



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:

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

- ❑ 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 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.

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 GHI and you follow the requirements of the OCOM 8911 Syllabus.
- ❑ Share your experience and photos on the [Global Health Initiative Facebook](#) page, [Instagram](#) ohio-global-health 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.
- ❑ **Non-OHIO students** can request transcripts at <http://www.ohio.edu/registrar/transcri.cfm> if arrangement for credit made prior to travel..

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