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Checklist: GSMC/KEM Electives at UMass Chan

For GSMC/KEM students applying for a 4-week clinical elective at UMass Chan Medical School. Start 12 months before the elective: the U.S. visa interview wait in Mumbai is about 9 to 9.5 months.

Checklist

Lead times marked * are estimates

12 months before: confirm and get nominated

- ☐ Ask the GSMC/KEM liaison for this year's UMass Chan specialties, dates, deadline and application route (VSLO or written MOU application) · 2–4 weeks* · [Program page](#)
- ☐ Confirm eligibility: good standing, 4th year or senior, USMLE Step 1 pass or UMass Chan-approved alternative
- ☐ Get GSMC/KEM approval and nomination; draft a study program if you want a specific faculty member · 4–8 weeks*

Right after nomination: start the long-lead items

- ☐ Apply for a B-1 visa: DS-160, fee, book interview now · ~9–9.5 months wait in Mumbai · [Visitor visa](#) · [DS-160](#) · [Wait times](#)
- ☐ Titers for measles, mumps, rubella, varicella, hepatitis B; vaccinate if non-immune (hepatitis B series takes ~6 months) · [AAMC Immunization Form](#)

6–9 months before: submit the application (all in English)

- ☐ International Student Application on [VSLO website](#). [VSLO sign in](#)
- ☐ Two passport photos certified with GSMC/KEM seal on the back
- ☐ Letter from Dean certifying the following'
 - o Letter of good standing (Dean/designee or Registrar)
 - o one recommendation letter
 - o confirming students have passed first, second MBBS exam that is an equivalent exam to USMLE Step 1 should suffice.
 - o Competency in English since English is medium of instruction, thereby eliminating need for TOEFL
- ☐ CV and transcripts in English
- ☐ AAMC Immunization Form with lab reports, influenza vaccine proof, signed [Blood-Borne Pathogen statement](#)
- ☐ \$100 non-refundable fee: PayPal or U.S.-bank cashier's check/money order to "UMass Chan Electives" · 1–2 weeks*

After an offer: before the start

- ☐ Accept promptly (non-MOU offers allowed 7 business days)
- ☐ \$2,000 administrative fee paid;
- GSMC/KEM [malpractice proof \(\\$1M / \\$3M\)](#)
- ☐ [Health insurance](#) covering emergency evacuation and repatriation
- ☐ Blackboard Learn: HIPAA and Infection Control (OSHA) certificates
- ☐ Request UMass Chan Student Affairs letter for the visa interview; attend interview

Final month

- ☐ Negative TB test taken within 30 days before the start
- ☐ Housing and travel arranged (not provided by UMass Chan); any changes need 8 weeks' notice
- ☐ Pack a short white coat and stethoscope; buy ID badge on arrival

Contacts

- **GSMC/KEM liaison** (first point of contact): Dr. Nithya Gogtay · nithyagogtay@kem.edu · +91 22 24133767
- **UMass Chan liaison**: Dr. Apeksha Tripathi · apeksha.tripathi@umassmed.edu
- **UMass Chan Student Affairs**: visiting.students@umassmed.edu. Do not contact elective site coordinators directly.

Before applying, confirm with your liaison: the application route, who pays the \$2,000 fee, and the accepted alternative to USMLE Step 1.