



Card of Documents – description of documents

- **ALL DOCUMENTS ARE REQUIRED IN PDF**
- **ALL DOCUMENTS ARE REQUIRED IN ENGLISH**

Translated documents to English are required to be authenticated by notary.

- **In case of any question do not hesitate to contact your Local Exchange Officer (LEO)**

Photo

- **OFFICIAL REPRESENTATIVE PICTURE**
- Pictures from personal events as celebrations, holidays, selfies cannot be accepted
Explanation: Uploaded picture is used by hosting association for purposes of student identification (identity card mostly). Student's picture as well as application is presented to the head of department at hosting hospital in order to be accepted for exchange program, thus provided content is required to be representative.

Passport copy

- Readable COPY of passport is required (if hosting country is member of EU or EEA readable COPY of ID is sufficient).

Curriculum Vitae

- Representative CV in English.

Motivation Letter

- Short self-presentation followed by your motivation to be choosed for desired department.

SCOPE Terms and Conditions

- Document can be found on SloMSA website in section Documents - COD (Card of Documents).
- **COPY** of complete document (all pages included) is mandatory with last page **SIGNED !!!**

Proof of Enrollment / Confirmation of attendance

- Document can be obtained at Department of Student Affairs from study assistant for respective year of your study.
- It is student's responsibility to require document in advance.

Recommendation Letter

- Document can be obtained at Department of Student Affairs from study assistant for respective year of your study.
- It is student's responsibility to require document in advance.

Student record (Subjects passed)

- List of passed subjects for PAST STUDY or LAST YEAR.
- Document can be obtained at Department of Student Affairs from study assistant for respective year of your study.
- It is student's responsibility to require document in advance.

Language certificate**UNOFFICIAL**

- Document can be found on SloMSA website in section Documents - COD (Card of Documents) or will be provided by local exchange officer.
- **Unofficial IFMSA certificate has to be stamped and signed by respective LEO/NEO.**
Explanation: unofficial certificate is sufficient for SCOPE/SCORE exchange programme if not stated otherwise in Exchange conditions.

OFFICIAL

- If it is stated in Exchange Conditions of host country, that applicant is obliged to prove OFFICIAL language level certificate (B2/C1 in English, German, Spanish or other language), than unofficial IFMSA certificate is not required.

Health insurance

Explanation: Basic travel insurance

- COPY of insurance card, with name of insured person, number of insurance.
- COPY of insurance contract is accepted as well.
- If hosting country is member of EU/EEA then COPY of European insurance card is sufficient.

Liability insurance

Explanation: Civil Liability Insurance covers damage cause to other persons or property. It is usually included in basic travel insurance (You need to check if it is included).

- COPY of insurance contract.

Malpractice insurance

Explanation: Malpractice insurance is professional insurance to cover health and other workers for potential damage caused to patients that is related to nature of work.

- Slovak insurance companies do not provide this type of insurance for students.

Recommendation: <https://www.protrip-world.com/information/IFMSA>.

Vaccination Card / Immunisation Record (2 names, 1 document)

- Document can be found on SloMSA website in section Documents - COD (Card of Documents).
- To be filled by your GP (stamp and signature of GP is required).
- ENGLISH vaccination card provided by your GP is accepted.

HepB Antibodies count

- Hepatitis B antibodies blood test.

Tuberculosis test

- Readable SCAN of tuberculosis test result is required.

X- RAY

- Copy of X-ray or X-ray description in ENGLISH !!!

Police clearance report

- Police clearance report can be obtained at certain Post Offices for 3.90€ - applies to citizens of the Slovak Republic (<https://www.posta.sk/sluzby/sluzby-statu-na-poste>).
- ENGLISH translation is mandatory and must be done by notary office.

SCOPE Student's Handbook

- Document can be found on SloMSA website in section Documents - COD (Card of Documents).
- You are responsible for bringing PRINTED Handbook to your exchange.
Explanation: record of your internship.

Special documents

Pharmfree document (Spain), **Imunisation form** (Austria), **LC application form** (Jordan, Lebanon), etc.

- Provided by Local Exchange Officer (LEO).
- Instructions for filling these documents will be carried out by LEO.
Explanation: Specific documents required by some countries.