

Duke University School of Medicine
International Visiting Medical Student Program Information

Application to Duke School of Medicine as a visiting medical student must be made through the Visiting Student Coordinator in the Office of the Registrar for the School of Medicine. Acceptance into this program does not constitute admission or matriculation to the Duke University School of Medicine as a degree candidate.

Since the number of clinical elective spaces is limited, Duke medical students are given priority, and applicants will not be selected until assignments have been completed for Duke students. Applications must be submitted **electronically** and at least 16 weeks prior to the requested start date with **all** required documentation. **Incomplete applications will not be reviewed. Visiting students are required to follow the Duke academic calendar.** Approved visiting medical students will be allowed to enroll in fourth (final) year clinical electives at Duke University School of Medicine for a **maximum of 8 weeks**. Enrollment in required pre-clinical basic science courses or clinical core clerkships is not available to visiting medical students. Visiting medical students are expected to adhere to the same rules, guidelines and Honor Code as Duke University School of Medicine degree candidates and meet Duke Technical Standards. All official communication regarding selection and instructions will be through the Visiting Student Coordinator in the Office of the Registrar in the School of Medicine. Students approved for participation in the program will be notified of their acceptance and approved elective(s) via email from the Visiting Student Coordinator. **Once approved and scheduled for an elective(s), no changes in elective scheduling are permitted.**

Any student approved for participation in the program who fails to report to their scheduled elective(s), or fails to meet any stated requirement(s) as noted in the letter of acceptance, will be withdrawn from the elective, as well as the visiting student program, and shall forfeit all fees paid in association with the program. Furthermore, any student whose credentials are found not meeting the required standards after the start of their approved elective period may be withdrawn from the program, forfeiting all fees paid in association with the visiting student program.

Upon completion of the approved elective period, and if all program requirements have been fulfilled, the Visiting Student Coordinator will provide verification of participation to the home school via email. ***In addition, only the Duke School of Medicine clinical evaluation form will be provided to the home medical school after completion of the approved elective(s).***

Fees and Expenses

- **Registration Fee** – An applicable registration fee is required of all approved international visiting medical students participating in the program. Applicable fee is based on the effective date of the approved affiliation agreement on file. **\$2200.00 one-time** registration fee for agreements approved prior to May 1, 2012, or **\$6000.00 per scheduled elective** for agreements approved on/after May 1, 2012. Payment should be made prior to the start of the approved elective period. Bills will be emailed to the @duke.edu address and are also available via your ACES account. Should this fee not be paid in full as noted prior to the approved start date, the student may be withdrawn from the program and forfeit all fees paid up to that time. Registration fees will be refunded in full if the elective(s) is cancelled prior to the approved start date. Notice of elective cancellation should be provided via email to the Visiting Student Coordinator. If the student withdraws after the first day of the approved elective period, no refund will be provided.
- **ID badge** – A Duke ID badge will be issued at check-in to all approved and scheduled visiting medical students. This badge is to be worn and visible at all times while on medical center campus. In addition, the badge is required to be returned to the Visiting Student Coordinator at the end of the approved elective period.

- **Student Medical Insurance – Mandatory for F1, J1, B1/B2 and WB visa holders** – The approved and scheduled student will be assessed the Student Medical Insurance Program premium (SMIP) at the prevailing rate as set by the insurance provider. Please note the fee will be assessed for each 4 week period of enrollment based on the start/end date of the approved elective period. Should these dates not fall on the first and/or last day of the month, the assessed SMIP premium will be for a minimum of 2 months for each 4 week elective. Assessed fees will be posted to ACES and payment due as noted per the Bursar. You may find additional information regarding the topics online: <http://studentaffairs.duke.edu/studenthealth/international-students-scholars>
- **Student Health Fee – Mandatory for F1, J1, B1/B2 and WB visa holders** – The approved and scheduled student will be assessed the **mandatory** Student Health Fee (SHF) at the prevailing rate for the semester of enrollment. Please note the fee will be assessed for each 4 week period of enrollment based on the start/end date of the approved elective period. Should these dates not fall on the first and/or last day of the month, the assessed SHF will be for a minimum of 2 months for each 4 week elective. Assessed fees will be posted to ACES and payment due as noted per the Bursar.
- **Parking** – A parking pass may be obtained for each 4-week period of enrollment from the Parking Services Office. Fees for parking will be assessed at the prevailing rate, and payment of any fees to obtain parking privileges is the responsibility of the student. Parking assignments are made at the discretion of the Parking Services Office.
- **Attire** – Students are required to wear **waist length** white coats and professional attire while studying at Duke. If needed, these coats may be purchased at the Medical Center Bookstore.
- **Housing** - Housing Information is provided with the letter of acceptance. Please note the acquisition of housing, living expenses and transportation is the sole responsibility of the visiting student.
- **Library Privileges** – Provided at no extra cost.
- **Orthopaedic Surgery** - In addition to the traditional Visiting Medical Student application, the Department of Orthopaedic Surgery has its own application. Please refer to their web site: http://orthoresidency.surgery.duke.edu/modules/surgorthores_intro/index.php?id=3
Please note that prior approval to the Visiting Student Program is a prerequisite for application the Orthopaedic elective.