

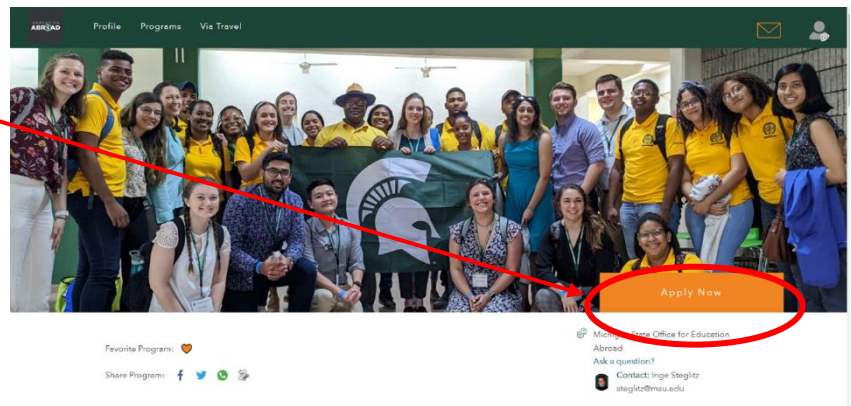
How to Submit the Application

This manual is intended to explain how to apply and travel abroad with one of IGH study abroad programs.

Click the following link and login. Search your program. <https://msueducationabroad.via-trm.com/authV2/welcome>

Step 1

Click APPLY NOW.



Step 2

Read the following *Are you eligible to apply?* before you proceed the application. If you are not, you will not be able to apply for this program.

A screenshot of a web application form titled 'START MY APPLICATION'. The form has a section 'Are you eligible to apply?' with a list of requirements: '4th year medical students and graduate-level nursing students only', 'Good academic standing (without a failed course on their academic record at the time of departure)', and 'Minimum 2.5 GPA at the time of application'. Below this is a 'Please note:' section with two bullet points: 'Meeting the minimum eligibility for this program do not guarantee admission as spaces on this program are limited.' and 'Student participation may be denied or participation approval may be revoked if their conduct before departure raises doubts as to their suitability for program participation.' The next section is 'When would you like to go?' with a dropdown menu. A red circle highlights the dropdown arrow, and a red arrow points from the text 'click the down-arrow button' to it. Below the dropdown menu, there are 'CANCEL' and 'NEXT' buttons. The dropdown menu shows 'Winter Break 2022: December 2022 - December 2022'.

Step 3

On *When would you like to go?*, click the down-arrow button and choose your willing date to attend the program.



Step 4

CHECK the following check box and click NEXT.

By clicking NEXT, I agree to be contacted about this program by advisors and administrators of this program.

CANCEL NEXT

Step 5

If you are a MSU student, your TRAVELER INFORMATION, CONTACT INFORMATION, ACADEMIC INFORMATION will be pulled from MSU’s Student Information System (SIS). If you notice incorrect data, you must correct it with the Office of the Registrar (reg@msu.edu). It takes 24 hours for our system to update once changes are made with the Registrar.

Let's start your application!
This is application is for students participating in International Global Health programs.

Please Note: The Office for Education Abroad complies with the [MSU Anti-Discrimination Policy \(ADP\)](#). The ADP affects the entire education abroad program cycle, including advising, admission decisions, on-site programming, and post-program follow-up.

TRAVELER INFORMATION

Information below will be pulled from MSU's Student Information System (SIS). If you notice incorrect data, you must correct it with the Office of the Registrar (reg@msu.edu). It takes 24 hours for our system to update once changes are made with the Registrar.

First Name

SAVE & EXIT SUBMIT



Step 6

Fill out CITIZENSHIP AND PASSPORT INFORMATION.

CITIZENSHIP AND PASSPORT INFORMATION

You will need a valid passport to participate in a program abroad. Please provide information regarding your citizenship and passport status.

- MSU students will have citizenship information pulled from the Student Information System. Any incorrect information will need to be corrected with the Office of the Registrar's. To make change you must e-mail (reg@msu.edu) your name, student ID, and updated information. Once updated, it will take 24 hours for our system to download the changes and update your application.
- You do not need a valid passport to submit this Education Abroad application, but the Office for Education Abroad highly recommends that you at least start the process for getting or renewing your passport. This process can take some time and it should not be left to the last minute.

*Country/Countries of Citizenship x

United States v

***WHAT IS THE STATUS OF YOUR PASSPORT?**

v

Step 7

Check all that apply to you in STUENT INFORMATION and FINACIAL AID.

STUDENT INFORMATION

Please tell us about yourself. The answers you provide will NOT be used during the application review process.

***DO YOU IDENTIFY WITH ANY OF THE FOLLOWING COMMUNITIES?**

Check all that apply.

Active military or veteran

First generation college student

High financial need student

International student

LGBTQIA+ student

Student with a disability

Not applicable

***HOW DID YOU HEAR ABOUT THIS EDUCATION ABROAD PROGRAM?**

Check all that apply.

EA Advising Center

EA Event (EXPO, Workshop, Webinar, etc.)

EA Social (Facebook, Instagram, Twitter, etc.)

EA Website

Academic adviser

Class or professor

Department/College

Former Participant

Friend

New Student Orientation (NSO)

Residence hall

Sparticulation

The State News

Other

If you chose "Other" in the previous question, please tell us where you heard about this program.

Enter Answer Here

FINANCIAL AID

This section is for students who currently receive aid, or plan to receive aid, through MSU's Office of Financial Aid. If you don't receive aid, but would like to apply for it, you must fill out a Free Application for Federal Student Aid (FAFSA) form for the same academic period you plan to study abroad. Please check "yes" that you would like to use financial aid for your education abroad program even if you are applying for aid. The Office for Education Abroad will send all anticipated costs for your program to the MSU Office of Financial Aid for processing when the budget is finalized. The answers you provide will NOT be used during the application review process.

*I receive financial aid or scholarships from the government or an organization v

***PELL GRANTS**

If you currently receive financial aid, are Pell Grants a part of your package?



Step 8

Fill out the information in INTERNATIONAL GLOBAL HEALTH PROGRAM SPECIFIC INFORMATION.

If you are a graduate student, select your college.

If you are an undergraduate, select UNDERGRADUATE

INTERNATIONAL GLOBAL HEALTH PROGRAM SPECIFIC INFORMATION

***WHAT IS YOUR MSU COLLEGE?**

Please select one college.

***IS THIS YOUR FIRST APPLICATION FOR AN INTERNATIONAL GLOBAL HEALTH PROGRAM?**

NO

If you have previously submitted an application(s) for an International Global Health program, please list the program name(s) below and indicate whether you were accepted or not per program.

***LANGUAGE PROFICIENCY**

List any languages (outside of English) that you know and please list your proficiency (beginner, conversational, advanced, fluent).
Example: Tagalog (advanced)

ROOMMATE PREFERENCE

Do you have an individual you would prefer to room with while on the program? If so, please provide their full name below. If not, you will be randomly assigned a roommate.

Step 9

Upload PROOF OF IMMUNIZATIONS.

Click MAKE A PAYMENT to pay the fee. If you are COM Students, you DO NOT need to pay.

***PROOF OF IMMUNIZATIONS** 🔴 This question is required

All applicants are required to upload a copy (scanned copy or photo) of your immunization records.

- Immunizations records are often times printed on long, cardstock type paper that is folded into a small booklet
- Immunization records from a physicians office or UPhys are also acceptable

BROWSE FOR FILE

FEE (COM STUDENTS DO NOT MAKE THIS PAYMNET)

Make a Payment

When you click Make a Payment, you will leave Via TRM to pay your fees. Please save all work prior to clicking Make a Payment.

\$150.00 USD

Status: Not Paid



COLLEGE OF MEDICINE STUDENTS SECTION ONLY

***CAMPUS**

What Campus are you assigned to?

***IF YOU SELECTED "BASE HOSPITAL" IN THE PREVIOUS QUESTION...**

Please specify the base hospital you are assigned.

***IOMO MEMBERSHIP**

Are you a current member of IOMO?

 NO

Step 10

Fill out the following information if you are COLLEGE OF MEDICINE STUDENTS.

Step 11

Fill out the following ESSAY PROMPT. It is required for all applicants.

Fill out the following INTERNATIONAL EXPERIENCE and LEADERSHIP EXPERIENCE. It is required for COM Students.

SHORT ANSWERS AND ESSAY

***ESSAY PROMPT (REQUIRED FOR ALL APPLICANTS)**

Please answer both questions in your essay.

- Why would you like to be chosen for this particular International Global Health program?
- Why do you believe you are a good candidate for this program?

***INTERNATIONAL EXPERIENCE (REQUIRED FOR COM STUDENTS ONLY)**

Please list and explain your international experience.

***LEADERSHIP EXPERIENCE (REQUIRED FOR COM STUDENTS ONLY)**

Please list and explain your leadership experience.



EDUCATION ABROAD AGREEMENTS

Please submit thoughtful and well thought out statements. It may be the deciding factor in your acceptance into the Education Abroad program.

*COM/CHM STUDENT AGREEMENT

I fully agree to abide by the principles listed here. I will comply with the following:

- I will not be disruptive to the learning process or be disrespectful to any instructor
- I will not get involved in any political discussion/demonstrations in the host country
- I will not engage in any type of illicit drug use
- I will not drink alcohol in excess (if under age 21 I will not drink alcohol at all)
- I will adhere to college protocols on student conduct consistent with the MSU Student Handbook
- I will uphold the dignity of the healthcare profession
- I will respect the cultural standards of the host country
- I will stay in touch with the IGH office in case of an emergency
- I will always stay in a group of three or more
- I fully understand the risks involved in traveling and living in the host country
- My immunizations for international travel are current and up to date
- I will contact the IGH office (517-353-2426) immediately in the event of an emergency

*Enter Signature

*COM/CHM STUDENT INFORMED CONSENT AND RELEASE

As a Michigan State University student, I assume the risks and consequences involved with my participation in this international course. I have been informed of the possible dangers that may result from my participation in this elective, those typically associated with travel to a third world country including disease, crime, natural disasters, etc.

I recognize that the above list may not be complete and that a fuller explanation of the possible consequences is available upon my request. However, I do not wish for further explanation.

I accept the responsibility and agree to fully comply with all safety regulations and practices, and I will consult my program leader for advice in circumstances where safe practice is in doubt.

I hereby release the College of Osteopathic Medicine, Michigan State University, its Board of Trustees, staff, faculty, volunteers, and students from any liability that may result from my participation in this elective. I acknowledge and accept the risks involved in international travel.

I also acknowledge that, upon my return to the US, I will have one week to submit a two-page report of my experiences that will, in part, determine my grade, if that is a requirement of my course.

I have read and fully understand this document. All blank spaces were filled prior to my signing this document.

*Enter Signature

Step 12

In EDUCATION ABROAD AGREEMENTS, please read through and put your name in ENTER SIGNATURE.

*EA DEADLINES AND ACCEPTANCE PROCESS

I have read and understand the Deadlines and Acceptance.

*Enter Signature

*STATEMENT OF RESPONSIBILITY

I have read and understand the Education Abroad Statement of Responsibility.

*Enter Signature

*WITHDRAWAL AND REFUND/CHARGE POLICIES

I have read and understand Education Abroad Withdrawal and Refund/Charge Policies.

*Enter Signature

*RELEASE AUTHORIZATION

In order to facilitate my participation in an education abroad program, Michigan State University may release information related to my participation in this education abroad program to my parents/legal guardians, host institutions, third-party providers providing program-related services, or government agencies of host countries as needed. These records may include, but are not limited to, student account information, demographic information, information about the program in which I am enrolled, or non-emergency information related to my health or safety.

- Mark "Yes," if you are authorizing Michigan State University to release information related to my participation in this education abroad program to my parents/legal guardians, host institutions, or government agencies of host countries as needed.
- Mark "No," if you are not authorizing Michigan State University to release information related to my participation in this education abroad program to my parents/legal guardians, host institutions, or government agencies of host countries as needed.

NO

Select YES or NO

**COMPLETION OF ALL EA DOCUMENTATION* AGREEMENT

As an applicant of an Education Abroad program, you will be required to complete many tasks to maintain your eligibility for this program. It is your responsibility to carefully read all of the e-mails and complete assigned tasks from the Office for Education Abroad, the Education Abroad ViaTRM Portal, and the host university/provider.

Failure to complete any of these tasks prior to acceptance or after commitment to this program, could result in the administrative withdrawal of your Education Abroad application.

I have read and agree to comply with the "Completion of all EA Documentation" Agreement.

*Enter Signature

*EA APPLICATION SUBMISSION AND COMMITMENT DEPOSITS

I understand that a \$100 application deposit will be posted and due on my MSU account for each program to which I apply.

By submitting this application, I understand I am obligated to pay this fee unless I withdraw my application prior to committing to the program.

I also understand a \$200 commitment deposit will be posted on my student account when I complete the online documentation that confirms my program participation.

*Enter Signature

Step 13

Submit the application by clicking the button SUBMIT on right bottom.



Step 14

After completing the form, go to PROFILE.

Click FORMS and START the “not started” forms.

There are deadlines for the form, please complete the form before ahead.

