

DARDAR OUTBOUND STUDENT MANDATORY PRE-DEPARTURE TASKS

TASK	DATE COMPLETED
A. MUHAS APPLICATION PROCESS NOTE: The application should be submitted 6 months prior to your start date. If this is not possible, 3 months prior is acceptable.	
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 MUHAS application form provided by Ms. Gladys Malimi (gladysmalimi@gmail.com). Program Manager will connect you with Ms. Gladys. The following is an example of concise goals for the application: • Understanding the diagnosis and treatment of common illnesses in Sub-Saharan Africa • Understanding the degree of resources available in the region • Learn from and interact with faculty, residents, nurses, and other staff at MUHAS NOTE: An official transcript, CV, and recommendation letter from Dr. Adams' will be needed later when you submit the application to MUHAS. You can request an official e-transcript at no charge. More information can be found in section A.7 of this document.	
4. Send the completed MUHAS application form to CGHE Program Manager (Tecla.Coleman@dartmouth.edu) to obtain Dr. Adams' signature.	
5. Once the signed MUHAS application form has been returned to you, submit it to the Dartmouth Registrar to obtain the Official Seal. Please follow the instructions below: - Use the Geisel Registrar's Office Letter Request Form to obtain the official stamp and request a Letter of Good Standing. - Enter your information - Select "Letter of Good Standing" - Click "Additional Information and/or Forms to Include." In the comments box, request the Geisel Registrar's seal be applied to the MUHAS application - Upload the application - For Letter Delivery, select "Email Letter to Me" and "Email 3rd Party." Provide Tecla Coleman's email address	

DARDAR OUTBOUND STUDENT MANDATORY PRE-DEPARTURE TASKS

Tecla.Coleman@dartmouth.edu as the 3rd Party. g. Submit your request NOTE: The request should take 3-5 days to be processed.	
6. If you are in Good Standing, the Dartmouth Registrar will send you the MUHAS application form back with the Official Seal, along with a notification of Good Standing to the CGHE Program Manager.	
7. After the CGHE Program Manager receives notification of “Good Standing” from the Dartmouth Registrar, you will receive a recommendation letter from the CGHE Program Manager that you will need submit to MUHAS as part of your application.	
8. Your application is now complete and ready to be submitted to MUHAS. ● Please email your application to Ms. Gladys Malimi gladysmalimi@gmail.com and include: ○ CV ○ Academic Transcript (request an official e-transcript from the Dartmouth Registrar) ○ Recommendation letter from CGHE	
9. If you do not get an immediate confirmation email that your application has been received, follow-up after two weeks to check with Ms. Gladys to make sure they have received your materials.	
10. MUHAS will send you an invitation letter to support your visa application. The invitation should indicate your activities in Tanzania as well as whether you will be enrolled in a Tanzanian university. This is the letter you will need for your visa application to the Tanzanian consulate. The consulate will decide which visa type to issue based on the letter of invitation. NOTE: The letter from MUHAS may take up to 4 weeks to receive. Please follow up with Ms. Gladys if you do not receive it after 4 weeks. Please inform the Program Manager when you have secured your MUHAS invitation letter.	
11. The CGHE Program Manager will provide a pre-departure checklist to follow. a. Complete all pre-departure requirements on the checklist.	

DARDAR OUTBOUND STUDENT MANDATORY PRE-DEPARTURE TASKS

• Complete a travel exception request, if needed. • Register with Dartmouth ISOS. • Register your travel in the travel registry. • Make a travel clinic appointment at Dick's House or your chosen health care provider. NOTE: You will not be able to register for the elective or receive your stipend until all pre-departure requirements are completed.	
12. Please prepare the following items to take with you: a. 3-4 hardcopies of your completed MUHAS application b. CV c. A hardcopy of your invitation letter d. A passport size photo NOTE: Section E.1 of this document explains what you will do with these items.	
B. GEISEL APPLICATION/REGISTRATION PROCESS	
1. Register for the elective. <u>Note from Registrar about the two DAR electives:</u> • These two electives are established electives. However, you will not see them if you use the OASIS function “Add course” because there are no set dates listed for the courses in OASIS. • To register for the elective in OASIS you will need to contact the CGHE Program manager (Tecla.Coleman@dartmouth.edu) to schedule the dates which have been approved by Dr. Adams MEDI-550 - Elective: J. Strickler Global Health @ INTL: Dar es Salam, Tanzania MEDI 606 - Elective: Ford von Reyn Research Elective - Tanzania • For the research elective, you must schedule a meeting with your Dartmouth research advisor 2-3 months prior to leaving to discuss options for your focus.	
2. Evaluation & Grades a. For MEDI-550: The Geisel Registrar’s Office will send electronic evaluations to MUHAS for completion. The evaluation will be forwarded to Dr. Adams for final review and P/F grade submission. b. For MEDI-606: Your Dartmouth research advisor will	

DARDAR OUTBOUND STUDENT MANDATORY PRE-DEPARTURE TASKS

complete your evaluation. c. Grades for graduating students must be received and processed before the student can be cleared for graduation.	
C. VISA APPLICATION	
You have two options to obtain your visa: 1. Apply directly to the embassy in Washington or online. 2. 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 "visas" tab any 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 mos. • For both the research and the clinical electives, you should apply for a "student visa" since your visit will be less than 3 mos. On the dedicated Travia visa portal, you would select the option for "student visa". • All travelers will need to obtain a letter of invitation from the school in Tanzania to obtain the visa. • 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. Please inform the Program Manager when you have secured your visa.	
D. STIPEND, HOUSING, AND TRAVEL NOTE: You will be responsible for arranging your housing and travel.	
1. Stipend Payment Stipends (minus \$100) will be sent digitally approximately 1- 2 months before your departure. You will receive an email from the Program Manager when the stipend has been sent for processing. If, for whatever reason, your trip is canceled, non-refundable expenses	

DARDAR OUTBOUND STUDENT MANDATORY PRE-DEPARTURE TASKS

(e.g., airline tickets) will be covered; however, any unspent funds or refundable funds will need to be returned. If possible, please keep the stipend separate from other funds for ease of tracking. The remaining \$200 will be paid after submitting the following deliverables upon your return. You will receive a single lump sum to help cover your ground and air travel in the U.S. and abroad, your housing, and any other expenses such as your visa, immunizations, etc. The amount is determined by the duration of your elective, as specified in the DarDar application. • 4-5 weeks - \$3200 • 6-7 weeks - \$3500 • 8 weeks - \$4000	
2. Please make your own travel plans. 3. Gladys Malimi in the External Relations Office can provide some housing options (gladysmalimi@gmail.com).	
E. UPON ARRIVAL IN TANZANIA	
1. On your first day, report to the External Relations Unit for registration. This office is located at MPL building, ground floor, office #C20. Please take the following with you: • One passport size photo • A copy of your invitation letter • Two hardcopies of your application • You will get your student identification card and an introduction letter to the department. NOTE: You may need to pay \$5 (USD) for your ID card	
2. The External Relations Unit Office will take you to the appropriate department to introduce you to the Head of the Department. • You will be assigned to a supervisor who will provide you with a schedule and oversee your work while you are at the MUHAS.	
3. Email weekly reflections to Dr. Adams and Program Manager.	
F. UPON COMPLETING YOUR ELECTIVE, BEFORE YOU LEAVE TANZANIA	
1. We suggest sending a note of thanks to your supervisors and/or anyone else who extended themselves on your behalf while in Tanzania.	

DARDAR OUTBOUND STUDENT MANDATORY PRE-DEPARTURE TASKS

G. UPON YOUR RETURN TO DARTMOUTH	
1. Please submit the final reflections and photos to the Program Manager to receive the remaining \$200 of your stipend.	