

## **Research Fellowship/Observership Program for Foreign Medical Graduates at Tufts University School of Medicine**

The goal of this program is to provide opportunities for foreign medical graduates to conduct research and to observe in clinical departments to gain a basic overview of the American Medical System, and to develop skills in clinical research. Each Research Fellow/Observer will be matched with a faculty member who will serve as their mentor during their entire stay at one of Tufts affiliated hospitals. The length of these experiences will be determined by the activity involved.

### **1. PLACEMENT**

The International Affairs Office coordinates placement of eligible trainees. Any questions related to the placement must be directed to the Dean of International Affairs.

- A. In order to be placed in a Research Fellowship/Observer position, the candidate must provide the International Affairs Office (IOA) with the following:
  1. Photo
  2. Recent C.V.
  3. Medical School transcripts and diploma
  4. Score reports of USMLE part I and part II if completed
  5. Three letters of recommendation
  6. Financial guarantee from sponsoring government or institution to pay the required fee which is equal to the tuition and fees of the Medical School.
  7. Agree to any other program requirements stipulated by a specific program.
  
- B. After receiving all of the above, the Dean of the International Affairs Office will forward a completed application to the appropriate hospital department Chairman. The Chairman will decide whether or not to accept the candidate.
  
- C. The Dean of the International Affairs Office will notify the candidate if he/she has been accepted and the date on which the program will start.

### **2. STIPEND**

Research Fellows/Observers must be provided with appropriate financial support by the sponsoring government/institution. Tufts University School of Medicine requires a minimum of \$18,000/year for a single candidate and \$1,000 for each child.

**3. VISA REQUIREMENTS**

All positions offered by Tufts University School of Medicine and its affiliates require a J-1 visa. The International Affairs Office will provide the necessary paperwork to apply for a J-1 visa.

**4. FEES**

For each year of the Research Fellowship/Observership, an amount benchmarked to the tuition and fees of the medical school will be charged to the sponsor. Fees are subject to annual review and change.

**A. Payment Procedures**

1. The Sponsor will provide a financial guarantee and the name and address of the designated financial officer upon the resident's acceptance;
2. At the beginning of each year, Tufts will send bills for the teaching and administration costs to the Sponsor, who will pay Tufts within three weeks of receiving the bills.

Tufts and its affiliated hospitals will not be responsible for payment of the cost of travel to and from the fellow's home country; living expenses (including but not limited to, housing, food, and transportation); health insurance; books; and educational supplies. Teaching and administration costs paid by the Sponsor will not be used by Tufts to cover any of the foregoing expenses. These expenses shall be solely the responsibility of the Sponsor.

**Please sign and return this form to the Office of International Affairs.**

**I have read the above carefully and I understand and accept the policies as outlined.**

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**Name**

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**Signature**

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**Date**