



SIMS Senior Mission Elective Student Checklist

Prior to going on your trip:

- ❑ Complete the SIMS online application three months prior to requested departure dates. *SIMS reserves the right to deny applications that do not meet the specified 3-month placement timeframe.*
- ❑ Submit completed *International Travel Waiver & Assumption of Risk* to the SIMS office (download from the Traveler's Checklist online).
- ❑ Submit signed *Travel Warning Waiver*, if applicable (download from the Traveler's Checklist online).
- ❑ Apply for a travel subsidy at the School of Medicine (SOM).
- ❑ Apply for a travel subsidy with the SOM Alumni Association.

After SIMS informs you that your site has been confirmed:

- ❑ Complete the Senior Elective Clerkship Application and submit it to the SOM. *SIMS will notify the SOM when your site has been confirmed.*
- ❑ Once SIMS confirms your site, contact the on-site preceptor directly with contact email provided by SIMS to begin making logistical arrangements. **Important:** *If traveling in pairs or groups, please choose a point person who will communicate with the site on your group's behalf to avoid inundating the site with email.*
- ❑ Ensure that your passport is current and does not expire within six months after your return date. For passport information, please visit <http://traveldocumentsystems.com/passports.htm>.
- ❑ Book your airline tickets and provide SIMS with a copy of your finalized itinerary. **Please note:** *If you are traveling to a Seventh-day Adventist site, please do not book your tickets to arrive or leave during Sabbath hours (sundown Friday to sundown Saturday). Your sensitivity to this is much appreciated.*
- ❑ Check visa requirements for your host country to ensure that you have the proper visa necessary to travel. Visit www.traveldocs.com to find out whether or not you need a visa. If you do, apply for the appropriate visa as instructed by your on-site preceptor. Apply for your visa with sufficient time to complete processing before your departure. *SIMS will provide a letter of intent if necessary and can provide visa assistance for a fee. **Please note:** Papua New Guinea travelers must apply for visas via the SIMS office due to complicated visa procedures.*
- ❑ Provide your on-site preceptor with a copy of your passport, visa and travel itinerary.
- ❑ Provide your emergency contact(s) with a copy of your passport, visa and travel itinerary.
- ❑ Visit the Center for Health Promotion Travel Clinic for required immunizations for your host country.
- ❑ Pick up Elective Clerkship Evaluation of Student Performance and pack it in your luggage.
- ❑ Notify SIMS and on-site preceptor immediately if you cancel your trip for any reason. *SIMS will not be held responsible for notifying your on-site preceptor of trip cancellation.*

Arrival to site:

- ❑ Register at the local US Embassy upon arrival in the host country.
- ❑ Email the SIMS office at sims@llu.edu to let us know that you have arrived safely to your destination.
- ❑ Give your preceptor the Elective Clerkship Evaluation of Student Performance and retrieve it before you leave.
- ❑ Take pictures of the hospital's main administrators/physicians and buildings for the SIMS site book and web site.
- ❑ Email SIMS at sims@llu.edu with any questions, concerns, or changes to your travel itinerary.

After you return from your trip:

- ❑ Submit Senior Elective Clerkship Report and Elective Clerkship Evaluation of Student Performance to the SOM.
- ❑ Submit trip photos and/or essays to the SIMS Photo/Essay Contest at www.lluglobal.com/sims. *The photo/essay contest is held during the fall quarter of the following school year, and first-place winners receive \$100.*