UNMC INTERNATIONAL VISITOR PROTOCOL

VISITORS HERE SEVEN CALENDAR DAYS OR FEWER (only visitor badge needed)

• Sponsoring department requests the international visitor by providing the following visitor details:
  o Visitor’s full name
  o Start and end dates of UNMC visit
  o Purpose of visit
  o Name of sponsor and sponsoring department
  o Name of department contact individual
  o Required UNMC visitor registration form (short-stay)

• IHME (International Health and Medical Education) will issue visitor badge to sponsoring department prior to visitor arrival.

• Sponsoring department returns visitor badge to IHME upon completion of visit.

VISITORS HERE EIGHT WORKING DAYS OR MORE

• Sponsoring department registers the international visitor by providing the following visitor information:
  o Visitor’s full name
  o Start and end dates of UNMC visit
  o Visitor’s home country and home institution
  o Purpose of visit
  o Name of sponsor and sponsoring department
  o Visa type:
    ▪ Visa waiver
    ▪ B1/B2
    ▪ J1 short term scholar
    ▪ J1 research scholar
    ▪ Other
  o Purpose of visit:
    ▪ Observation only
    ▪ Clinical experience
    ▪ Research experience
    ▪ Administrative
  o Verify need for affiliate ID
Verify need for medical malpractice liability insurance
Verify online training required:
  ▪ Collaborative IRB Training Initiative
  ▪ Comprehensive Health History Questionnaire
  ▪ General Bio-safety
  ▪ Institutional Animal Care and Use Committee
  ▪ Micro-isolator Training
  ▪ Occupational Health and Safety Animal Contact
  ▪ Note: all visitors are required to complete HIPAA, HIPAA 2013 renewal, blood borne pathogen, cultural competence and safety trainings and the UNMC Statement of Understanding.

Required UNMC visitor registration form (eight or more days)

- Sponsoring department provides the following documents to IHME prior to visitor’s arrival
  o Copy of passport photo page
  o Curriculum Vitae

- Upon completion of required trainings and receipt of immunization records, proof of insurance and emergency contact information, IHME issues approval for processing of photo ID badge.

PHOTO IDs ARE ISSUED ONLY BY
INTERNATIONAL HEALTH AND MEDICAL EDUCATION