# Optional checklist for dept. use

**Checklist for Clinical Access Requests**

Dept/Org:

Faculty Advisor/Supervisor:

Visitor's Personal Email:

Departmental Contact Name:

Visitor's Home Country:

Expiration Date:

Name: Gender:

Visa Type:

Anticipated start date: (subject to change)

Anticipated end date: (subject to change)

Length of Stay:

**Checklist for Departmental Contact**

Obtain Visitor Request Form, filled out by faculty sponsor (Document A).

Obtain Sponsor Agreement Form, filled out and signed by faculty sponsor (Document B). Send "Welcome Email" to visitor with attachment (Document C).

Initiate First Advantage background check at hrconnection.osu.edu.

HR reviews initial documents and initiates invitation to First Advantage.

Draft letter of invitation and route for signatures.

Send "Requirements Email" to visitor with attachments (Documents D, E, F; include G, if applicable).

Routes "Application for Clinical Access - Approval Document" to Chair for review and approval (Document H). Send completed application packet to Office of Global Health (Documents A,B,C,F,H).

Office of Global Health sends approval email and includes fully approved Document H. Order white lab coat and/or scrubs for visitor, as appropriate.

Send "Travel Email" at least 1 week prior to arrival, copy Chair and Administrator, others as appropriate. Send "Application for Clinical Access - Approval Document" to appropriate OR personnel, if applicable.

**Documents to Collect:**

Visitor Request Form (Document A) Sponsor Agreement Form (Document B)

Application for Clinical Access Form (Document C) Curriculum Vitae

Copy of current Passport/Visa

Signed Letter of Invitation (Document D) Proof of Immunizations, in English Confidentiality Statement (Document F)

Proof of current insurance with international coverage

HIPAA Questions (Document G) Grade:

(Required grade of 80% or better)

**Important Dates:**

First Advantage Invitation: First Advantage Clearance:

Approval granted:

(Fully-signed Document H)

Actual Arrival: BCI/FBI clearance:

Actual Departure: