

## Tips for Successful Completion of Away Elective Materials

Prior to submitting your away elective materials to the Office of Student Services you **MUST** review the requirements for the away elective. Because every application is different, **READ** the away elective information completely to determine what you need to provide the Office of Student Services.

With each away elective application, submit to the Office of Student Services:

- the Student Correspondence/Letter of Recommendation Request
- your completed and signed away elective application
- any additional items you may be required to provide with the application (see below)
- a phone number and/or pager number where you can be reached in the event the Office of Student Services has questions about your application

**By completing the Student Correspondence/Letter of Recommendation Request (attached orange form), the Office of Student Services can provide:**

- Letter stating enrollment status, projected graduation date, amount of financial aid you receive, academic good standing, health insurance coverage, malpractice insurance coverage
- Immunization Certificate
- Certification of the Away Elective Application
- Transcript – student must complete transcript request form, including any special instructions

**Items you may be required to provide with your completed and signed away application to the Office of Student Services:**

- Name and complete address to mail the away elective application
- Personal health insurance information and a copy of your insurance ID card
- Application fee (check)
- Completed Health History Record form with physician's signature (provide all titers, including lab results with health history form)
- 2" x 2" passport size photo
- USMLE individual score report\*
- CV
- Personal Statement
- Letters of Recommendation
- HIPAA certificate
- Criminal Background Check information

*If you have submitted all of the items you are responsible for on the application, allow the Office of Student Services 5 working days to complete and mail your application to the away elective site.*

A copy of the completed away elective packet will be on file in Student Services.

If you have any questions, contact 330-325-6476.

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\*We cannot officially report your USMLE score since the test was not administered at NEOUCOM.