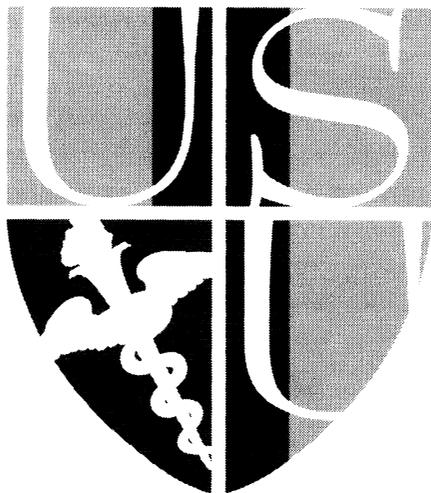


**USUHS  
INSTRUCTION  
1325**





# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## SUBJECT: Instruction of International Medical Officers (Military Exchange Students)

Instruction 1325

AUG 04 1998

(ADA)

### ABSTRACT

This Instruction outlines the Department of Defense (DoD) and the Uniformed Services University of the Health Sciences (USUHS) policies and procedures relevant to military medical officers from countries other than the United States who come to the USUHS to participate in individual courses, or electives; or to pursue an advanced degree in the biomedical sciences.

**A. Reissuance and Purpose.** This Instruction reissues USUHS Instruction 1325<sup>a</sup> to define current limitations and policies for implementation of Title 10, USC, Section 2114<sup>b</sup>.

**B. References.** See *Enclosure 1*.

**C. Background.** Under the reciprocal education agreement authority set forth in Title 10, USC, Section 2114<sup>b</sup>, the President, USUHS, with the approval of the Secretary of Defense, may enter into agreements with foreign military medical schools for reciprocal training in specialized military medical instruction. Under this agreement, students at the USUHS may receive instruction at the foreign military medical school, and military medical personnel of the foreign medical school may receive specialized military medical instruction at the USUHS. Each foreign country from which a student is permitted to receive instruction at the USUHS will reimburse the United States

for the cost of providing such instruction, unless such reimbursement is waived by the Secretary of Defense.

**D. Applicability.** This Instruction is applicable to the staff and faculty responsible for the processing of International Medical Officers (Military Exchange Students) selected for instruction at the USUHS pursuant to agreements, approved by the Secretary of Defense, between the President, USUHS, and foreign military medical schools.

**E. Policy.** It is USUHS policy that:

1. Reciprocal education programs may be established with foreign military medical institutions under agreements entered into by the President, USUHS, with the approval of the Secretary of Defense:

a. the President, USUHS, with the approval of the Secretary of Defense, will determine the countries from which persons

may be selected to receive instruction and the number of persons that may be selected from each country,

b. no more than 40 persons at any one time may receive instruction at the USUHS under this authority; and attendance of such students at the USUHS may not result in a decrease in the number of medical students enrolled in the USUHS, and

c. agreements with foreign military medical institutions will be written in accordance with existing USUHS and DoD regulations governing the preparation of international agreements;

2. Under Title 10, USC, Section 2114<sup>b</sup>, military medical personnel of a foreign country may receive specialized instruction at the USUHS under reciprocal education agreements with foreign military medical institutions. Military medical personnel is interpreted to include:

a. military medical students enrolled in a foreign military medical school or fully sponsored in medical training by a foreign government and eligible to receive military orders from that government, and

b. medical and other officers commissioned in one of the health profession areas, to include but not limited to dentistry, veterinary medicine, nursing, administration, and bioscience:

(1) such individuals are hereinafter designated as "students," and

(2) the training of such students may be on a reimbursable or nonreimbursable basis;

3. The foreign government must assume full responsibility for liability, injury, or death of such students;

4. "Specialized military medical instruction" as defined in Title 10, USC, Section 2114<sup>b</sup> is interpreted to include specific courses, clerkships, selectives, electives, and other courses as defined in the Medical school and Graduate Bulletins and other published university catalogs;

5. Such students are eligible to receive:

a. academic credit which, according to their respective institutions, may be applied within their home institution and/or country,

b. a certificate of attendance and/or training, if appropriate, and

c. an advanced degree in the Basic Medical Sciences (M.S., M.P.H., M.T.M. and H., Ph.D.) if the same requirements are met as those required for U.S. citizens enrolled in the same program;

6. Such students will not be enrolled as medical students programmed to receive the M.D. degree from the USUHS;

7. Duration of enrollment will be consistent with requirements of the specific programs:

a. for specific courses, clerkships, selectives, or electives being undertaken by undergraduate physicians, attendance will generally not exceed six months, and

b. for degree programs, duration of enrollment will not exceed the time required for the program;

8. If a program involves exposure to patients in a military medical care facility, the student can participate only as an observer, unless credentialed by the facility, in accordance with DoD

guidelines, either categorically or as an individual, prior to any such patient contact;

9. International USUHS students must:
- a. be recommended by an appropriate military authority in their home country,
  - b. meet academic qualifications comparable to those required of U.S. citizens,
  - c. be selected by a duly authorized USUHS committee, or for courses, clerkships, electives, and selectives, by the appropriate USUHS Department Chair,
  - d. receive approval from the Dean of the appropriate USUHS school, and
  - e. comply with USUHS Graduate Program application requirements concerning documents/materials that must accompany the application form; or which must be sent directly by a University/ College in the student's home country to the Graduate Education Office (GEO) when applying for an advanced degree in the Basic Medical Sciences (M.S., M.P.H., M.T.M. and H., or Ph.D.); and

10. Acceptance will be conditional until:
- a. the visit has been approved formally by the Department Chair, the Chief, USUHS Security Office (SEC) and the Dean of the appropriate University school or his/her designee,
  - b. the Defense Intelligence Agency (DIA) has been notified and has processed the student's visit request,
  - c. travel documents to include appropriate visas have been obtained, and
  - d. USUHS (Military Personnel) is in receipt of a copy of orders attaching the

student to the USUHS. It is acknowledged that foreign military trainees are not subject to the uniform code of Military Justice; however, such trainees will be advised that they may be temporarily or permanently suspended from training pending resolution of alleged serious breaches of military discipline or incidents within a civilian jurisdiction, and they may be recommended for return to their home country.

**F. Responsibilities.**

1. The President, USUHS shall:
  - a. Request permission from the Secretary of Defense to enter into negotiations to establish reciprocal training agreements with foreign military medical institutions; and
  - b. Request the Secretary of Defense's approval to waive reimbursement for the cost of reciprocal training provided at the USUHS, if and when appropriate or desirable.
  
2. The Dean of the appropriate USUHS school or his/her designee shall approve all foreign students selected to attend the USUHS under reciprocal training agreements; or at the request of the DIA or other agencies. This approval will be documented on USUHS Form 1325, see *Enclosure 2*.
  
3. The Department Chair who sponsored the student's program of study shall ensure completion of USUHS Form 1325.
  
4. The Chief, Security shall approve or disapprove the student's visit request on USUHS Form 1325.

5. The Director, University Affairs shall process the student's visit request for the DIA.

6. The University Brigade shall coordinate appropriate actions, as outlined in SOM-DPM-002-97, *see Enclosure 3* and GSN Policy and Precedent Statement 97-03, *see Enclosure 4*.

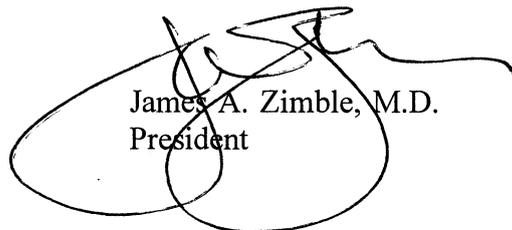
7. Students selected under reciprocal training agreements shall abide by the following:

a. Upon arrival, the student will report to the USUHS Military Personnel Office (MPO) for the required in-processing prior to assignment to an academic department. Students pursuing an advanced degree in the Basic Medical Sciences (M.S., M.P.H., M.T.M. and H., or Ph.D.) must also report to the GEO for the required in-processing; and

b. The student is subject to the same academic regulations governing attendance, discipline, and dismissal as a U.S. citizen enrolled at the USUHS, and additionally, the terms of paragraph E.10.d. of this Instruction will apply to the student. Further, it is noted that foreign military trainees usually do not have diplomatic immunity and any student who claims such will be requested to verify his/her status.

8. More detailed guidelines for all international students attending or sponsored by the F. Edward Hébert School of Medicine or the Graduate School of Nursing, USUHS are provided in *Enclosures 3 and 4*.

9. The USUHS is not responsible for providing billeting or messing, or securing Post Exchange or Commissary privileges. The student may be entitled to such through diplomatic agreements, memoranda of agreement, or other such documentation.



James A. Zimble, M.D.  
President

Enclosures:

1. References
2. USUHS Form 1325
3. SOM-DPM-002-97
4. GSN Policy and Precedent Statement 97-03

**REFERENCES**

- (a) USUHS Instruction 1325, "Instruction of Foreign Medical Officers (Military Exchange Students)," dated August 16, 1988 (hereby cancelled)
- (b) Title 10, United States Code, Chapter 2114, "Students: selection; status; obligation"



Proposal for admitting international student/scholar(s) to the School of Medicine, USUHS

1. Name of student/scholars:
  
2. Nationality:
  
3. Proposed position at USUHS:
  
4. Sponsor (USUHS Department or Activity):
  
5. Applicable international program/authority:
  - FMS                     IMET                     ESEP
  - DoD/USUHS MOU (Title 10) with: \_\_\_\_\_
  - USIA (exchange visitor category): \_\_\_\_\_
  - J-1 Visa (USUHS sponsored)                     H1-B Visa (USUHS sponsored)     Other (please explain)
  - J-1 Visa (Jackson Foundation sponsor)     H1-B Visa (Jackson Foundation sponsor)
  
6. Approval by Associate Dean for Clinical Affairs:
 

Date: \_\_\_\_\_                    Signature: \_\_\_\_\_
  
7. Coordination with/approval by Director, Security, USUHS
 

Date: \_\_\_\_\_                    Signature: \_\_\_\_\_
  
8. If/as appropriate:
 

Coordination with/approval by Civilian Human Resources Directorate (for exchange visitors)

Date: \_\_\_\_\_                    Signature: \_\_\_\_\_

Responsible Officer (RO)/Alt RO
  
9. Coordination with SATFA through Manpower Analyst, Financial and Manpower Management Division, USUHS (for FMS, IMET or other programs involving fund transfers)
 

Date: \_\_\_\_\_                    Signature: \_\_\_\_\_
  
10. Coordination with University Brigade: (for military student/scholars):
 

Date: \_\_\_\_\_                    Signature: \_\_\_\_\_
  
11. Please return completed copy to a) Office of Educational Affairs, Room A1005, and  
b) Director, Office of University Affairs, Room B1009; and ensure that all steps outlined are completed.





OFFICE OF THE DEAN

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES  
 F. EDWARD HÉBERT SCHOOL OF MEDICINE  
 4301 JONES BRIDGE ROAD  
 BETHESDA, MARYLAND 20814-4799



TEACHING HOSPITALS  
 WALTER REED ARMY MEDICAL CENTER  
 NAVAL HOSPITAL, BETHESDA  
 MALCOLM GROW AIR FORCE MEDICAL CENTER  
 WILFORD HALL AIR FORCE MEDICAL CENTER

Office of the Dean  
 School of Medicine  
 SOM-DPM-002-97  
 DATE: 2 June 1997

## MEMORANDUM FOR FACULTY, STAFF, MEDICAL STUDENTS

SUBJECT: Standard Operating Procedures on International Students/Scholars, F. Edward Hébert School of Medicine, The Uniformed Services University of the Health Sciences

1. **PURPOSE:** This SOP establishes policies and procedures regarding all international students/scholars (ISS) attending or sponsored by the F. Edward Hébert School of Medicine (SOM), USUHS.
2. **APPLICABILITY:** This memorandum applies to all international education and research programs; sponsored by the SOM; and to all international students/scholars attending, sponsored by or hired by the SOM, USUHS. It does not apply to permanent U.S. residents (green card holders) or to research scholars hired through the Jackson Foundation.
3. **POLICY:**
  - A. Oversight for all international programs in the SOM will be provided by the Associate Dean for Clinical Affairs (ADA). Applications by/proposals concerning foreign nationals who wish to attend USUHS should be referred to the ADA for administrative review and approval. No international student or scholar will be accepted for any program or activity within the SOM (to include degree programs, clinical clerkships, research affiliations, etc.) without approval from the ADA or me.
  - B. Each international student or scholar will normally be sponsored by a specific Department. Exceptions, while rare, must be approved by the ADA. The latter will also coordinate departmental assignments/sponsorship for scholars or students attending USUHS at the request of another or higher headquarters, e.g., Office of the Surgeon General or Office of the Assistant Secretary of Defense for Health Affairs (OASD(HA)).

C. No approval needs to be obtained from the ADA for international courtesy visits to the SOM that do not involve USUHS sponsorship, study programs, or formal international research collaboration. USUHS guidelines require that such visits be coordinated with the Office of University Affairs.

D. Although approval is not required from my office for research scholars sponsored by the Jackson Foundation, it is important that we maintain a database on all international student/scholars. I accordingly ask that you complete the form in appendix 4b for each Jackson Foundation Scholar, and, after coordinating their inprocessing through Security, submit copies to the Office of Educational Affairs and the Office of University Affairs.

E. The following considerations must be kept in mind concerning the role of the United States Embassy in the international student/scholar's home country: All international visitors are required to obtain a visa from the U.S. Embassy in their home country. USUHS may, as appropriate, issue letters of acceptance or other forms (e.g. IAP-66 for exchange visitors) which will permit the international visitor to obtain the appropriate visa from the U.S. Embassy. It is normally the responsibility of the U.S. Embassy to (a) test a prospective student for English competency (unless the country is exempted by the Department of State); and (b) to issue the appropriate visa and, in the case of military personnel, Invitational Travel Orders (ITOs). The ITO is the document required to provide recognition of the military status or affiliation of the student/scholar. The ITO is also the controlling document for authorized training, terms, conditions and privileges, as well as the basic document for accounting purposes.

F. Arrangements for individuals attending the University under any of DoD's Security Assistance Programs (e.g., FMS, IMET) must be coordinated with the Army Security Assistance Training Field Activity (SATFA) through our Financial and Manpower Management Division (FMG). FMG will coordinate all appropriate matters with SATFA and Departments need only ensure that FMG has been notified (POC: Mrs. Sherman, tel. 295-6013). SATFA's responsibilities include: Providing ITO information to the U.S. Embassy; collecting the tuition and providing the obligating authority to FMG at USUHS; being the liaison between USUHS and the foreign embassy; and handling any serious problems. FMG responsibilities include: Being the liaison between USUHS and SATFA; posting the course; providing cost to SATFA; notifying the SATFA Desk Officer of the acceptance of any international military student.

G. It is the responsibility of the sponsoring USUHS-SOM Department to obtain approval from ADA for each international student/scholar; coordinate with appropriate USUHS offices as outlined on the attached form; respond to each ISS in writing, and provide a letter of acceptance or justification if rejection occurs. After the student/scholar has been accepted, the sponsoring Department should assign a sponsor and send a "welcome aboard" package. Such a package can be obtained from the Office of University Affairs for civilians and from the University Brigade for members of the military. Arrangements should also be made for a member of the University to meet each civilian student/scholar at the airport. For military students/scholars the Department should ensure that the Brigade has made arrangements for either a member of the University or

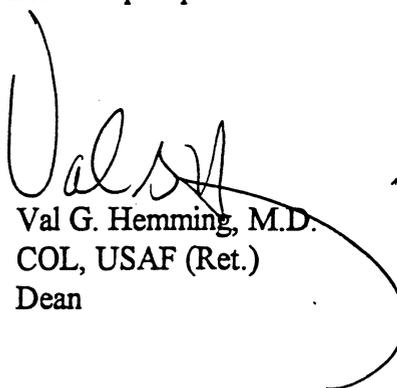
the foreign embassy to meet the incoming military student/scholar. For all students/scholars, the Civilian Human Resources Directorate or the University Brigade, as appropriate, must be notified prior to the individual's departure from the University.

H. The University Brigade must be notified of all anticipated military ISS; and all military ISS must check in with the Brigade upon arrival at USUHS. The responsibilities of the Brigade include: Maintaining a military student file; making room reservations at the Navy BOQ or BEQ for each military student as needed/appropriate; arranging for pickup at the airport; providing a "welcome aboard packet" to the sponsoring department; conducting an orientation brief; providing military "check-in" and "check-out" forms; determining support requirements in helping students/scholars settle; and assisting them in obtaining an ID card from Personnel Support Division at the Naval Hospital and a library card from the Learning Resource Center. International military students will be assigned by the Commandant to the appropriate Assistant Commandant who will be responsible for providing guidance and leadership to the students; counseling during the progression through their USUHS courses; advising them on University policies and procedures; and acting as a primary point of contact in emergency situations.

I. Requests for/applications by exchange visitors must be coordinated with the Civilian Human Resources Directorate (CHRD). CHRD responsibilities include: Being the liaison between USUHS and USIA; approving/disapproving applications for exchange visitors (EVs); issuing form IAP-66 (required for J-1 visas); providing civilian "check-in" and "check-out" forms to EVs upon arrival at USUHS; acting as a POC for EVs during their stay at USUHS concerning U.S. governmental administrative requirements; and notifying USIA upon the EVs departure.

J. All international students must register with the Office of the Assistant Dean for Admissions and Academic Records (ADAAR). At the end of the student's course of study, the ADAAR will send an evaluation of student performance to the appropriate country POC for transfer to the student's record.

4. EFFECTIVE DATE: This SOP is effective upon publication.



Val G. Hemming, M.D.  
COL, USAF (Ret.)  
Dean





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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Graduate School of Nursing  
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July 21, 1997

Policy and Precedent #97-03

MEMORANDUM FOR FACULTY AND STAFF

SUBJECT: International Students/Scholars

1. The F. Edward Hébert School of Medicine (SOM) Dean's Policy Memorandum 002-97, Subject: Standard Operating Procedures on International Students/Scholars, F. Edward Hébert School of Medicine, Uniformed Services University of the Health Sciences, dated 2 June 1997 is approved as also being the Graduate School of Nursing (GSN) policy.
2. The Associate Dean for Clinical Affairs, SOM, will provide oversight for all international programs in the GSN as well as for the SOM.

*Faye G. Abdellah*

Faye G. Abdellah, Ed.D., Sc.D., RN, FAAN  
Dean and Professor  
Graduate School of Nursing