

RWANDA (CHUK) ELECTIVE OUTBOUND STUDENT MANDATORY PRE-DEPARTURE TASKS

TASK	DATE COMPLETED
A. CHUK APPLICATION PROCESS NOTE: The application should be submitted 6 months prior to your start date.	
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).	
CHUK PREDEPARTURE REQUIREMENTS 3. Complete the CHUK application at the following link (https://chuk.rw.internship.tnt.rw/internship/). CRIMINAL BACKGROUND CHECK REQUIRED!! The following will be needed for the application: a. Copy of passport b. University enrollment card (Student ID) c. Criminal background check d. Medical certificate confirming the state of health e. Vaccination certificate for hepatitis B f. Application letter addressed to the Director General of the hospital (example attached) g. Certificate of registration (Letter of Good Standing from the Geisel's Registrar's Office, indicating that you are an M4 student) • Directions below to obtain a Letter of Recommendation: 1. Use the Geisel Registrar's Office Letter Request Form to obtain the official stamp and request a Letter of Good Standing. 2. Enter your information 3. Select "Letter of Good Standing" 4. 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. 5. Submit your request h. Recommendation letter. • After the CGHE Program Manager receives notification of "Good Standing" from the Geisel Registrar, you will receive a recommendation letter from the CGHE Program Manager to submit i. 250 USD per month of clinical placement for foreigner students including post-graduate students. Please reach out to Program Manager when you're ready to make the payment.	
CGHE PREDEPARTURE REQUIREMENTS 4. The CGHE Program Manager will provide a pre-departure checklist to follow. a. Complete all pre-departure requirements on the checklist. • Complete a travel exception request, if needed.	

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• 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. (See Section C below)	
5. You will need to bring the following items with you to Rwanda a) A clinical coat or scrub uniform b) A stethoscope c) A reflex hammer d) An examination torch e) A measuring tape f) A goniometer g) A notebook for taking notes. h) A hand sanitizer (Alcohol gel) and lotions as necessary	
B. VISA APPLICATION	
DETAILS FOR THE RWANDA STUDENT VISA ARE FOUND AT THE FOLLOWING WEBSITE: WWW.MIGRATION.GOV.RW General 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 the clinical elective, 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 Rwanda 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.	
C. GEISEL APPLICATION/REGISTRATION PROCESS	

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1. Contact the Program manager to register for the elective after all pre-departure requirements are complete to receive your stipend payment and to register for the elective.	
2. Evaluation & Grades - The Geisel Registrar's Office will send electronic evaluations to CHUK for completion. The evaluation will be forwarded to Dr. Adams for final review and P/F grade submission. - Grades for graduating students must be received and processed before the student can be cleared for graduation.	
D. STIPEND, HOUSING, AND TRAVEL NOTE: You will be responsible for arranging your housing and travel.	
1. Stipend Payment Stipends (minus \$200) 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 (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 application. • 4-5 weeks - \$3200 • 6-7 weeks - \$3500 • 8 weeks - \$4000	
2. Please make your own travel and housing plans. CHUK can advise on housing options.	
E. UPON ARRIVAL IN RWANDA	
1. Email weekly reflections to Dr. Adams and Program Manager.	
F. UPON COMPLETING YOUR ELECTIVE, BEFORE YOU LEAVE RWANDA	
1. We suggest sending a note of thanks to your supervisors and/or anyone else who extended themselves on your behalf while in Rwanda.	
G. UPON YOUR RETURN TO DARTMOUTH	
1. Please submit the final reflections and photos to the Program Manager to receive	

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the remaining \$200 of your stipend.	
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