Global Health Programs - Paperwork Checklist

- Please return all forms and documents to the Global Health Office (GH) except where uploading of documents to the GOIS system is indicated. (To avoid duplicative requests for paperwork, please do not send paperwork to the Office of Global Opportunities (OGO) or Admissions.)
- Return deposit checks to Ohio University, Bursar’s Office in Chubb Hall. Non-OHIO students mail to OHIO University Bursar, PO Box 960, Athens, OH 45701.
- Make final program payments through your OHIO Student Account.
- Program or country specific questions, including in-country logistics, coursework requirements, packing list, etc., can be directed to your Program Director.

**ONCE NOMINATED:**

- All participants: Carefully read the nomination e-mail sent to you. Accept or decline your nomination through GOIS by the acceptance deadline. Also complete the Health Information Form at this time.
- Submit a $500 non-refundable deposit within 2 weeks of nomination into the program. Make checks payable to Ohio University.
  - **Ohio Participants** will be sent a deposit slip with their e-mailed nomination letter and will pay the non-refundable deposit of $500 to the Bursar’s office (Chubb Hall). Cash or check payments accepted.
  - **Non-OHIO Participants** will be sent a deposit slip by e-mail and will return payment by check to the Ohio University Bursar’s Office at: PO Box 960, Athens, OH-45701. Please include the deposit slip with the mailing.

  Note: Tuition and program fees (as appropriate) will be posted to your Ohio University Student Account and be due prior to departure. You WILL NOT receive an invoice by mail or e-mail. Finance charges will accrue monthly for any amount not paid prior to departure.

- For Ecuador programs (TDI Research & Community & Public Health): E-mail a digital picture of yourself to the Global Health Office. The picture should be a headshot with a clear background. These will be used for program IDs in Ecuador and must be received by **April 1**.

**COMPLETE THE FOLLOWING FORMS IN GOIS:**

- Worldwide health and evacuation insurance is included in the program fee for the length of the program. All participants: **read and check the Age Verification box on the Health Insurance tab in GOIS.** You can extend the insurance beyond the program travel dates for an additional fee by completing the information under “Extend Health Insurance”.
- Upload a color copy of the picture page of your passport and your flight itinerary (once travel arrangements have been purchased) on the Travel Information tab in GOIS. (Word and PDF files are accepted, JPEG files are not accepted). Also enter your passport information and your travel itinerary in the appropriate boxes. For program departures in May & June, passports need to be uploaded by April 1.
- Register with the U.S. Embassy at the U.S. Department of State at [https://step.state.gov/step/](https://step.state.gov/step/). Confirm your registration in GOIS on the Smart Traveler Enrollment Program Tab. (If you are not a US citizen you do not need to register).

Please include OHIO contacts so they may act on behalf of Ohio University. Under the Privacy Act Information section, please mark “Others” and include the following in the space provided for waiver comments: Office of Global Opportunities, (740-566-4267, global.opportunities@ohio.edu) and Dr. Gillian Ice (740-593-2128, iceg@ohio.edu) and Global Health Office, (740-593-2359, globalhealth@ohio.edu), Ohio University, E118 Grover Hall, Athens, OH 45701.
COURSE REGISTRATION AND OTHER REQUIREMENTS:

- Read and follow the instructions to complete the Course Registration Form that is e-mailed to you or provided to you by your Program Director. Have your course selections approved by the program director or appropriate faculty (signatures required for OHIO students on-campus, an e-mail approval will suffice for off-campus students). Register for the approved courses using your OHIO ID at https://sis.ohio.edu. (Contact globalhealth@ohio.edu for additional instructions.)

- **All participants must participate in the required orientation(s) prior to departure.** This may include a program specific orientation and the Bobcat’s Abroad Orientation through the Office of Global Opportunities. Bobcats Abroad will be made available to you through Blackboard. For more information on Bobcat’s Abroad go to http://www.ohio.edu/educationabroad/Students/Orient.html.

- Some programs may also require completion of course modules prior to departure. Your Program Director will provide you with information if pre-trip coursework is required.

- **Obtain immunizations** as recommended by CDC guidelines http://www.cdc.gov/ and your healthcare provider and submit documentation of receipt of these immunizations to the Global Health Office.

- **Medical, nursing and other students in the health professions must complete a TB test within 2 months of departure** and submit the results to the Global Health Office prior to departure. (Not required for London Comparative Health, Ecuador Community & Public Health, and Paraguay Social Work.)

- Read, sign and return the last page of the Guidelines for Ethical Practice to the Global Health Office. You may also bring the signed copy with you to your program’s orientation.

UPON RETURN:

- Complete the program evaluation within 2 weeks of your return. We will e-mail the link to your provided OHIO email address.

- Complete any coursework required to receive credit for the program.
  - For Heritage College Year 3 & 4 students: Ensure that your preceptor evaluation is submitted to your Clinical Education Office and the Office of Global Health Programs.

- Share your experience and photos on the Global Health Initiative Facebook page or on Twitter @OUglobalhealth!

- **Medical, nursing and other students in the health professions must complete a post-trip TB test 10 weeks after return and submit results to globalhealth@ohio.edu.** (Not required for London Comparative Health, Ecuador Community & Public Health, and Paraguay Social Work.)

- **Non-OHIO students** can request transcripts at http://www.ohio.edu/registrar/transcri.cfm.