



IFMSA Clinical Exchange Details

SCOPE INTERNATIONAL EXCHANGE CONDITIONS: AN OUTLINE

This outline has been prepared to assist student applicants in applying for an AMSA Clinical Exchange. Each country participating in the exchange program independently determines the conditions and requirements for exchange in their country. However, a general format is followed by all countries and participating universities, and is described below.

Although these are GENERAL guidelines for exchange conditions - please keep in mind that you are responsible for viewing the exchange conditions for each country here: <http://www.ifmsa.net/public/ecscopeselect.php>

GENERAL EXCHANGE CONDITIONS

1. Country and Organization

- In the United States, The American Medical Students Association (AMSA-USA) coordinates the exchange program on the international level through the National Exchange Officers (NEOs). Local exchange programs receive incomings through and give outgoing information directly to the AMSA-USA NEO.
- AMSA members may participate in exchanges by contacting their local exchange officer at their university. If a local committee is not established, contact the national exchange officers for more information. Generally, exchanges are only granted to individuals in an established chapter or those in the process of coordinating one.

2. National Exchange Officer (NEO)

- Every country identifies a National Exchange Officer who coordinates the exchange program for their country.
- Please do not contact the other countries' NEOs directly as this will create confusion and communication problems for you and for them! Instead, please contact your Local Exchange Officers with any questions regarding your exchange. They are instructed to keep the National Exchange Officers informed about any problems or concerns with outgoing students. If you do not have a program and are interested in establishing one - please contact us at neo@amsa.org.

3. Location (Local Committee, or LC)

- Refers to the city, town or village and the hospitals/clinics available. The number of different sites accepting international students and the availability of said sites varies from county to country.

4. Times Available

- Check the country's exchange conditions for details. Exchange units are signed each August to go from April of the next year for the consecutive year (for example, contracts signed in August 2011 run from April 2012-March 2013).
- The periods available for exchange are generally 4 weeks long
- Some exchange periods are calendar month only, or only have certain dates available. Check the exchange conditions for each specific country.

5. Eligibility

- Generally, medical students in good standing who are fluent in English or the language of the host country. Not all countries accept preclinical students.
- Please note that many countries have additional requirements, please refer to the countries exchange conditions to determine eligibility, and refer to your Local Exchange Officer for any additional questions.

6. Types of Programs

- "Clerkship" generally is used to refer to the clinical curriculum typical of 3rd and 4th year US medical education (i.e. Internal medicine and medical subspecialties, surgery and surgical subspecialties, pediatrics, etc). These are available in all countries to 3rd and 4th year students, and in many countries can be adapted to 1st and 2nd year students. Generally they are 4 weeks long. Room, board (at least 1 meal a day), and social program (as per exchange conditions) are provided.
- "Preclinical Clerkship" can be used to refer to curriculum typical of the 1st and 2nd years of U.S. medical education, and is available in many countries. Preclinical can also be used more generally to refer to any program that is available to a preclinical student. Like the standard clerkships they are 1 calendar month, room and board is provided, and the same applications are used.

7. Disciplines

- Refers to the subjects offered at each hospital clinic.
- Please keep in mind that your preferred discipline is not always guaranteed, although there are ways to word your application in order to indicate a strong preference for a certain field. Preference is first allotted to country, followed by dates, specialty, and finally location.

8. Duration of the Clerkship

- Standard clerkships are 4 weeks in duration. Many countries accept students for a "calendar month" only, meaning the clerkship begins on or near the 1st of the month and lasts 4 weeks.

9. Working Conditions

- Refers to the weekly schedule with hours in the hospital as well as call requirements.

10. Board and Lodging

- Provided for participating students on bilateral agreement.
- IFMSA bylaws state that room and board must include adequate housing and board of at least one meal per day. Any additional information is listed on the exchange conditions for that country.

11. Social Program

- Many countries offer a social program for visiting students that consists of cultural orientation, touring, and social activities, which enrich the student's understanding and experience of the country they are studying in. Some of these programs aren't formally organized, and students should be proactive in making friends and arranging social activities during their exchange.

12. Language

- Participating students must be fluent in English, the language of the host country, or an alternate language listed in the exchange conditions. Some exceptions exist. Please see individual exchange conditions of the country.

13. Insurance

- Proof of health insurance is required in addition to a traveler's insurance.
- Malpractice Insurance is generally not required or is covered by the home university (it is smart to look into it) or may be purchased separately.

14. Required Equipment

- White coat and stethoscope are usually required.

15. Applications and Fees

- You must be a member of AMSA to participate in this clinical exchange program.
<http://www.amsa.org/AMSA/Homepage/MemberCenter/JoinAMSA.aspx>
- General documents needed for exchange (varies, please see country's exchange conditions):
 - i. Official IFMSA Application Form (both electronic and hard copies).
 - ii. Passport sized photos
 - iii. Letter of Good Standing from the Dean
 - iv. Proof of health insurance
 - v. Letter of motivation (included on the electronic application form)
 - vi. Vaccination records
- Fees:
 - i. National Fee: \$200 ([pay here](#))
 - ii. Local Program Fee: this is determined by the local committee you are applying from, please ask your Local Exchange Officer for the amount.
- Application cycles:
 - i. Early Application Cycle: these applications take place BEFORE signing contracts in August, meaning that students can list all participating countries listed on the Professional Exchange Conditions website. We do ask, however, that students list at least five options on their applications, and to feel free to ask us about our experiences with certain countries before applying.
 - ii. Late Application Cycle: these applications are released AFTER contracts are signed in August, and students will only have the options listed based on requests by the Local Exchange Officers. Applicants will be ranked based on their applications and exchange assignments will be distributed accordingly.
 - iii. All leftover contracts will be distributed on an individual basis - watch for any extras or substitution requests on the [Inspiration Exchange member networking portal](#) or from updates from your Local Exchange Officers.

16. Deadline

- Early Application Cycle: June 25th
- Late Application Cycle: November 11th
- Once accepted via either AMSA application cycle, the database electronic application forms (eAFs) must be submitted by October 1st (Early Application Cycle) or December 20th (Late Application Cycle). For any exceptions to these deadlines please contact your Local Exchange Officer.

17. Card of Acceptance / Card of Confirmation (Application timeline)

The deadline to receive the CA is eight weeks prior to your requested exchange date. When you receive the CA, it will inform you what city and department you have been assigned. It will also confirm the exchange dates and include contact information for the local exchange committee and contain an attached letter of support from the National Medical Organization (NMO) if requested with the e-AF. This letter may be necessary if you are applying for a visa. Please contact all students listed on the CA.

- The Card of Acceptance is the document sent by the hosting Local Committee outlining the student's placement, including exchange dates, city, department, and any additional information. The Card of Acceptance also includes contact information for the hosting committee - get in touch with them as soon as you can. The CA is due 8 weeks prior to the student's exchange - a countdown is visible on the www.ifmsa.net database.

- Accepted students must then confirm their travel details by sending a Card of Confirmation on the database at least 4 weeks before their exchange.

18. Cancellations / Substitutions

- In general, students who cancel will not receive a refund and their school will have to honor the bilateral agreement to host an international student. If the student cancels with sufficient advance notice a substitute student of the same sex may be found to take their place, from any participating US medical school.
- In the case of a substitution, the student may be eligible for a partial refund of the national and local fee. However, it is important to get in touch with both your local and national officers ASAP to coordinate a substitution.

19. Evaluation Credit

- Students who fulfill the requirements of the clerkship are provided with a certificate of study specifying the discipline and dates. US schools may require their students to provide the supervising attending and local exchange officer with a standard evaluation form.
- If your university requires any additional forms in order to process your exchange, you must notify your Local Exchange Officer. Hosting officers are often not accustomed to this additional paperwork and we need to know early on in order to process your paperwork.

20. Special Remarks

- Please be aware of any unusual requirements i.e. visa, vaccines, sleeping bag, work permit, special language requirement, etc. Please check the unabridged exchange conditions and the appropriate embassy. It is the student's responsibility to obtain visas or vaccines necessary for travel to their chosen country.
- You should be given an application guide for outgoings by your Local Exchange Officer - please be certain to look over this guide and the [AMSA Terms and Conditions](#) before applying.