	3 months
Complete CGH online orientation tool	X	X	3 months
Review FSM Global Health Handbook	X	X	3 months
Attend two CGH Pre-Departure Seminars (offered in Spring and Fall each year)	X	X	3-6 months
Submit Analytic memo to CGH	X	X	1 month
Return Elective Evaluation Form from site Preceptor to Registrar	X	X	Upon Return
Complete CGH Global Health Post-Program Evaluation	X	X	Upon Return