

INFORMATION FOR FOREIGN ELECTIVE STUDENTS (Medical & allied health)

Christian Medical College, Vellore, welcomes foreign Medical students, and Allied health science students who would like to visit the institution.

FOREIGN MEDICAL STUDENTS:

Placements are offered throughout the year. The Supervisor who is the overall in-charge of the foreign medical students is the Vice-Principal (undergraduate medical education). The contact details are as follows:

Vice Principal (UG), Principal's Office, Christian Medical College, Vellore, Tamil Nadu, India – 632002.

Email: princi.elective@cmcvellore.ac.in

Phone: 0416-2284480

METHOD OF APPLICATION FOR PLACEMENT AS AN ELECTIVE STUDENT.

Period of Study: The elective period shall not normally exceed 12 weeks.

Availability of Placements: There is an upper limit on the number of placements offered at any given time.

NMC and MOH Approval:

It is necessary to obtain formal permission from the National Medical Commission (NMC), The Ministry of Health & Family Welfare (MOH) and the Ministry of External Affairs in India for the student to spend a period of study as an elective student in this country. For this purpose an application form needs to be completed and returned to the Vice-Principal (undergraduate medical education), Christian Medical College, Vellore 632 002 Tamil Nadu, India, along with a letter from the Dean of the medical school/university the student attends, one passport-sized and one stamp-sized photograph of the student, and photocopy of his/her passport.

The filled-in application form, scanned copies of all the documents and photographs may be sent as email attachments to the Principal's office (at princi.elective@cmcvellore.ac.in). The candidate has to pay application fee of Rs. 5900 to the National Medical Commission by RTGS/NEFT/IMPS in favour of **"SECRETARY, NATIONAL MEDICAL COMMISSION, CANARA BANK ACCOUNT NO. 90682160000025, IFSC CODE is CNRB0019109"**. An additional amount of Rs 2000/- has to be paid towards processing and postage charges sent to the CMC. *Money once paid will not be refunded.* This money may be sent to CMC in one of the following ways:

1. As bank pay order or bank draft made in favor of Christian Medical College Vellore Association account drawn on any Indian nationalized bank, preferably State Bank of India, payable at Vellore or Chennai.
2. The money may be sent by bank transfer. The address for this is State Bank of India, Vellore Town Branch, Bank Code: 1618, Ida Scudder Road, Vellore-632 004, Tamil Nadu, India. Current A/c No.32347266812 Christian Medical College Vellore Association. SBI FAX No: 04162222188. SWIFT Number: SBININBB 473. IFS/RTGS/IBAN Code: SBIN0001618, 9 Digit MICR Code: 632002010. A copy of this bank transfer must be sent to the Principal's office along with the rest of the application documents.

3. If this is not possible, please send the bank draft drawn on Bank of New York.
4. The money may also be sent as a bank cheque made payable to Christian Medical College Vellore Association account.

Fees once paid cannot be refunded. Processing of papers by the MOH, NMC and External Affairs usually takes about 3-4 months after the application is received by them. Please see that the required documents and the processing fee are included, as incomplete applications can lead to further delay in processing of papers by the NMC.

The Principal's office will inform the student as soon as permission is received from the MOH, NMC and External Affairs. The dates given in the elective application form cannot be changed without further clearance from the NMC.

Fee for Elective Placement at CMC:

The fee for electives is Rs 3250/- per week and an additional registration fee of Rs. 6500/. An additional fee may apply for specific training programs* All fees are subject to change and the fees in vogue at the time of the visit will be levied. The money has to be paid on arrival here using credit/debit card or in Indian rupees. Alternatively, a bank cheque payable to Christian Medical College Vellore Association account may also be submitted.

***(Students from Notre Dame university, Australia will have to pay an additional amount of Rs. 32,000/- as dissection charge on arrival).**

Clinical Posting during Elective Programme:

The clinical posting will be organized by the respective departments. The posting will consist of outpatient clinics, ward rounds, bedside clinical teaching, academic sessions, lectures, and operation theatre. You will be allowed to work up patients by yourselves with permission of the treating physician and the patient. You will not be allowed to prescribe and perform procedures.

Choosing Clinical Postings for Your Elective:

The elective programme is planned in a flexible way to ensure that you experience the range of clinical medicine that is practiced in India. We would like you to choose your postings at the application phase in order to ensure a good learning experience. The form for submitting your choice of clinical postings is given towards the end of this information sheet. Alternatively, it will be sent to you from Principal's office on request.

The suggestions provided below give you details about departments and undergraduate curriculum schedule. This will help you choose your postings appropriately. We will try and provide postings that are suited to your learning needs. However, if the slot for a chosen clinical posting is not available during your elective period, we will advise you to choose another posting from the available vacant slots.

We advise one posting under each of the following categories:

- Option 1: One or more clinical postings of your choice which need not be with medical students (between 2 - 4weeks)
- Option 2: A posting in Community health care (2 - 4 weeks) at any one of the departments below
 - CHAD (Community Health and Department)
 - RUHSA (Rural Unit for Health and Social Affairs)
 - LCECU (Low Cost-Effective Care Unit)
- Option 3: A posting along with undergraduate students at Christian Medical College at your corresponding academic level (between 1 - 4 weeks). To help you make your choice please refer to the Undergraduates MBBS clinical posting schedule at CMC, for the entire course given at the end of this document.

The above options are only a guideline. All the postings that you choose may be under a particular option and not necessarily one posting under each option. Please specify the posting that you would like to select under options 1, 2 and 3 and also mention the duration of each posting with the exact dates, in the application form for Clinical postings. We will not be able to change your schedule after arrival.

Evaluation of Elective Students:

Elective students who come to Christian Medical College, Vellore will be evaluated by the departments that they are posted with. We also request you to send us by e-mail, a copy of the report that you submit to your university.

FOR ALL FOREIGN STUDENTS:

Visa:

It is your responsibility to make sure you obtain an appropriate Indian Visa, valid for the period of stay. A Student Visa is mandatory. You will not be allowed to enter the country if you come on a tourist visa. It is your responsibility to ensure that all papers are in order before embarking. The rules and regulations pertaining to foreign nationals visiting India will also apply to you as foreign students.

All medical student visits require clearance by the National Medical Commission (NMC) as well as the Ministry of Health (MOH) / Ministry of External Affairs (MOEA). Please note that the process can take up to 4 months. Currently regulatory council approvals are not required for Allied health students.

The stay in the country is limited to the days permitted by the NMC.

Anybody entering the country with a visa valid for more than 180 days or with the recommendation to register typed on their visa needs to register with the Foreign Registration Regional Office within 14 days of arrival. This registration requires the clearance of the National Medical Commission for medical students, and Allied Health students the Elective section will guide you on this procedure. As before, all 'student' visas also require prior NMC clearance.

After arrival in CMC/Country, an online 'Form C' (arrival report of foreigner in institute) has to be filled by all foreigners. This should be done within 24 hours after arrival in the country. In certain circumstances, particularly if yours is a student visa requiring police registration or a visa which lasts for more than 180 days, you will need to register with the Foreigners' Regional Registration Office at the Police Headquarters. This must be done within 14 days of arrival in India. If you have come on a student visa and your visa states that police registration is required, an online 'Form S' also has to be filled. We will help you with these formalities, but it is your responsibility to ensure that you are properly registered.

Please refer to <http://boi.gov.in/content/registration-requirements-foreign-national>
<http://boi.gov.in/sites/default/files/RegForeigners-11.pdf>

Travel:

Transport arrangement from the airport is taken care by the transport department of Christian Medical College. For transport requirements, please contact the Deputy Director, International affairs, Office of the Directorate, CMC (at the e-mail address dir.evo@cmcvellore.ac.in). Please inform your travel plans well in advance, giving your date and time of arrival and other flight details, so that a taxi can be arranged to pick you up from the airport. The taxi driver will be waiting at the exit gate of the airport with a placard on which your name will be written. The taxi charges are about Rs. 2500. You can pay for the taxi when you get to your destination at Vellore (the place where your accommodation is booked). Please ensure that you change your foreign currency into Indian rupees at Chennai airport itself.

Accommodation at Vellore:

For accommodation, please contact the Deputy Director, International affairs, Office of the Directorate, (at the e-mail address dir.evo@cmcvellore.ac.in). Accommodation will be arranged on the campus to the extent possible. If accommodation is not available in the campus, then you will be directed to accommodation outside the college premises. A list of hotels is included at the end of this information section. Please contact them to make your bookings before you set out. Confirmation should be obtained of your accommodation before arrival, as finding accommodation after arrival in Vellore is difficult.

Starting Your Postings:

All postings will begin on Mondays. You will not be allowed to start in the middle of the week. Please meet Mr. Nandhagopalan, secretary in-charge of foreign students, at Principal's Office, Carman Block, College Campus (at Bagayam), at 9.00 AM, on your first day at CMC. The details on what to bring for the initial registration will be communicated to you. All the documents and fees are to be submitted to him. Please collect your ID card and posting order from him. Dr. Aby S Charles is the faculty coordinator for foreign students. He will give you an orientation to CMC. For any queries, Mr. Nandhagopalan can be contacted at the number 0416-2284480 (4480 if calling from a telephone within the CMC campuses), during the working hours. His email contact is princi.elective@cmcvellore.ac.in. **Dr. Aby S Charles** can be contacted at abysimon@cmcvellore.ac.in. **For any emergency, he can be contacted at +919780250069.**

You can start your postings by meeting the secretary of the unit/department you are posted. He/she will direct you to meet the head of the unit/department you are posted in. He/she will also be your supervisor for that posting. The elective student is expected to strictly abide by and follow the guidelines and schedules of the departments they are posted in.

*** GUIDELINES FOR ELECTIVE STUDENTS WISHING TO DO RESEARCH DURING THEIR TIME AT CHRISTIAN MEDICAL COLLEGE (CMC)**

1. One of the faculty members of CMC should be the local supervisor.
2. The local supervisor should obtain the concurrence of the Head of the Department concerning the feasibility of the study and obtain permission for the student to carry out the work.
3. All work, including data collection and analysis, should be done only under the supervision of the local supervisor.
4. Raw data shall not be allowed out of the institution
5. If the student is unable to complete the study before leaving, the local supervisor/head of the department will complete it with or without the help of other personnel/other visitors. Due credit will be given depending on the extent of work completed by the student.
6. Due acknowledgement should be given to the institution on any publication arising out of this work.
7. The local supervisor shall be the author for correspondence.
8. It is the responsibility of the local supervisor to instruct the students on the proper code of behavior, dress etc.
9. Where patient care is involved, clearance from the Ministry of Health is needed.
10. Clearance from the Research Committee and, if necessary that of the Ethics Committee is required for all research projects.
11. Clearance from the appropriate Government authority is needed, except for help in on-going projects.
12. If foreign funds are involved, clearance must be obtained through appropriate Government authorities.
13. Non-medical students should get clearance from the Ministry of Human Resources and Development.
14. There shall be no financial commitment on the part of CMC.

LIST OF SUGGESTED LODGING PLACES AT VELLORE IF ACCOMMODATION
WITHIN CMC IS NOT AVAILABLE

All phone numbers must be prefixed with the country and area codes as follows:0091-416

Darling Residency Phone 0091-416-2210451,
11/8 Officers Line
Vellore-632001

Hotel Surabi International
Phone:0091-416-2233576
33, Officers Line,
Vellore-632001

Aavana Inn (*close to the hospital campus*)
Phone : 0091-416-2228935
144 Arcot Rd. Opposite CMCH,
Vellore – 632004

Hotel Benzz Park(*close to hospital campus*)
Phone: 0091-416-663 3555
Address: 4, Pillayar Koil St,
Thottapalayam,
Vellore, Tamil Nadu 632004.

NATIONAL MEDICAL COMMISSION
Pocket - 14, Sector - 8, Phase-I, Dwarka, New Delhi - 110 077
Phone : 011-25367033,25367035, 25367036,
Website : <http://www.nmc.org.in>

**APPLICATION FORM FOR DOING ELECTIVE TRAINING IN
INDIA BY FOREIGN STUDENTS**

(Please read the instructions carefully before filling the form)

Affix
attested
front view
Photograph

1. Name :
2. Name of Father/Guardian :
3. Date and Place of Birth :
4. Nationality :
5. Passport Number :
6. Permanent Address :
7. Address for Correspondence & Telephone No.:
8. Address for Residing in India:
9. Address of the Medical College/Medical:
School
10. Year of your study in medical college:
11. Subjects taken in medical school/college:
12. Subject/s of study in India:
13. Time of proposed elective term in India:
14. Purpose of study in India :
15. Letter of approval from Dean of faculty:
from the sponsoring University
16. Any special course/qualifications:
obtained during your study in your country.

17. Details of payment of fees:

(a) UTR No. _____ dated _____

(b) Amount rupees:

Date:

Signature of Applicant

Place:

INSTRUCTIONS

1. THE APPLICATION FORM SHOULD BE PROPERLY AND NEATLY FILLED IN AND SHOULD BE SENT THROUGH THE DEAN/PRINCIPAL OF THE MEDICAL COLLEGE OF INDIA WHERE THE CANDIDATE WANTS TO DO THE ELECTIVE TRAINING.
2. RECOMMENDATION LETTER OF THE UNIVERSITY WHERE AT PRESENT THE CANDIDATE IS STUDYING.
3. NON REFUNDABLE APPLICATION FEE OF RS. 5,000/- (RUPEES FIVE THOUSAND ONLY) + 18% GST i.e. TOTAL AMOUNT OF RS. 5,900/- BY RTGS/NEFT/IMPS IN FAVOUR OF “SECRETARY, NATIONAL MEDICAL COMMISSION, CANARA BANK ACCOUNT NO. 90682160000025, IFSC CODE IS CNRB0019109”, AND INTIMATE US THE UTR NO. AFTER PAYMENT, AS TO ENABLE THE NMC TO TAKE FURTHER NECESSARY ACTION IN THE MATTER: -
 - (a) Name
 - (b) Father’s Name
 - (c) Purpose for which the fee submitted
 - (d) Telephone No with Code/Mobile No.
4. APPLICANT IS ADVISED TO RETAIN COPY OF HIS APPLICATION AND DRAFT FOR FUTURE REFERENCE

CHECK LIST for submission of documents

The candidates are requested to ensure that the documents be enclosed as per the order in the Checklist. All papers/documents should be numbered according to the checklist. Please arrange the application in the following order & tick mark the relevant boxes:

- | | | |
|--|------------------------------|----------------------------|
| 1. Fee payment UTR No..... | <input type="checkbox"/> Yes | <input type="checkbox"/> N |
| 2. Application form | <input type="checkbox"/> Yes | <input type="checkbox"/> N |
| 3. Whether the application is forwarded through the Dean/ Principal
Of the Medical College..... | <input type="checkbox"/> Yes | <input type="checkbox"/> N |
| 4. Recommendation letter from the concerned authority where the candidate
is studying at present..... | <input type="checkbox"/> Yes | <input type="checkbox"/> N |

Signature _____

Dated _____

NATIONAL MEDICAL COMMISSION
Pocket - 14, Sector - 8, Phase-I, Dwarka, New Delhi - 110 077
Phone : 011-25367033, 25367035, 25367036,
Website : <http://www.nmc.org.in>

ACKNOWLEDGEMENT

(to be filled by the candidate)

Received Application from Ms/ Mr.....
D/o / S/o Sh..... alongwith payment UTR
No..... dated..... for Rs..... on
Bank..... for
permission for doing Elective Training in India by Foreign Students, for consideration.



Signature of Receiving Official
with date

APPLICATION FORM FOR CLINICAL POSTINGS AT CMC

For Elective/Visitor Observer Students

Name of the Student :
Elective Period :
 (From date (to) To date)

University:
Student Mail Id:

Request for clinical posting (Please fill and send)
The options given below are only a guideline. All the postings that you choose may be under a particular option.
Option 1: Posting of your choice* (with duration and exact dates of each posting)
I
II
III
IV
V
Option 2: Community Health posting** (with duration and exact dates)
CHAD (Community Health and Development) or
RUHSA (Rural Unit for Health and Social Affairs) or
LCEC (Low Cost Effective Care)
Option 3: Posting along with MBBS medical students*** (with duration and exact dates). Recommended but not compulsory.

* See CMC website (Give your choices)

** Indicate which of the following postings you would prefer.

*** see undergraduate MBBS curriculum schedule

Please note that you will be informed of your posting schedule prior to coming to CMC. In general, **posting schedules cannot be changed after coming to CMC.**