Overview: This guide is designed to help Weill Cornell students prepare for their international electives. It includes useful checklists and tips before students depart, along with important information on resources, requirements, and safety protocols. The objective of this guide is to make your experience as enjoyable and stress-free as possible! Being uninformed may be hazardous to your health!

What’s included:

1. Checklists and Tips p. 2
2. Travel Logistics pp. 3 – 4
3. Be Prepared for Emergencies pp. 5 – 9
4. Appendix: Required OGHE Documents p. 10
International Committee Requirements:

- **Financial Aid Forms**
  - Be sure you have filled out and had your advisor sign the required financial aid forms (for first-years) and independent elective forms for all other students ("The Pink Sheet"). The financial aid forms can be obtained in Olin Hall 110—see Rebecca Hertig, Assistant Director of Financial Aid and Federal Work-Study Coordinator. The independent elective form can be obtained in the Office of Academic Affairs located in Room C-118.

- **Read and sign the Weill Cornell Agreement and Release Form and the Consent Form**
  - No reimbursements will be made to any student who leaves the country without signing and submitting these forms. (See attached forms.)

- **Reimbursements**
  - Keep all airline receipts (ie, proof of purchase of tickets) and boarding passes and upon return submit them to Maritza Montalvo at 402 East 67th Street, 2nd Floor (mmontalv@med.cornell.edu).

- **Evaluation**
  - Supervisor Evaluation Form (see attached).

- **Post-Trip Summary**
  - A post-trip summary of your experience is required before reimbursement will be authorized. Submit the write-up to Dr. Finkel (mfinkel404@aol.com) or to Ms. Maritza Montalvo (mmontalv@med.cornell.edu).
  - See attached Guidelines.

- **Student Poster Presentation**
  - You are required to prepare a poster focusing on your experience for display at International Day in either October or May. (October for first-years, May for fourth-years).
  - See attached Guidelines.
Travel Logistics

- Try to purchase your tickets 3 months in advance. (OGHE reimburse travelers at the lowest airline price posted).
  - Useful websites: Kayak, Expedia, Priceline, Travelocity, STA Travel, StudentUniverse, Yaptah.
  - Also check individual airline company's website.
  - Some airlines offer refunds. Yaptah.com can track and notify you about changes in price.
  - Consider purchasing flight insurance.

- Obtain up-to-date travel documents (Passport and Visas)
  - If your passport is due to expire within six months of your travel dates, you should seriously consider renewing it before you leave the country.
  - Check the State Department website for country specific details (Visa requirements, currency, health conditions, etc):
  - Travel on a tourist Visa.
  - For passport information, including application:
    http://travel.state.gov/passport/passport_1738.html
  - Make copies of passport, health insurance, credit cards, and other important documents.
  - Be sure your passport has a sufficient number of blank pages for Visas.

- Obtain necessary vaccinations. (Unfortunately, OGHE cannot reimburse travelers for vaccinations / immunizations.)
  - CDC website (http://wwwnc.cdc.gov/travel/) for required or recommended immunizations and vaccinations.
  - The Travel Medicine clinic at Weill Cornell provides vaccination/immunizations, but there is a charge.

- Obtain malaria prophylaxis if necessary
  - CDC website lists malaria endemic areas.
  - Strategies for combating malaria include: medical prophylaxis, Malarone (curative), mosquito nets, bug spray and repellants.
  - Buy a mosquito net. Sources include REI.com, EMS.com, or Amazon.
What to pack?

- First Aid Kit: insect repellent, sunscreen, Purell, Band-Aids, pain medication (Tylenol, Advil), mole skin, tweezers, anti-diarrheal medication (Pepto-Bismol, Imodium), feminine hygiene products.
- Prescription medications with a copy of prescription/letter from your doctor.
- Put all valuables (camera, computer, jewelry, cash, etc.) in carry-on bag, never in your checked luggage.
- Label all luggage.
  ➢ Note: most airlines charge for oversized or extra bags.

- Learn about the area you are working in
  - Buy a guidebook! Check out Lonely Planet (great pictures and cultural background of cities and attractions), Let's Go (great resource for hostel names and cheap restaurants/bars) or RoughGuide (consider copying pages from book that are specific for destination).
  ➢ University of Michigan’s Student Handbook for Global Engagement
  ➢ A Student’s Guide to International Health and Funding
    http://www.amsa.org/AMSA/Libraries/CommitteeDocs/studguide2ih.sflb.ashx
  - Contact your host country mentor to finalize your schedule and inquire about housing options.
  - Connect with students who have travelled to your destination before for firsthand perspective and tips. (Check out the WCMC Global Health Project Database to find contact information for older students):

- Get to the airport on time! Some options to JFK & Newark Airports include:
  - Take the #3 train to New Lots Station, transfer to B15 bus to JFK. Bus ends at terminal 4. Take JFK train to other terminals (fee: $2.50)
  - Take LIR from Penn Station to Jamaica Station. From Jamaica, take AirTrain to JFK. AirTrain stops at all terminals (fee: approx. $7.50)
  - Airport shuttle bus to JFK leaves from East 42nd Street by Grand Central
  - Take NJTransit Train from 34th Street Penn Station to Newark Liberty International Airport ($12.50)
  - Take a taxi (approx. $50.00)
Be Prepared for Emergencies

- UnitedHealthcare Global Assistance is mandatory. Cornell University provides this at no cost to the traveler.
  - UnitedHealthcare Global, a global medical, safety and security solutions provider, automatically covers Weill Cornell medical students who travel internationally under the auspices of the Office of Global Health Education. A full range of medical and emergency services are provided, including onsite medical assistance services, medical evacuation and repatriation services, security and political evacuation services.
  - Each student will be given a UnitedHealthcare Global Assistance card. The student should keep the card as well as their website URL address in a safe place when traveling abroad. Should a student require the services of UnitedHealthcare Global, a representative can be reached by calling 1-410-453-6330 (reverse charges accepted), or by their website: assistance@uhgglobal.com. UnitedHealthcare Global operates 24/7 and have a proprietary network of 59,000 providers and resources around the world. Their global network contains almost 130 Approved Air Ambulance companies for medical evacuation.
  - See attached sheet for "Preparing for Emergencies While Abroad"

- Know what to do in an emergency!
    - In case of an emergency, refer to contact information on card.
  - Contact the Office of Global Health Education
    - In case of an emergency (including robbery, illness, lost documents), call Maritza Montalvo at OGHE collect: 646-962-8005
    - Feel free to email Dr. Madelon Finkel at maf2011@med.cornell.edu if you are having trouble adjusting, need to talk things over, etc.
  - Know the number and location of the U.S. Embassy
    - Consider checking in with the U.S. Embassy or U.S. Consulate upon arrival
    - For contact information: http://www.embassy.org/embassies/

- Emergency Protocol and Procedures: Prophylaxis After HIV Exposure
  (See attached).

- Emergency Protocol and Procedures: Sexual Assault and Rape
  (See attached).
- Water Safety
  - Better safe than sorry! Avoid fresh fruits/vegetables that were likely washed in local water. Opt for fruits with protective skin (ie, bananas).
  - Avoid mixed juice drinks, since they were also likely mixed with water.
  - Avoid ice cubes in drinks.
  - Consider buying water purification tablets, if traveling to rural areas (REI, EMS).
  - Ask about local ways of disinfecting water (filters and UV systems).

- Food Safety
  - Eating street food can be one of the favorite elements of a trip. It can remain a favorite element if a few considerations are made:
    - Choose freshly fried and well-cooked foods.
    - Some diseases and bugs don’t get killed when food is simply reheated.
    - Use common sense when eating from street/food vendors.

- General Health
  - Seek medical care if you are not well.
  - Practice safe sex, use a condom.
  - An enjoyable experience is the goal! Be smart about traveling and don’t take unnecessary risks while abroad.
The following is based on open-source reporting.

March 19, 2015

Summary

Just about everyone has a camera at his or her immediate disposal through a smartphone. It is not uncommon to want to immortalize certain individuals, experiences, sites, or scenery, especially when traveling abroad. However, individuals to be photographed might have religious or animist/indigenous beliefs that photographs steal the soul (particularly of children) or disrespect the spiritual world; gender roles may make photography difficult, precluding women from being photographed; and security apparatus (police and military) generally do not want to be photographed. Some people simply want to be paid for being photographed. However, foreign laws and customs governing what is permissible to photograph can vary vastly from U.S. norms.

Dos & Don’ts for Photography Abroad

Behavior that might be deemed inappropriate includes: lewd or lascivious acts, kissing, drinking alcohol, and immodest skin exposure. Edifices that might be deemed sensitive might include: government buildings, voting centers and processes, embassies, military facilities and vehicles (including airplanes), religious structures, and palaces. Scenery might include: war zones, sacred grounds, archeological sites, and tribal artifacts.

The use of the “selfie stick,” a telescoping rod to take photographs of oneself from approximately one meter’s distance, is banned in many locations, to include museums and art galleries, particularly in Europe.

Villagers in rural areas are sometimes suspicious of strangers, especially if they are not prone to seeing many people from outside their own community or country. There have been several incidents of violence in rural areas of Kenya, for instance, against Kenyan and foreign adults suspected of stealing children. Be aware that close contact with children, including taking their pictures or giving them gifts, can be viewed with deep alarm in some cultures, and may provoke panic and/or violence.

In some cases, anti-photography laws exist but are generally not pursued. For example, photographing the Eiffel Tower in Paris at night is technically a copyright infringement and, thus, illegal. Or, in Romania and Bulgaria, public buildings can be photographed, but those images cannot be sold. Further, in March 2014, Hungary made taking a photograph of people illegal unless everyone included has given permission; however, vagaries in the civil code leave room for interpretation.

Case Studies in 2014 and 2015

In mid-March 2015, OSAC staff members visited Turkmenistan and were told not to photograph government buildings, which are rarely clearly identified as such but are numerous in Ashgabat. After photographing carcasses in a meat market, they were approached and told not to do so again. The staff members left the stall but were overtly surveilled and followed by two men for some time.

Also in mid-March, Thailand made posting specific ‘selfies’ online, a trend common with female tourists, illegal under the Computer Crime Act, punishable by five years of jail time and a 100,000 baht (U.S.$3,035) fine.

The contents of this (U) presentation in no way represent the policies, views, or attitudes of the United States Department of State, or the United States Government, except as otherwise noted (e.g., travel advisories, public statements). The presentation was compiled from various open sources and (U) embassy reporting. Please note that all OSAC products are for internal U.S. private sector security purposes only. Publishing or otherwise distributing OSAC-derived information in a manner inconsistent with this policy may result in the discontinuation of OSAC support.
In early March, two U.S. citizens carved their names into Rome’s Coliseum walls and then photographed themselves and their act of vandalism. The two were arrested for aggravated damage and may face fines and jail time. The Coliseum has signage in English and Italian that defacing the structure is prohibited.

In early February 2015, U.S. sisters were arrested and deported from Cambodia for taking inappropriate photographs of themselves in the Preah Khan Angkor temple, a World Heritage site. They were charged with “indecent trafficking of pornography and exposing sexual organs.” The sisters were sentenced to a six-month suspended prison term, fined the equivalent of U.S.$315, and banned from the country for four years.

In October 2014, a U.S. citizen was arrested in the United Arab Emirates and charged with taking pictures of a restricted area. He was held in the al-Wathba prison, charged, fined the equivalent of U.S.$135, and released after 29 days incarceration. The U.S. citizen was to speak at a conference and then travel on to Malaysia. However, as in many cases, the detention was allegedly not communicated to the Embassy or to his contacts, and only after the U.S. citizen did not appear in Malaysia days later did his friends become concerned and begin searching for him.

Impact to Private Sector

Depending on what country is involved, visitors who violate local law or custom can be detained for lengthy periods, charged stiff fines, and/or be declared persona non grata. Not knowing local laws and customs is not excusable in the eyes of the court or police. Further, photographic documentation of illegal activities can be used in most judicial trials, as was the case when a fish poacher photographed himself with an illegal weapon in Wales, U.K. Prisons overseas are not kept to U.S. standards, and prolonged detainment under such conditions may lead to biological and psychological maladies. Further, should a detained individual be representing a corporate entity, an arrest could cause unwanted business tensions. The notoriety that would likely come, at least online if not in mainstream media, may be damaging personally, making future academic or professional pursuits challenging. For example, in March 2014, four U.S. citizens were arrested for ‘streaking’ at Machu Picchu in Peru, a UNESCO World Heritage Site. They were photographed by other tourists, and these and other ‘streaking’ photographs and videos have circulated online. Peruvian Ministry of Culture authorities are increasing surveillance measures, requiring guides and specific routes, and cracking down on a behavior that tarnishes the ancient citadel.

Guidance

In tourist destinations, including museums or galleries, and near diplomatic buildings signs will often be posted if photography is not allowed. These signs generally have a traditional camera, or increasingly an image of a cell phone, with a red circle and single diagonal line (see right image). However, in other cases, there is no signage or it is unclear. A similar sign may restrict flash photography (see left image) or videography. When traveling overseas, it is always a good idea to ask an individual directly if he or she is agreeable to being photographed or to ask the authorities if photography is permitted in the area. Perusing OSAC Crime and Safety Reports is a best practice, as they often include information on photography.

For Further Information

For additional information on global diseases and pandemic outbreaks, please contact OSAC’s Health and Disease Analyst. For country-specific concerns, please contact the appropriate regional analyst.

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Emergency Protocol and Procedures:
Sexual Assault and Rape

Students traveling abroad may be a victim of sexual harassment or sexual assault. While sexual harassment (ranging from whistling, suggestive comments, standing too close, or unwelcome sexual advances) and sexual assault (e.g., mugging, sexual assault, rape) are rare, they can and do occur.

If you are a victim of sexual harassment, quickly get away from the individual/individuals harassing you. Call/scream for help. Screaming will probably scare away the individual(s) and will usually draw a crowd.

If you are involved in a sexual assault or rape while traveling abroad, the following guidelines should be followed:

- Immediately contact your WCMC mentor as well as your host mentor to report the incident. If not comfortable talking about the incident with your host mentor, be sure that you contact your WCMC mentor. Seek medical attention immediately.

- In addition to contacting your WCMC mentor, also contact OGHE to report the incident (Dr. Finkel’s number: Office: 646-962-8038; Home: 914-765-0451; email: mfinke404@aol.com).

- Do not contact the local police unless your host mentor advises you to do so.

- Consider contacting the local United States Embassy or Consulate to report the assault or rape.

- If raped, seek emergency treatment for sexually transmitted infections, initiate HIV prophylaxis, and take “the morning after pill”.

- If raped, or if the sexual assault results in injury, return to the United States for emergency medical care and counseling. Student Health or the NYP Emergency Department can provide you with appropriate care and counseling. If you prefer to seek care from your own physician, do so.

- UnitedHealthcare Global will help arrange transport back to the United States. Contact them via email: assistance@uhcglobal.com.

- WCMC has international resources available for all of its travelers at:

Prophylaxis after HIV Exposure

The prevalence of HIV infection is high in most countries in the "developing world." Potential risks to medical students doing electives would include injury from a sharp, mucous membrane exposure to blood and body fluids, exposure to blood or body fluid following an accident on the road, sexual exposure, and exposure during medical care involving injections or blood transfusions. To date, there are no reports of medical students becoming HIV-positive during an elective in a developing country; however, it is prudent to take appropriate precautions.

Students should travel with a five-day supply of the two drug prophylactic regimen (Combivir, Sustiva) currently recommended to protect against HIV infection. These drugs should be sealed in a security wrap. If they are not used, you should consider donating them to your medical host.

If significant exposure to blood or bodily fluids occurs, begin the two-drug regimen immediately and return to the medical college for evaluation and possible continued prophylaxis. The dosing schedule for the double drug therapy is noted below. You should also obtain as much medical history on the index person to assess their risk for HIV infection. If possible, bring back a filter paper blood (or other fluid) specimen from the person to whom you were exposed so that HIV (and other) tests may be performed after you return to Cornell.

Therapy for HIV Exposure
Combivir (fixed dose combination of AZT 300mg + 3TC 150mg) one tablet po bid
Sustiva (Efavirenz) 600mg. Take one tab qhs

Possible side effects:
Combivir: Upset stomach
Sustiva: Sleepiness, insomnia, vivid dreams, contractions in pregnant women

Sample Dosing Schedule:
7:00 AM Take Combivir (1 tab) with breakfast
10:00 AM Take Combivir (1 tab) and Sustiva (1 tab) with food
Preparing for Emergencies While Abroad: The Need for a Crisis and Incident Management Plan

Regardless of where one may be traveling, the need for an emergency evacuation plan cannot be more strongly stressed. Political strife and instability can occur anywhere in the world and at any time. As such, all travelers should have an emergency plan in place before they leave the country.

Weill Cornell Medical College offers travel assistance to all students traveling on University-sanctioned trips in two ways:

1. Weill Cornell Medical College has international resources available for all of its travelers at:
   http://med.cornell.edu/risk-management/best-practices/international-travel.html

2. Further, all faculty, students and staff are covered under the UnitedHealthcare Global Assistance plan while they travel on College business. They handle evacuation procedures and medical emergencies for travelers.

It is recommended that travelers register with UnitedHealthcare Global before every trip and provide details of their itinerary and personal medical profiles. The site’s secure online system can also be used to store copies of traveler’s critical documents.
Here is your UnitedHealthcare Global ID Card

WORLDWIDE 24-HOURS A DAY

When traveling, you can now feel confident that you are in safe hands if an emergency arises. UnitedHealthcare Global provides medical, security and travel-related assistance services.

Always carry your Identification Card with you. Listed on the back of the card are the telephone numbers for the worldwide UnitedHealthcare Global network. When you call, be prepared to provide your ID number, organization's name, your name and a description of the situation.

MEDICAL ASSISTANCE SERVICES
Worldwide Medical and Dental Referrals
Facilitation of Hospital Payments
Transfer of Insurance Information to Medical Providers
Medication and Vaccine Transfers
Dispatch of Doctors and Specialists
Transfer of Medical Records
Continuous Updates to Family, Employer and Home Physician
Hotel Arrangements for Convalescence
Replacement and Repair of Corrective Lenses and Medical Devices

MEDICAL EVACUATION AND REPATRIATION SERVICES
Emergency Medical Evacuations
Transportation to Join a Hospitalized Member
Return of Dependent Children
Transportation After Stabilization
Repatriation of Mortal Remains

PERSONAL SECURITY SERVICES
Political Evacuation Services
Security Evacuation Services
Transportation After Political or Security Evacuation

FREQUENTLY ASKED QUESTIONS:
WHO IS UNITEDHEALTHCARE GLOBAL? UnitedHealthcare Global assists travelers worldwide by utilizing highly trained, bilingual coordinators in conjunction with an extensive information and communication system to provide medical and travel-related assistance.

WHEN SHOULD I CONTACT UNITEDHEALTHCARE GLOBAL? Coordinators are available 24-hours a day, every day of the year. Many times people assume that the services are to be used only in serious cases. Be assured that UnitedHealthcare Global is there to help you with any type of problem regardless of the severity.

WHAT IF LOCAL MEDICAL FACILITIES ARE INADEQUATE? If, through our medical management, it is determined that local medical providers are inappropriate for treatment, UnitedHealthcare Global will arrange for a medically safe evacuation to a facility capable of providing the necessary care.

WHAT HAPPENS IF I AM HOSPITALIZED? It is important to notify UnitedHealthcare Global as soon as possible so your attending physician can be contacted to assess your condition and treatment plans to ensure your safe recovery. UnitedHealthcare Global will then update your family, employer/organization and personal physician as appropriate and assist you until you have returned home or have received final treatment.

Detach and carry with you at all times.

UnitedHealthcare Global Emergency Response Center:
United States 1-1-410-493-6330 (Toll Free Access) - The numbers below must be dialed from within the country or area you are calling from and we will not go through the reverse charge system.

Australia 1 800 137 007 Japan 0063 11 405-5
Brazil 0800 282 1390 Mexico 01 800 101 0055
China (northern) 10888 000 527 0218 Philippines 1 800 1 111 0503
China (southern) 10888 000 527 0218 Singapore 800 1100 452
Dominican Republic 1 888 567 0377 South Africa 0800 9 92398
France 0800 90 8005 Spain 0800 98 4647
Germany 0800 1 811401 Switzerland 0800 55 6029
Hong Kong 800 96 4421 Thailand 021 800 11 471 0661
Israel 1 809 41 0172 UK 0800 252 074
Italy 800 977 204 U.S. & Canada 1 800 527 0218

* Dial the first portion of phone number, wait for tone and dial remaining numbers.
For a complete list, go to the Global Intelligence Center https://uaaccess.unitedhealthglobal.com
Appendix: Required OGHE Documents

1. Agreement and Release Forms
2. Consent Forms
3. Payment Requisition Form (sample—needed for travel reimbursement)
4. Supervisor Evaluation Form
5. Post-Applied Experience Summary Write-Up Guidelines
6. Poster Presentation Guidelines
7. UnitedHealthcare Global Assistance Card (International Medical Assistance, Evacuation and Repatriation Services)
WEILL CORNELL MEDICAL COLLEGE ("WCMC")
OFFICE OF GLOBAL HEALTH EDUCATION

Agreement and Release
Overseas Travel / Programs

All students are required to complete and sign the forms and return them to the Office of Global Health Education, 402 East 67 Street, 2nd Floor, New York, NY 10065, prior to departure for travel and/or study abroad.

Participant’s Name:

________________________________________

Local Address:

________________________________________________________________________

Telephone:

________________________________________________________________________

Email:

________________________________________________________________________

Emergency Contact Person:

Name:

________________________________________________________________________

Telephone:

________________________________________________________________________

Location:

________________________________________________________________________

Dates away:

________________________________________________________________________
WCMC does not discriminate against individuals based on physical or mental illness or related disability. However, if a student has a history of any medical problems during the previous two years, consultation with your personal physician is recommended prior to departure to discuss the potential stress and difficulties attendant in traveling and studying overseas.

1. Participation in the above program is entirely voluntary and will require transportation to and habitation in the country of ________________________________ and may involve risks relating to or arising out of program activities.

2. Participant understands that there are risks inherent in such activity and acknowledges that he or she has been apprised of such risks (to the extent such risks are known to WCMC), and agrees to assume all risks and responsibility for his or her health, safety, and property while participating in this program.

3. Participant, and Participant’s heirs and assigns, release Cornell University, WCMC, their officers, trustees, overseers, agents and employees from any and all liability, damage or claim of any nature whatsoever arising out of, or in any way related to participation in the overseas program, including, but not limited to, any medical authorization given to Cornell or WCMC, acts of God, acts or omissions of any third parties (including but not limited to common carriers, hotels, restaurants, or other firms, or agencies).

4. Participant agrees to indemnify and hold Cornell University, WCMC, their officers, trustees, overseers, agents and employees harmless from any damage or liability incurred as a result of any illness or accident Participant may suffer, including the costs of any medical care, or any injury or damage to any person or property of others with Participant may cause, and from any financial liability or obligation which Participant may personal incur, while participating in the overseas program.

5. Participant understands that the WCMC reserves the right to make cancellations, changes, or substitutions in cases of emergency or changed condition, or in the interest of any group with which the Participant may be traveling or collaborating. Should WCMC cancel the program, refunds will be made, unless the cancellation is due to political, natural, technological or other catastrophes beyond the WCMC’s control in which case WCMC will be able to refund only uncommitted and recoverable funds.

6. Participant understands the WCMC requires that the Participant be covered by appropriate accident and medical insurance and that he or she be financially responsible for such expenses. Participant also agrees that if he or she is planning to operate a motor vehicle during his or her participation, Participant must obtain liability and collision insurance that will cover him or her in the applicable foreign countries. WCMC recommends that Participants insure their property from loss and theft.

7. Participant understands and agrees that all students are subject to Cornell and WCMC regulations (including, but not limited to, the WCMC Standards of Conduct), the host program’s and/or university’s laws, rules, regulations, program guidelines, and laws of the host country.
In the event of violation of any of the foregoing, or any other behavior, which is detrimental to the Participant, other students, or the program, the director of the program shall have the right to dismiss the Participant from the program. WCMC and Cornell are not responsible for the defense of a Participant accused of a violation of the laws, regulation, rules or customs of the host country, and is not responsible for the payment of any fines or other penalties resulting from such violations.

8. Participant pledges and agrees to conduct him or herself in a manner that reflects favorably on WCMC and the United States.

9. Participant understands that the manufacture, distribution, possession, use or sale of controlled substances as defined by New York State or Federal law, or the laws of the host country is prohibited during travel, study and work abroad. Participant understands that he or she will be directly subject to the laws and legal procedures as applies to the use, possession and distribution of illegal drugs as enforced by local authorities.

10. Participant further understands and agrees that he or she is solely responsible for ascertaining the lawful age for the possession or consumption of alcoholic beverages in the host country and for his or her conduct in compliance with local laws as enforced by local authorities.

11. Participant agrees that he or she will be responsible for all medical and related expenses incurred while participating in the program. For medical and accident insurance, participant will be insured under:

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Participant certifies that he or she is at least 18 years of age or older.
I have read and understand the above provisions and agree to be bound by the provisions.

______________________________
Signature

______________________________
Print Name        Date
CONSENT FORM

I, ________________________________, understand that there are risks inherent in such activity and I have been apprised of such risks and agree to assume all said risks and responsibility for my health, safety, and property while participating in this program. I, and my heirs and assigns, release Cornell University, WCMC, their officers, agents, and employees from any and all liability, damage or claim of any nature whatsoever arising out of, or in any related to my participation in this program, including, but not limited to, the medical authorization given to WCMC, acts of God, acts or omissions of any third parties (including but not limited to common carriers, hotels, restaurants, or other firms or agencies), except such as may directly result from the negligence of WCMC, its offices, agent, or employees. I agree to indemnify and hold Cornell and WCMC harmless from any damage or liability incurred by Cornell and/or WCMC as a result of any illness I may suffer, including the cost of medical care, or any injury or damage to the person or property of others which I may cause, or from any financial liability or obligation which I may personally incur, while participating in this program.

Signature __________________________ Date __________________________

Print Name __________________________
The following to be executed if Participant will travel to a country for which the United States Department of State has issued a travel warning:

I further understand and agree that if I am traveling to a country for which the U.S. Department of State has issued a travel warning. I am responsible for reviewing the Consular Information Sheets for that country available on the U.S. Department of State website (http://www.travel.state.gov), am familiar with the conditions in that country, understand the potential hazards, and have voluntarily made the decision to travel to such country.

______________________________  __________________________
Signature  Date

______________________________
Print Name
# Payment Requisition Form

**Weill Cornell Medical College**

**Payment Requisition Form**

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**TOTAL**

**EXPENSE PROCESS** - PLEASE USE CASHIER OFFICE FOR REQUESTS UNDER $500 OR USE DEPARTMENTAL PROCUREMENT CARD FOR PURCHASE UP TO $500. PLEASE INCLUDE 7% SALES TAX.

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**APPROVAL/IDENTIFICATION BY:** I have confirmed the enclosed business reason and documentation for approval/departments to WMC procedures. (See Approval Section)

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**Documentation and Comment**

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WEILL CORNELL MEDICAL COLLEGE
ELECTIVE COURSE EVALUATION

NAME OF STUDENT ____________________________________________

Please Check One: 3rd Year  4th Year

ELECTIVE NUMBER: ___________  ELECTIVE TITLE ______________________________

HOSPITAL: _______________________________________________________

DATES OF ROTATION: _____________________________________________

ACADEMIC PERFORMANCE

1. Knowledge of subject
   Superior  Good  Satisfactory  Poor
   ________  ________  ________  ________

2. Ability to utilize relevant basic science knowledge
   ________  ________  ________  ________

3. Ability to reason
   ________  ________  ________  ________

4. Ability to read & study independently
   ________  ________  ________  ________

CLINICAL PERFORMANCE

1. Ability to obtain an accurate history
   ________  ________  ________  ________

2. Ability to perform competent physical examination
   ________  ________  ________  ________

3. Ability to give a concise presentation
   ________  ________  ________  _____

4. Ability to formulate differential diagnosis
   ________  ________  ________  ________

5. Responsibility
   ________  ________  ________  ________

6. Interest in patients
   ________  ________  ________  ________

PERSONAL QUALITIES

1. Acceptance of criticism
   ________  ________  ________  ________

2. Willingness to work
   ________  ________  ________  ________

3. Motivation
   ________  ________  ________  ________

4. Reliability
   ________  ________  ________  ________

5. Professional appearance
   ________  ________  ________  ________

6. Relationships with patients
   ________  ________  ________  ________

7. Relationships with faculty and staff
   ________  ________  ________  ________

Narrative Comments (please use reverse if necessary):

Overall Grade:  Pass  Fail  Reported by: ______________________________ Date __________

(signature of evaluator)

Name/Title: ____________________________
(type or print)

*These forms should be completed by a faculty member (cannot be completed by a Resident or Fellow)

Please return completed form to: Registrar, Weill Cornell Medical College
Office of Student Services
1300 York Avenue, Room C-118, New York, N.Y. 10065
DO NOT FAX THIS FORM
Guidelines for Post-Applied Experience (AE) Summary Write Up

Each student participating in an International Applied Experience (AE) that is approved by the International Committee and funded by the Office of Global Health Education is required to submit a short report (500-1500 words) upon return to Wells College. The objective of this write up is to have the student summarize the professional and personal impact of the experience as well as to serve as a guide for future students who are considering doing the same or similar elective at the host organization.

Those students whose international experience focused on a research project, please follow the guidelines delineated in Section I. and IIA.

Those students whose international experience focused on clinical service, please follow the guidelines delineated in Section I. and IIB.

I. General AE Description
   a. Describe the general concept of your project/activity and the specific learning objectives. Include in your write up:
      i. Name and Location of Host Organization
      ii. Host Mentor
      iii. When Elective was Taken and for How Long
      iv. Responsibilities; i.e., description of what you did

IIA. Research Projects (Includes clinical, bench, quality improvement, surveys, etc.)

Was IRB approval required for your project?
   Yes_____  No_____  Not Applicable_____

   a. If you conducted research, include the following sections:
      i. Background and Purpose of Study
         • Identify gaps of knowledge addressed by your project
         • Explain the purpose of your study and how your work relates to the broader field of global health
      ii. Objectives; i.e., What were you hoping to accomplish in this project?
      iii. Methods; i.e., Provide a clear description of study population and data collection/analysis
      iv. Results & Conclusions
         • Report and discussion of results (can be qualitative or quantitative)
         • Discuss the impact of project/study on the study population
         • Discuss future directions for your work, questions that you would like to pursue further

b. Personal Impact
I. How did your experience meet or not meet your learning objectives?

II. Describe the best aspects about the experience

III. Discuss obstacles and opportunities that emerged during your applied experience, and how you handled these situations

IV. Describe the impact your experience has had on your personal and professional development, including future career goals.

V. List three remaining questions you still have that you would like to pursue further

VI. What advice would you give future students interested in doing a similar project at the host organization?

II.B. Clinical Observation/Rotation

a. If you participated in clinical observation/rotation or community service (service learning) projects, include the following sections:

i. Background: Discuss the unmet health needs in the community.
   Discuss the types of clinical/service activities in the community

ii. Objectives; i.e., What were you hoping to accomplish in this project?
   What were you hoping to learn from the experience?

iii. Present a description of the following:
   - Local Community you served
   - Description of patient population
   - Describe the roles of care providers, and your roles
     within "the team"
   - Description of healthcare resources on site,
     regionally, etc., including the community organizations you worked with
   - Your Clinical or Service Responsibilities
   - Scope and depth

b. Personal Impact

i. How did your experience meet or not meet your learning objectives?

ii. Describe the best aspects about the experience

iii. Describe obstacles and opportunities which emerged during your applied experience, and how you handled them

iv. Describe the impact your experience has on your personal and professional development, including future career goals.

v. List three remaining questions you still have that you plan to pursue further

vi. What advice would you give future students interested in doing a similar project at the host organization?
What did I do?

Pictures
* Pictures should be of relevant medical situations and local colleagues (not tourist photos)

A typical day
Pictures

- Pictures should be of relevant medical situations and local colleagues (not tourist photos)

What did I learn?

Pictures

- Pictures should be of relevant medical situations and local colleagues (not tourist photos)