



APPLICATION SUBMITTAL CHECKLIST

*****Please submit THREE copies of all documents – keep the originals for your personal records**
Submitted documents will not be returned to the student.***

Application Fee & Information Form

A non-refundable Application Fee & Confidentiality Contract is required prior to start date of the student's rotation.

Letter of Good Standing & Proof of Malpractice Insurance

Please have your school forward a letter of good financial & academic standing and approval of the clerkship for credit. A new letter of good financial & academic standing is required every 12 weeks. Malpractice Insurance can also be individually purchased from our office.

Criminal Background Check

The Hospitals require a USA National Criminal Background Check. There is a \$100 charge to complete the check via our office. Online documents are not accepted.

Curriculum Vitae/Resume

An overview of the student's qualifications, education and clinical experience.

Health Insurance

Proof of health insurance must be provided before the student can start their clerkship. Canadian students can submit a copy of their health card. Please provide copies of *front* and *back* of document/card. Health Insurance can also be individually purchased from our office.

Student Health Clearance Certificate

Record of all updated immunizations including MMR vaccination or immunity status, past Varicella infection or Varivax, Hepatitis B vaccination or refusal form, proof of Flu Shot, TB test (or if a known positive reactor, a negative chest xray). Records should be within 1 year of start date. Please include titer level reports.

**Please complete attached Handa Medical Group Student Health Clearance Certificate.*

**Passport Size Photo**

Please include 2 Passport size photo for identity verification purposes.

9 Panel Drug Test

Some specialties or Hospitals require undergoing a 9 Panel Drug Test.

State/Provincial ID

Please provide copies of State/Provincial issued ID (Drivers License)

Passport

Please provide copies of Page # 2 & Page # 3 of USA or Canadian passport.

Proof of visa/immigration status in USA

Non-US Citizen students please provide copies of their immigration visa, which they will receive at US Customs either at the Airport or Border.

Notes:

1. All students are required to complete Basic Life Support CPR Provider, Advanced Cardiac Life Support Provider & Pediatric Advanced Life Support Provider certification courses within the first 12 weeks of their clinical clerkships under our program. Students can do them through the Handa Medical Group office or individually. Failure to complete these certification courses within the first 12 weeks will result in termination of clinical rotations through our program. Please provide copies of certification if you have already completed these courses. Online courses are not accepted. These courses are not included in the application fee, additional charges apply.
2. All students will be required to attend a mandatory orientation session prior to the commencing clinical clerkships.
3. All students are required to wear the provided lab coats at certain Hospitals & Handa Medical Group student ID badges must be worn at all times.
4. All students must attend a mandatory Suture & Scrubbing Workshop prior to doing any surgery clinical clerkships. This workshop is not included in the application fee, additional charges apply.