

STUDENTS ATTENDING INTERNATIONAL MEDICAL SCHOOLS

Please read the following very carefully. Your application **WILL NOT** be processed until all of the required supporting documentation has been received.

- ❖ It is the student's responsibility to ensure that the completed application (with all of the necessary paperwork) has been received **four (4) months** prior to the start date of the proposed elective and no earlier than **nine (9) months**.
Please remember to include your 4-digit application ID number on all paperwork. You will receive your application ID upon completion of the online application.

- ❖ **We DO NOT accept requests for core rotations or observerships.** Core rotations are determined based on the LCME accreditation standard ED15 traditionally titled as follows:
Family Medicine
Internal Medicine
Obstetrics/Gynecology
Pediatrics
Psychiatry
Surgery

It is expected that students will have completed these core rotations prior to applying for electives. Also, clinical electives will only be offered to students who are in their final year of study at the time of the elective (i.e. enrolled in the 4th year of a 4-year program). Observerships can be arranged by visiting the Nova Scotia College of Physicians and Surgeons - <http://cpsns.ns.ca/Portals/0/clinical-observership.pdf>

- ❖ Applicants must be fluent in English with a computer score on the TOEFL of at least 237 (or similar). IELTS score of 7.0 or a letter from their medical school indicating proficiency in English. **Verification to follow.**
- ❖ Acceptance depends upon the availability of resources at the time of the elective. The maximum time allowed at Dalhousie University is **twelve (12) weeks** of elective time per calendar year. All students are limited to a maximum of **four (4)** weeks of elective time in Halifax Metro area. Minimum elective length is **two (2)** weeks and a maximum of **four (4)** weeks PER elective request.

- ❖ There are 7 items that **must** be complete and/or returned to the Undergraduate Medical Education Office in order for your application to be processed:

- University Confirmation Form
- Online Application
- Proof of Malpractice Insurance & Comprehensive General Liability Insurance
- Letter of Good Standing
- Immunization Records
- \$400.00 application fee; this includes \$100 non-refundable fee
- TOEFL, IELTS score / Letter from medical school indicating proficiency in English

PLEASE NOTE: All required documentation is to be completed on Dalhousie University forms.

PLEASE SEND ALL OF THE ENCLOSED TO THE ADDRESS BELOW

Electives Coordinator
Undergraduate Medical Education, Dalhousie University
5849 University Ave, Rm. C-125
PO BOX 15000
Halifax NS B3H 4R2

DOCUMENTATION/ADDITIONAL INFORMATION:

- ❖ **Online Application**

Please ensure you have completed the online application form before submitting your supporting documentation. You will automatically receive an email informing you that your online application has been received.

[Online Application](#)

- ❖ Please note that changes to requested electives cannot be made and require re-application and additional payment of both the application fee and non-refundable administrative fee.

Please select your elective choices carefully as switching electives once they have been confirmed is strongly discouraged. If you do need to switch, you will then be required to submit a new application and associated fees. The four month deadline does apply in this situation.

❖ **Elective Fee**

An elective fee of \$400.00 CAD must be included with your supporting documentation; this includes a \$100.00 CAD non-refundable administrative fee. (i.e. \$300 application fee and \$100 non-refundable administrative fee).

Payment should be made by credit card; we accept VISA, MasterCard, and American Express via telephone (902-494-3797) or email (be aware that this is a less secure option, and we accept no liability). We will also accept two separate money orders in Canadian funds, made payable to Dalhousie University.

The \$100 non-refundable fee will be processed upon receiving all required documentation. The additional \$300 is processed upon confirmation of placement from the department.

We DO NOT accept cheques.

❖ **University Confirmation**

A signature by the University's Dean/Designate containing the official stamp/seal, as verification that the student is who they say they are, and that they are covered by malpractice insurance. A certificate of malpractice insurance must be included with your documentation.

For a copy of the form:

[University Confirmation](#)

- ❖ If your school does not cover you for **malpractice insurance**, or there is no alternate form of coverage (i.e. MPS, MIPS, etc.), it is the student's responsibility to arrange for coverage through an insurance company. Dalhousie requires students to provide minimum of \$5 million in professional liability (malpractice insurance). Proof of insurance is required to process application. Dalhousie University does not provide insurance coverage.

❖ **Immunization Records**

Please have a Physician or Public Health Office complete and sign the **Infectious Diseases and Immunization Checklist for Health Care Worker Students**. Copies of official documentation (i.e. titres, serology reports, etc.) must be attached for proof of immunization. Tuberculin skin test (TST) must be done within the past year.

For a copy of the form:

[Immunization Form](#)

❖ **Confirmation of Elective Placement**

Please do not contact physicians directly without authorization from the Electives Coordinator. All accepted electives must be "Program Approved", not individual-physician approved. This is to ensure that all criteria have been met and applications have been properly registered for a valid clinical elective.

❖ **Cancellation of Elective Placement**

If a student wishes to cancel an elective the Electives Coordinator and the clinical department administration should be notified in writing **ASAP**. As electives are highly desired and involve the time and effort of various parties, we request that students do not cancel less than 6 weeks prior to the elective start date. If a cancellation notice is received with no identified or valid mitigating circumstances less than six weeks before the confirmed start date of the elective, a letter noting lack of professional behavior will be sent to the student's home university. The application fees are non-refundable.

❖ **Questions**

All inquiries are to be submitted to electives@dal.ca . Telephone is for payment information only; any messages regarding status/edits, etc. will not be followed up.

Please review the website and the [Frequently Asked Questions](#) section prior to applying.