

CQMU OUTBOUND STUDENT MANDATORY PRE-DEPARTURE TASKS

TASKS	DATE COMPLETED
A. CQMU APPLICATION PROCESS	
NOTE: The application should be submitted 6 months prior to your start date. If this is not possible, please submit as soon as possible or at least 3 months in advance.	
1. Determine your dates for the elective based on your M4 schedule.	
2. Send the dates to the Director (Lisa.V.Adams@dartmouth.edu) and CGHE Program Manager (Tecla.Coleman@dartmouth.edu).	
3. Complete the CQMU application A. Application Instructions i. Sections A – G1 – Complete as requested on the form a. Section D: List up to three fields you'd like to prioritize. (Electives are available in general OB/GYN, surgery, internal medicine, or pediatrics - and medical subspecialty care areas such as cardiology, pulmonary, neurology, hematology, oncology, gastroenterology, genetics, neonatology, and infectious disease.) b. Section E: Select Yes for Certification c. Section F: Select Yes for Accommodation ii. Section G2: Upload the application to the Geisel Registrar's Letter Request Dashboard to request a Letter of Good Standing and obtain the official stamp for the CQMU application. (The request should take 3-5 days to process. Make plans to schedule a Travel Clinic about 1.5 weeks out – see iii below.) a. Enter your information b. Select "Letter of Good Standing" - For Letter Delivery, select "Email Letter to Me" and "Email 3rd Party." Provide Tecla Coleman's email address Tecla.Coleman@dartmouth.edu as the 3rd Party. c. Click "Additional Information and/or Forms to Include." In the comments box, request the Geisel Registrar's seal be applied to the CQMU application in Section G2. d. After the CGHE Program Manager receives notification of "Good Standing" from the Geisel Registrar, you will receive your application back with Dr. Adams' signature. iii. Sections H1 and H2: Leave empty until Dr. Adams signs and returns your application to you with the Official Seal from the Registrar Office. You will complete this section <u>after</u> Dr. Adams signs your application and it's returned to you. NOTE: You will need to schedule a Travel Clinic appointment to have medical authority sign off on Sections H1 and H2 of your application regarding your health status and Hepatitis B. Your application is now complete.	

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B. Send complete application directly to directly to CQMU (Mia Zhang hellomia@qq.com). Include your CV and passport bio-information page when returning the complete application directly to CQMU. C. Please email the CGHE Program Manager once you've sent your application to Mia. D. Mia will generate an invitation letter with the proposed dates. She will give a few extra days at each end of the elective for getting settled and traveling. Once letter is approved by students for dates, etc., Mia will send a formal hard copy of the letter to student. E. Please send an email to the CGHE Program Manager once you've received this letter from Mia. NOTE: If it is longer than 4 weeks and you have not received an invitation letter, please reach out to Mia to inquire about the status.	
B. VISA APPLICATION	
1. Student applies for an "F Visa" using invitation letter from Mia. 2. You have two options to obtain your visa: A. Apply directly to the Chinese Embassy in Washington, D.C. or online for an F visa. B. Alternatively, you may apply using the visa service, Travia, Dartmouth's contracted service for outbound visas. Students may access the passport portal here: http://visas.travia.com/DartmouthCollege. You would then need to click on the visa tab at the top of the page. NOTE: - Make sure that the dates on the visa cover both the elective time and travel time and are no longer than 3 months. - If you have questions, you can reach out to the Travia customer service team at 866-941-8472. - There are additional fees associated with getting your visa through this service. In addition to the \$100 visa (consular) fee, you will be charged a service fee of \$48 and a Consular Levy of \$5.90. - Most students successfully obtain their visa on their own and avoid the extra expense. If you do run into problems, you do have Travia as an option. ***The prices listed above may change. 3. Send Mia a copy of your visa. 4. Please send an email to the CGHE when you have received your visa and sent a copy to Mia.	
C. PRE-DEPARTURE REQUIREMENTS	

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1. Follow the predeparture requirements outlined the CGHE Predeparture Checklist sent by the Program Manager. Complete all items listed, promptly, as you will not be able to register for the elective or receive your stipend check until completed. 2. Once complete, send a message to CGHE that you have completed the requirements.	
D. GEISEL APPLICATION/REGISTRATION PROCESS	
1. Register for the elective MEDI-558 Chongqing Global Health A. Contact CGHE to register for the elective after all pre-departure requirements are complete to receive your stipend payment and to register for the elective. You will not see the elective if you use the OASIS function "Add course" because there are no set dates listed for the courses in OASIS B. Evaluation & Grades I. The Geisel Registrar's Office will send electronic evaluations to Mia for completion. The evaluation will be forwarded to Dr. Adams for final review and P/F grade submission. II. Grades for graduating students must be received and processed before the student can be cleared for graduation.	
E. STIPEND – TRANSPORTATION	
1. Stipend payments are digital and will be processed approximately one month before your scheduled departure date. - Payment will be up to \$2000.00. If, for whatever reason, your trip is canceled, non-refundable expenses (i.e., airfare) will be covered; however, any unspent funds or funds that are refundable will need to be returned. If possible, please keep the stipend separate from other funds for ease of tracking. 2. The student is responsible for airfare, ground transport to the airport, visa, and immunizations not covered by the Travel Clinic. CQMU arranges in-country transportation, lodging and meals. (see additional information below)	
F. HOUSING AND IN-COUNTRY ACCOMMODATIONS	
1. CQMU offers: A. transportation to and from airport in China. - CQMU offers airport pickup once in China. It takes around 3 hours from your landing in Chongqing until finally settling down in the guest house provided by CQMU. It is preferred that you arrive in Chongqing earlier than 6:00 pm, so that the driver doesn't have to wait at the airport late at night. - Please provide Mia with your flight details (including flight number, city to/from Chongqing, and time of arrival) as early as possible. B. housing in the student apartments. - CQMU will provide double rooms in the Post-Doctoral Building on campus. This is a quiet and organized guest house. Since it is not a hotel, there is no room service - but there is a doorkeeper on the first floor. It is very safe.	

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- Beddings, water heaters, electric kettle and air conditioner are equipped in your rooms. You need to bring your own towels, personal care products etc. - There is a laundry containing a coin-operated washing machine and a dryer on the 5th floor of the building. C. access to the hospital cafeterias for meals.	
G. UPON COMPLETING YOUR ELECTIVE, BEFORE YOU LEAVE CHINA	
1. Make sure you have Mia or your supervisor(s) fill out the evaluation form(s) and return to the Registrar.	
H. UPON YOUR RETURN TO DARTMOUTH	
1. We suggest sending a note of thanks to your supervisors and/or anyone else who extended themselves on your behalf while in China. 2. Please submit the final reflections and photos to the Program Manager to receive the remaining \$200 of your stipend.	