Global Health Programs - Paperwork Checklist

- Please return all forms and documents to the Global Health Initiative (GHI) except where uploading of documents to the GOIS online application system is indicated. (To avoid duplicative requests for paperwork, please do not send paperwork to the Office of Global Opportunities (OGO) or Admissions.
- Make your deposit and 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 tab at this time.
- Submit a $500 non-refundable deposit by the due date indicated in your nomination e-mail. Instructions on paying the deposit are also included in this e-mail.
- Tuition and program fees (as appropriate) for all participants 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.

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/ by completing the STEP process. Please include the Office of Global Opportunities and the Global Health Initiative as contacts so we may act on behalf of Ohio University. Under the Traveler Information section in the comments box, please include the following information: In case of emergency, also contact: The Ohio University Office of Global Opportunities, (740-593-4583), global.opportunities@ohio.edu and Ohio University Global Health Initiative (740-593-2359) globalhealth@ohio.edu. Log into GOIS and confirm your travel information and that you have completed the registration process with the U.S. Department of State.

COURSE REGISTRATION AND OTHER REQUIREMENTS:

- Head 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. You will receive an e-mail about the dates and times for the Bobcats Abroad orientation from the Office of Global Opportunities.

Global Health Programs Checklist, last updated 11/19/19
- 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/](http://www.cdc.gov/) and your healthcare provider and submit documentation of receipt of these immunizations to the GHI.

- **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 GHI prior to departure.

- 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.

<table>
<thead>
<tr>
<th>UPON RETURN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Complete the <strong>program evaluation</strong> within 2 weeks of your return. We will e-mail the link to your provided OHIO email address.</td>
</tr>
<tr>
<td>- Complete any coursework required to receive credit for the program.</td>
</tr>
<tr>
<td>- For Heritage College Year 3 &amp; 4 students: Ensure that your preceptor evaluation is submitted to your Clinical Education Office and GHI and you follow the requirements of the OCOM 8911 Syllabus.</td>
</tr>
<tr>
<td>- Share your experience and photos on the <a href="#">Global Health Initiative Facebook</a> page, <a href="#">Instagram</a> ohioglobalhealth or on Twitter <a href="#">@OUglobalhealth</a>!</td>
</tr>
</tbody>
</table>
| - **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.
| - **Non-OHIO students** can request transcripts at [http://www.ohio.edu/registrar/transcri.cfm](http://www.ohio.edu/registrar/transcri.cfm) if arrangement for credit made prior to travel. |