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INTRODUCTION

The purpose of this handbook is to serve as a resource for individuals involved in planning international visits with visiting professionals and students alike. It contains information about visas, health insurance and immunization requirements, housing and transportation accommodations, department policies and procedures and more.

It is important to note that the requirements associated with organizing a visit may vary depending on the type of visit and the sponsoring department. Therefore, please read the handbook carefully and contact the appropriate identified staff member for assistance.

The handbook was established by Cummings Hosts International (CHI), a group of student, faculty and staff members committed to making Cummings School of Veterinary Medicine at Tufts University a welcoming place for international visitors. The mission of CHI is to assist international visitors with achieving an enriching social and educational experience. For more information about the efforts of CHI, please contact Ms. Suzanne Ukpong, International Visitor Coordinator at suzanne.ukpong@tufts.edu.

The Cummings School is proud to be a global leader in veterinary medicine and values its many partnerships with institutions involved in veterinary medicine around the world. The international visitor program outlined in this handbook helps to support our global initiatives.
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TUFTS UNIVERSITY INTERNATIONAL CENTER
The International Center is located at 20 Sawyer Avenue on the Medford Campus. Departments should feel free to contact the appropriate staff member below at the International Center, or email the center at internationalcenter@tufts.edu. Click here for a mini-bio of the staff: http://ase.tufts.edu/icenter/about/staff.asp.

- The Center’s staff works to raise intercultural awareness, to increase the knowledge of immigration laws affecting the Tufts international community, and to advocate a campus climate that respects cultural differences.
  - For faculty/staff/scholars: Individuals should contact Sarah Curry - Sarah.Curry@tufts.edu
  - For enrolled students: Individuals should contact Whitney Sullivan - Whitney.Sullivan@tufts.edu

- The Center provides individual counseling, immigration advising and visa documents for students, faculty and scholars. They coordinate a number of events throughout the year such as a Thanksgiving Dinner and apple-picking trip. The Center is a resource for both international visitors and departments.

ROLE OF THE INTERNATIONAL VISITOR COORDINATOR
The international visitor coordinator will assist departments in organizing international visits. After a visit has been approved within the department, the coordinator will be notified by a specified staff member at least 45 days prior to the arrival date with the following details. Refer to Department Policies and Procedures on page 5 for a list of initial points of contact for each department. Information required includes, but is not limited to:

- Name of Visitor
- Type of Visitor (student, faculty, post-doctoral scholar, etc.)
- Country of Origin
- Name of visitor’s home institution, if applicable
- Faculty Mentor/Sponsor
- Dates of Visit

The coordinator will communicate directly with the visitor to help make arrangements for housing and transportation accommodations. The coordinator makes an effort to pair each visitor with a host, who is a faculty or staff member. With a growing database of bilingual faculty, staff and students, when possible, a match is made with someone who speaks the visitor’s native language. The accommodations may vary with regard to space and amenities, proximity to campus and cost.
If a host cannot be identified, the coordinator will provide the visitor with a list of local hotels, inns and bed & breakfast establishments.

Visitors are encouraged to rent a car because housing accommodations are generally not within walking distance of campus.

*Please note that even if the visitor does not require assistance with accommodations, the coordinator should still be notified with details about the visit. The coordinator keeps a record of international visitors to the Cummings school.*

The coordinator also performs the following tasks:

- Announces visit to the campus community
- Makes visitor a name badge
- Arranges a campus tour
- Provides information about campus events and resources available to international visitors
- Shares important contact information
- Offers a campus map and parking guidelines

In addition, the coordinator will build rapport with the visitor, make an effort to address specific needs/concerns of the visitor and help the visitor to become acclimated to the different culture.

Furthermore, the coordinator will disseminate a Language, Housing & Transportation Survey every six months to the campus community. The purpose of the survey is to identify individuals interested in hosting and providing transportation to international visitors. Also, the survey will collect information about languages spoken by our campus members.

### VISA INFORMATION

The information provided in this section is meant to be a guide and is not intended to be legal advice. If you have any questions about the information, please contact the International Visitor Coordinator ([Suzanne.Ukpong@tufts.edu](mailto:Suzanne.Ukpong@tufts.edu)) or the International Center. You may refer to the Nonimmigrant Visa Chart (Appendix A on page 17) for information about other visa types.

#### i. J-1 Postdoctoral Scholars & Fellows

The visa request is processed by the International Center. All J-1 Exchange Visitors must complete the “Health Insurance Agreement Form” and return it to the International Center. The department should arrange for the J-1 visa holder to register with the International Center within two weeks of their arrival in order to complete their immigration record. The International Center will review the passport, visa document and I-94 Arrival-Departure Record.
ii. B1 Business Visitors & B2 Tourism

International students must obtain a B1 Visitor for Business visa in order to participate on rotations. The visitor applies for this visa without the help of the International Center or the department.

The Visa Waiver Program (VWP) allows citizens of participating countries to travel to the United States without a visa for stays of 90 days or less, when they meet specified requirements. For more information about VWP, please visit the following website: http://travel.state.gov.

Incidental Patient Contact

Certain visas only allow the visitor incidental patient contact including the J-1, B1 and B2 visa holders.

a) The visitor is predominantly involved with observation, consultation, teaching or research.

b) Incidental patient contact will be under the direct supervision of a licensed U.S. physician.

c) The visitor will not be given final responsibilities for the diagnosis and treatment of patients.

d) Any activities of the visitor will conform fully with state licensing requirements and regulations for medical and health care professionals in the state in which the visitor is pursuing the program.

e) Any experience gained in this program will not be creditable toward any clinical requirements for medical specialty board certification.

The International Center strongly recommends that each department complete the Department Request Form (refer to Appendix B on page 18) three months prior to the visit. There is a processing fee incurred by the department. Fees may vary; departments should refer to the request form for a breakdown of fees. Please note that departments must verify English Language Proficiency for J-1 visitors. The English Proficiency Verification Form is attached to the Department Request Form.

Confirmation of Arrival Documentation Process

- Complete the Confirmation of Arrival for International Faculty/Research Scholars Form (refer to Appendix C on page 21)
- Send scanned copies to International Center of: passport information page, visa stamp, I-94 document (retrievable online) and visa document (DS-2019)

HEALTH INSURANCE

The Commonwealth of Massachusetts and Tufts University require international visitors to have health insurance coverage. Some visitors may be eligible to enroll in the health plan offered by Tufts University, or they may maintain private coverage as long as it meets or exceeds the minimum state requirements set forth by the Commonwealth.

Scholar Health Insurance

J-1 Postdoctoral Scholars & Fellows

J-1 Exchange Visitors are required, as a condition of their J-1 status, to carry health insurance for themselves and their accompanying J-2 family members. The insurance policy held by a J-1
person and his/her dependents must meet **minimum criteria** as established by the U.S. Department of State.

In order to be eligible for health benefits through Tufts University, a J-1 visa holder must work a minimum of 17.5 hours per week. The sponsoring department should schedule an orientation with the Human Resources Department immediately upon arrival. The Benefits Office is located at 200 Boston Avenue, Tufts University, and Medford Campus. They can be reached at 617-627-3270.

Postdoctoral Associates & Postdoctoral Fellows are offered a separate health benefit package. For questions on this type of package, contact Cynthia Linton at 617-636-2701.

J-1 visa holders may choose to purchase private health insurance coverage that meets the J-1 visa requirements. The International Center offers a list of insurance companies that meet these requirements.

All Benefits Eligible & Non-Benefits Eligible J-1 Research Scholars must complete the “Health Insurance Agreement Form” (refer to Appendix D on page 22) and return it to the International Center. The department should arrange for the J-1 visa holder to register with the International Center within two weeks of their arrival in order to complete their immigration record. The International Center will review the passport, visa document and I-94 Arrival-Departure Record.

The immigration status will not be considered complete until the International Center has received the Health Insurance Agreement form to verify compliance with the J-1 insurance requirements.

**Alternate Insurance – Waiver Form and Proof of Coverage**
A benefit eligible individual may choose to waive health coverage offered by Tufts University provided that the person has an alternate qualifying plan that can be used in Massachusetts. The person may need to complete a health insurance waiver form and will need to provide proof of the alternate coverage. Proof of coverage may include a copy of the insurance card or policy.

**IMMUNIZATIONS**
Visitors must have all appropriate immunizations. The following immunizations are required by the Commonwealth of Massachusetts and Tufts University:

1. Tdap vaccine if Td booster is older than two years
2. Two doses of MMR vaccine, or positive antibody titers for immunity
3. Three doses of Hepatitis B vaccine, or positive antibody titer for immunity
4. Varicella (chickenpox): physician verification of year of disease, positive antibody titer for immunity, or documentation of two doses of vaccine
5. Meningococcal: one dose of vaccine dated from within five years prior to starting at Tufts University, or a signed and completed State Waiver Form
6. Rabies vaccine: required for students with animal contact or who work with the rabies virus—testing for immunity is required every two years post-vaccination
Please contact Kim Lipinski at Kim.Lipinski@tufts.edu for additional information about immunization requirements.

**DEPARTMENT POLICIES & PROCEDURES**

This section highlights the department policies and procedures of the international visitor program. Certain requirements vary according to the department. Therefore, please read this section carefully. Questions may be directed to the international visitor coordinator (Suzanne.Ukpong@tufts.edu) or to the points of contact identified below.

**Points of Contact:**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>STAFF MEMBER</th>
<th>VISITOR TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Sciences</td>
<td>Sue Marino (<a href="mailto:Sue.Marino@tufts.edu">Sue.Marino@tufts.edu</a>)</td>
<td>Student Visitor</td>
</tr>
<tr>
<td>IDGH</td>
<td>Meghan Stanley (<a href="mailto:Meghan.Stanley@tufts.edu">Meghan.Stanley@tufts.edu</a>)</td>
<td>Student &amp; Professional Visitor</td>
</tr>
<tr>
<td>DEPH</td>
<td>Amy Navin (<a href="mailto:Amy.Navin@tufts.edu">Amy.Navin@tufts.edu</a>)</td>
<td>Student Visitor</td>
</tr>
<tr>
<td><em>Clinical Sciences</em></td>
<td>Kim Lipinski (<a href="mailto:Kim.Lipinski@tufts.edu">Kim.Lipinski@tufts.edu</a>)</td>
<td>Student Visitor</td>
</tr>
</tbody>
</table>

* Please note that an overview of the international visitor program to the Department of Clinical Sciences is detailed on page 6.

**Visiting Students to Biomedical Sciences, IDGH and DEPH**

Application Process and Required Documentation

I. The faculty member interested in sponsoring/mentoring a student visitor must request the following information/documentation from the visitor:
   a. Letter of Intent (email acceptable)
   b. Curriculum Vitae (CV)
   c. Dates of Visit
   d. Funding information
   e. Three letters of recommendation (required by Biomedical Sciences and IDGH)

II. All requests must be approval by the department chair.

III. A faculty member of DEPH must check the selective schedule for Tufts Ambulatory Service (TAS) before agreeing to sponsor a visitor. DEPH gives preference to students from AVMA- accredited schools. Dr. Embree (i.embree@tufts.edu) and Amy Navin will collect the required documents below:
   a. Meningococcal Waiver Form (refer to Appendix E on page 23)
   b. Visiting Student Immunization Form (refer to Appendix F on page 25)
c. Visiting Student Requirement Form (refer to Appendix G on page 26)
d. Letter of Approval from student’s school (email acceptable)

IV. The staff member will request proof of medical coverage. *Visitors to Biomedical Sciences and IDGH may have to show proof of rabies vaccination, depending on the purpose and type of visit.*

V. The international visitor coordinator will be notified upon approval of visit at least 45 days prior to arrival date to assist with accommodations.
   a. Even if the visitor does not require assistance with accommodations, the coordinator should still be notified with details about the visit. The coordinator keeps a record of international visitors to the Cummings school.

**Visiting Students to the Department of Clinical Sciences**

The Cummings School of Veterinary Medicine at Tufts University offers opportunities for fourth year clinical veterinary students who would like to participate in an externship in our teaching hospitals. International visiting students may apply for an externship in our hospitals if they are in their clinical, final-phase of their Doctorate of Veterinary Medicine. Visiting students may apply to spend up to 4 weeks on clinical rotations in the following locations:

- Foster Hospital for Small Animals (Grafton, MA)
- Hospital for Large Animals (Grafton, MA)
- Tufts at Tech (Worcester, MA)
- TuftsVETS (Walpole, MA)

Additional opportunities may exist in other rotations such as Pathology, Wildlife Clinical and Tufts Ambulatory Clinic in Woodstock, CT. Availability for all rotations is on a space-available basis. All prospective visiting students will be required to complete an application packet before being considered for any rotation experience. When the completed application is received, rotation directors will be contacted to determine availability on his/her rotation service, with final approval coming from the department chair of Clinical Sciences, Hospital Representative, and rotation director before the rotations are scheduled. Please be advised that not all students can be accepted as space is limited for all rotations.

**Application Process – Required Documentation**

- Completed application form (refer to Appendix H on page 27)
- Letter of intent stating student’s goals for the proposed rotation
- Proposed dates of externship
- Letter of approval from student’s school
- Student grade form
- Proof of current rabies vaccination
- Proof of professional liability insurance
- Proof of immunizations/titers
- Proof of Letter attesting to medical insurance coverage
CORI Form – Any student who enters the Tufts at Tech Community Veterinary Clinic will be required to provide a photocopy of their passport and MUST fill out the CORI FORM (refer to Appendix I on page 28) that will be provided to any student approved for a rotation at the clinic. Please note, this requirement is for the Tufts at Tech rotation.

Completed applications should be mailed to:

Ms. Kim Lipinski
Tufts Cummings School of Veterinary Medicine
Clinical Sciences Department
200 Westboro Road
North Grafton, MA 01536
Telephone: 508-887-4635
Fax: 508-839-7922

Visiting Professionals

Susan Brogan organizes visits for international faculty, veterinarians, visiting scientists and postdoctoral scholars. These visitors are referred to as visiting professionals. Requests should be sent to Susan.Brogan@tufts.edu with the visitor’s contact information and dates of visit. Please note that applicants for residencies to the hospitals should be organized by the Department of Clinical Sciences and the visit should not exceed three days.

Visitors must provide the following proper documentation:

- Proof of Rabies vaccination within the past three years or current rabies titer check
- Documentation of medical insurance coverage
- Curriculum Vitae (CV)
- Completed Visiting Practitioners Form (refer to Appendix J on page 30)

Requests should be received a minimum of 2 months before arrival. Visits must be approved by the faculty sponsor, department chair and hospital director.

PROFESSIONAL DRESS FOR VETERINARIANS AND STUDENTS

As a teaching hospital for Tufts University, clients need to have a good impression of who we are and what we do. All healthcare providers, staff, and students are expected to dress according to the professional apparel approved by the hospital. Professional image, through attention to detail, instills confidence in our clients, ensuring that we will provide the same careful attention to their animals. Professional dress can enhance or detract from business operations.

Tufts Ambulatory Service

- Wear a name tag on the upper right lapel, at all times, while at ambulatory
- Clothing of good repair/quality for use in outdoor activities is acceptable
- Scrubs, with or without a lab coat, are acceptable; scrubs or other clothing should not have the name of any other institution embroidered or displayed on them
• Ties for men are optional; shirts should be tucked in and look neat; no tank tops; skin at the midriff should be covered; shorts are permitted for travelling and facility use, but should be covered with coveralls during client/patient interactions
• Closed-toed shoes only (no sandals or beachwear) – OSHA regulation
• Personal protective clothing should always be worn when working with patients and during procedures; two pair of coveralls should be available daily, or a washable bib apron; over the shoe pull-on boots recommended.
• Hats and bandanas are permitted
• Body jewelry should reflect the professional image; earrings and small nose studs are acceptable, as well as other small, discrete piercings; piercings should not be distracting to others; all jewelry should be small, avoiding long necklaces and dangling earrings which could become entangled by animals or equipment; rings are discouraged
• All tattoos need to be covered by clothing
• Long hair should be kept neat and tied back; loose hair can become entangled and should be avoided; hair coloring should not detract from your professional appearance
• Good judgment is expected
• More restrictive policies may be instituted within sections, based upon safety needs
• The Medical Director will mediate any disagreements concerning appropriate dress

**Foster Hospital for Small Animals**

• Wear a name tag on the upper right lapel, at all times, while in the hospital
• Business casual is acceptable (no denim), with a lab coat or jacket
• Scrubs, with or without a lab coat, are acceptable; scrubs or other clothing should not have the name of any other institution embroidered or displayed on them
• Ties for men are optional; shirts should be tucked in and look neat; no T-shirts or tank tops; skin at the midriff should be covered; shorts are not permitted
• Closed-toed shoes only (no sandals or beachwear) per OSHA regulation
• Protective eyewear is required when working with chemicals
• Personal protective clothing should always be worn when working with patients and during procedures
• Hats and bandanas are not permitted
• Body jewelry should reflect the professional image; earrings and small nose studs are acceptable, as well as other small, discrete piercings; piercings should not be distracting to others; all jewelry should be small, avoiding long necklaces and dangling earrings which could become entangled by animals or equipment
• All tattoos need to be covered by clothing
• Long hair should be kept neat and tied back; loose hair can become entangled and should be avoided; hair coloring should not detract from your professional appearance
• Good judgment is expected
• More restrictive policies may be instituted within sections, based upon safety needs
• The Medical Director will mediate any disagreements concerning appropriate dress

*Please be mindful of these additional points for Hospital for Large Animals, Tufts at Tech, Worcester, MA, TuftsVETs, Walpole, MA and Ambulatory Clinic, Woodstock, CT*
Large Animal Hospital

- Khaki-like pants and a tuck-in shirt are the required dress for students while working in the clinic (shorts, halters, briefs, jeans, and T-shirts are not acceptable attire)
- Appropriate shoes should be worn in the clinic to afford proper foot protection
- Name tags should be worn and be visible at all times
- If scrubs are worn during surgery days, you need to use a different set for O.R.

Tufts at Tech Rotation, Worcester, MA

- Clothes should be casual/professional with a white consultation coat
- Please bring a pair of scrubs and comfortable shoes

Ambulatory Rotation, Woodstock, CT

Students should bring the following:

- Two pairs of clean coveralls
- Rubber boots (over the shoe are best and all boots must be able to be sanitized)
- Student should bring a brown bag lunch

HOUSING

Hosting International Visitors

The international visitor coordinator maintains a list of faculty and staff who are interested in hosting international visitors. The housing accommodations vary in space and fees. The international visitor coordinator makes an effort to pair each visitor with a host. With a growing database of bilingual faculty, staff and students, when possible, a match is made with someone who speaks the visitor’s native language. Visitors are encouraged to rent a car because housing accommodations are generally not within walking distance of campus.

Hotels, Inns and Bed & Breakfasts

Visitors can stay in area hotels, inns and bed & breakfasts. One example is the Westborough Inn which provides the following:

- A welcoming place and friendly environment.
- Breakfast is included and common spaces are available to guests for socializing.
- Stores, restaurants, and grocery stores are within walking distance.
- Several visitors can be accommodated at a time.
- Location is within a few miles of campus making it relatively easy for rides from Cummings community members.
- The Inn is not within walking distance of the commuter rail, but cabs can be hired to drive guests to the station.
Accommodations Close to the Grafton Campus

Central Massachusetts is the geographic center of the Commonwealth of Massachusetts and is made up of many diverse towns and communities all providing great options for lodging. Some of the accommodations listed below offer special rates to Cummings School guests.

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Distance</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beechwood Hotel</td>
<td>363 Plantation Street, Worcester, MA 01605</td>
<td>7 miles/17 minutes</td>
<td><a href="http://www.beechwoodhotel.com">http://www.beechwoodhotel.com</a></td>
</tr>
<tr>
<td>Courtyard Boston Westborough</td>
<td>3 Technology Drive, Westborough, MA 01581</td>
<td>7 miles/17 minutes</td>
<td><a href="http://www.marriott.com">http://www.marriott.com</a></td>
</tr>
<tr>
<td>Doubletree Hotel Boston/Westborough</td>
<td>5400 Computer Drive, Westborough, MA 01581</td>
<td>7 miles/16 minutes</td>
<td><a href="http://doubletreec3.hilton.com">http://doubletreec3.hilton.com</a></td>
</tr>
<tr>
<td>Econo Lodge Inn &amp; Suites – Northborough</td>
<td>380 Southwest Cutoff, Northborough, MA 01532</td>
<td>3 miles/7 minutes</td>
<td><a href="http://www.econolodge.com">http://www.econolodge.com</a></td>
</tr>
<tr>
<td>Extended Stay America</td>
<td>• 180 East Main Street, Westborough, MA 01581</td>
<td>5.82 miles/11 minutes</td>
<td><a href="http://www.extendedstayamerica.com">http://www.extendedstayamerica.com</a></td>
</tr>
<tr>
<td></td>
<td>• 19 Connector Rd., Westborough, MA 01581</td>
<td>6.59 miles/12 minutes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 1800 Computer Drive, Westborough, MA 01581</td>
<td>6.94 miles/14 minutes</td>
<td></td>
</tr>
<tr>
<td>Hotel Name</td>
<td>Address Details</td>
<td>Distance/Minutes</td>
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</tr>
<tr>
<td>----------------------------------</td>
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<td></td>
</tr>
<tr>
<td>The Grafton Inn</td>
<td>25 Grafton Common Grafton, MA 01536</td>
<td>3 miles/5 minutes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>508-839-5931 <a href="http://www.grafton-inn.com/inn.htm">http://www.grafton-inn.com/inn.htm</a> <a href="mailto:info@grafton-inn.com">info@grafton-inn.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hilton Garden Inn Worcester</td>
<td>35 Major Taylor Boulevard Worcester, MA 01608 508-753-5700</td>
<td>9 miles/22 minutes</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://hiltongardeninn3.hilton.com">http://hiltongardeninn3.hilton.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motel 6 – Westborough</td>
<td>399 Turnpike Road Westborough, MA 01581 508-366-0202</td>
<td>5 miles/10 minutes</td>
<td></td>
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<tr>
<td></td>
<td><a href="http://www.motel6.com">http://www.motel6.com</a></td>
<td></td>
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<tr>
<td>Red Roof Inn Boston - Southborough</td>
<td>367 Turnpike Road Southborough, MA 01772 508-481-3904</td>
<td>9 miles/17 minutes</td>
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<td></td>
<td><a href="https://www.redroof.com">https://www.redroof.com</a></td>
<td></td>
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<tr>
<td>Sleigh Maker Inn Bed and Breakfast</td>
<td>87 West Main Street Westborough, MA 01581 508-836-5546</td>
<td>4 miles/8 minutes</td>
<td></td>
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<tr>
<td></td>
<td><a href="http://www.sleighmakerinn.com">http://www.sleighmakerinn.com</a></td>
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</tr>
<tr>
<td>Westborough Inn</td>
<td>4 Boardman Street Westborough, MA 01581 508-836-1900</td>
<td>4.37 miles/7 minutes</td>
<td></td>
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<tr>
<td></td>
<td><a href="http://westboroughinn.com">http://westboroughinn.com</a></td>
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</tbody>
</table>

Accommodations Close to Tufts VETS – Walpole, MA

Tufts VETS is conveniently located with easy access to Highways 95, 495, and 295, and routes 1, 1A, and 27. The facility is located at 525 South Street in Walpole MA in a beautiful new 15,000-square-foot pet health care center.

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address Details</th>
<th>Distance/Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Western – Sharon</td>
<td>395 Old Post Road Sharon, MA 02067 781-784-1000</td>
<td>2.63 miles/5 minutes</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.bestwestern.com">http://www.bestwestern.com</a></td>
<td></td>
</tr>
<tr>
<td>Econo Lodge</td>
<td>775 Providence Hwy Sharon, MA 0267 781-784-5800</td>
<td>2.69 miles/ 5 minutes</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.econolodge.com">http://www.econolodge.com</a></td>
<td></td>
</tr>
<tr>
<td>Extended Stay America Boston – Braintree</td>
<td>20 Rockdale Street Braintree, MA 02184 781-356-8333</td>
<td>16.09 miles/19 minutes</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.extendedstayamerica.com">http://www.extendedstayamerica.com</a></td>
<td></td>
</tr>
</tbody>
</table>
Local College Dorms
Many colleges in the Worcester area offer a weekly rate for visitors to stay in their dormitories during the summer months. In particular, Worcester Polytechnic Institute offers the following advantages:

- There are parks, grocery stores, restaurants and a museum within walking distance of the campus.
- On-campus suites offer single bedrooms, a common living area, and kitchen facilities.
- Bed linens and towels are provided; laundry machines are on site.
- A fitness room is available.
- The Worcester-Boston commuter line is within walking distance about 1.2 miles from the campus.
- Worcester Transit Authority busses are nearby.
- There is an on-campus Zip Car service.
- Cost per individual per day is approximately $25 (based on 2014 rates).

However, the Worcester college dorms also present some challenges. The location is not convenient for ride-sharing, pick-ups, drop-offs, etc., by Cummings staff and students. Also, availability of food on campus may be limited during the summer.

Student Sublets
A significant number of students offer rooms or entire houses/apartments for summer sublet.

- This could be a good option if one (or more) student is present and willing to serve as a host, provide rides, etc.
- The fee/rent will vary depending on what the students pay, but this is probably the least expensive housing option.
- This option will work best if one or more students are willing to commit to helping with grocery shopping and meal-sharing. It also may provide a good social experience for the visitor(s) and host(s).

Longer Visits – Apartment Hunting
During the summer, there is a housing listing website that operates out of the Student Affairs Office. This website only runs during the summer months for incoming students and is managed by a veterinary student. The website is [http://vet.tufts.edu/education/student-life/](http://vet.tufts.edu/education/student-life/). In addition, the Student Affairs Office maintains a binder with housing listings which is updated year round. Some listings are posted on the bulletin boards located in the Administration Building, 1st floor; Lowe Center, Student Lounge; and FSHA, Student Lounge.
To gain a sense of housing costs in the area, visitors may look at apartment listings in the online version of the Worcester Telegram and Gazette (www.telegram.com/apps/pbcs.dll/frontpage), and the MetroWest Daily News (http://www.metrowestdailynews.com).

The following is a list of agencies or people who can assist in the search for an apartment. Please note: Tufts University does not endorse any particular agency. Some or all of these places may charge a fee for service.

<table>
<thead>
<tr>
<th>Century 21 Irvine &amp; Virginia Walsh</th>
<th>Coldwell Banker</th>
<th>Re/Max Executive Realty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1106 Pleasant Street</td>
<td>2 Maple Avenue</td>
<td>100 Worcester Street</td>
</tr>
<tr>
<td>Worcester, MA 01602</td>
<td>Shrewsbury, MA 01545</td>
<td>N. Grafton, MA 01536</td>
</tr>
<tr>
<td>Phone: (508) 752-7591</td>
<td>Phone: (508) 845-1077</td>
<td>Phone: (508) 842-1560</td>
</tr>
<tr>
<td>Toll Free: (800) 582-1348</td>
<td>Fax: (508) 753-2094</td>
<td>Fax: (508) 842-1560</td>
</tr>
</tbody>
</table>

Also, visitors may use these online apartment search services to find an apartment:

- ApartmentList.com
- Craig's List
- Homefind.com
- My Apartment Map
- Rent.com

**TRANSPORTATION**

**Directions to the Grafton Campus**
The Cummings School of Veterinary Medicine is located at 200 Westboro Road (along Route 30) in North Grafton, Massachusetts. Driving directions to our campus and a campus map are available online. Directions can also be found using the following websites:
- MapQuest
- Google Maps

**Traveling From the Airport to Tufts University**
If you will be coming straight from the airport to the Grafton campus, you are encouraged to either rent a car (see “Car Rental Information” below), or use either Worcester Airport Limousine or Knight’s Airport Limousine Service (see information below under “Airport Shuttles”). If you are flying in to Boston Logan International Airport, a less expensive, yet time-consuming, option is to take the SL1 shuttle bus to South Station and then the MBTA Commuter Rail (Framingham/Worcester Line) to the Grafton Station.

**Airports**
Cummings School of Veterinary Medicine is located within driving distance from Logan International Airport in Boston (approximately 39 miles), T.F. Green Airport in Providence, RI (approximately 47 miles), Bradley International Airport in Hartford, CT (approximately 74 miles), and Manchester Airport in Manchester, NH (approximately 64 miles).
Airport Shuttles

Worcester Airport Limousine (1-800-660-0992) – they offer a special rate for students of Tufts University Cummings School of Veterinary Medicine (approximately $45 for one person and $65 for two), and Knight’s Airport Limousine Service (1-800-822-5456) provide transportation to and from Logan Airport and T.F. Green Airport – their rates are approximately $55 for one person and $75 for two. Visit their websites for current rates and reservations.

MBTA Subway and Commuter Rail

The Cummings School is within a 7-minute walk of the Grafton Station on the MBTA Framingham/Worcester Line Commuter Rail. Exit the station parking lot and take a right onto Pine Street and a left onto Route 30 (Westboro Road). The Cummings School campus is just up the road. For fare information, maps, and schedules, visit www.mbta.com or call 1-617-222-3200.

Car Rental Information

Visitors may rent a car at the airport. For information on reserving a vehicle at the airport, click on the appropriate link below:

- Logan International (Boston)
- T.F. Green (Providence)

The following is a list of car rental services close to the Grafton Campus. Please note: Tufts University does not endorse any particular agency.

<table>
<thead>
<tr>
<th>Car Rental Service</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Rent A Car</td>
<td>1500 W Park Dr.</td>
<td>508-839-7500</td>
<td><a href="http://www.budget.com">http://www.budget.com</a></td>
</tr>
<tr>
<td>Hertz Rent A Car</td>
<td>5400 Computer Dr.</td>
<td>508-229-2756</td>
<td><a href="https://www.hertz.com">https://www.hertz.com</a></td>
</tr>
</tbody>
</table>

Local Transportation

WRTA – Worcester Regional Transit Authority (Bus) - http://www.therta.com/508-791-9782

As the second largest regional transit authority in Massachusetts, the WRTA serves 35 communities with its fleet of buses which includes 4 clean diesel-electric hybrid buses. The WRTA now offers two bus routes which stop in Grafton:

Route A: Route A – Northbridge Walmart – Shoppes at Blackstone Valley via Fisherville
Route B: Route B – New Village – Rockdale – Stop & Stop- Grafton MBTA Station

Other Regional Transportation

Union Station - 2 Washington Square, Worcester, MA 01604

Union Station is an intermodal transportation station servicing, the MBTA/Boston, Amtrak, intercity regional buses, interstate and New England bus lines. Interested in traveling to other cities? You can take the Greyhound bus to cities such as New York City, Philadelphia, Washington D.C., and much more! Greyhound buses leave from Union Station in Worcester and South Station in Boston.
**Amtrak (Train)**  
2 Washington Square, Worcester, MA 01604 - 800-872-7245  
Amtrak serves 500 destinations in 46 states and Canada. Enjoy the journey!

**Hiring a Work Study Student to Provide Transportation**  
It is important that departments adhere to the guidelines below when hiring a student to provide transportation to international visitors. Please contact Andrea Breault, Fleet/Transportation Manager, for additional information. Departments may access the Fleet Policy here: [http://publicsafety.tufts.edu/adminsvc/tufts-university-fleet-policy/](http://publicsafety.tufts.edu/adminsvc/tufts-university-fleet-policy/).

**Driver Authorization Process**  
- Contact: Fleet Manager, Andrea Breault, at Andrea.Breault@tufts.edu or (617) 627-5761
- Submit: a copy of your student ID and driver’s license for motor history background check

**LIBRARY SERVICES**

**Webster Library at Cummings School of Veterinary Medicine at Tufts University**

- **IN LIBRARY ACCESS TO ALL SERVICES** including journals, e-journals, database searches, internet access, staff assistance, and other resources, such as, sample surgical instructions, knot tying kits, instructional DVDs, etc.

- **SCANNING, PRINTING AND PHOTOCOPYING.**  
  Scanning and creating a PDF is free.  
  B&W printing costs are 10 cents single side/ 15 cents double side.  
  Color printing costs are 30 cents single side/ 45 cents double side.  
  Photocopying is 10 cents a copy.

- **SPECIAL USER CARD** allows visitors to borrow books from stacks and leisure collections (no reserve books). Application forms available at the library.

- **LAP TOPS** can be borrowed for use by international visitors by a Tufts ID holder.

- The library is a safe, clean, staffed place where visitors are welcome during off-hours. Library opens at 8AM all weekdays and is open till 11PM most weeknights during the school year, 6PM in the summer. (Exact hours are posted at [http://www.library.tufts.edu/vet/](http://www.library.tufts.edu/vet/))
INTERNATIONAL VISITOR EXIT SURVEY

The purpose of the International Visitor Exit Survey is to solicit input of international visitors about their experience to the Cummings School of Veterinary Medicine at Tufts University. The International Exit Survey serves as a primary information resource for evaluating the services and programs offered to international visitors. The mission of CHI is to create a welcoming place for international visitors that encourage social and educational growth. This survey supports the efforts of CHI and its commitment to the international visitor program.
Appendix A

**Nonimmigrant Visa Chart**

The chart below identifies several different purposes of temporary travel, the party responsible for processing the request and guidelines regarding patient care and fees.

<table>
<thead>
<tr>
<th>Visa Category</th>
<th>Purpose of Travel</th>
<th>Processing of Visa</th>
<th>Direct Patient Care/Incidental Patient Care</th>
<th>Breakdown of Fees (Incurred by Visitor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-1</td>
<td>Student, Research Scholar, Professor (exchange visitor)</td>
<td>Request processed by the International Center (IC)</td>
<td>Incidental patient contact</td>
<td>SEVIS Fee: $180</td>
</tr>
<tr>
<td>H-1 B</td>
<td>Employment</td>
<td>Request processed by the IC</td>
<td>Direct Patient Care</td>
<td>Application Fee: $325</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Anti-Fraud Fee: $500 (first time H-1B applicants only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Premium Processing Fee (as necessary): $1,225</td>
</tr>
<tr>
<td>B1</td>
<td>Business Visitor</td>
<td>Personal application – initiated by visitor</td>
<td>Incidental patient contact</td>
<td>N/A</td>
</tr>
<tr>
<td>B2</td>
<td>Tourism, vacation, pleasure visitor</td>
<td>Personal application – initiated by visitor</td>
<td>Incidental patient contact</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>TN</strong></td>
<td>Employment (Professional worker)</td>
<td>May be processed by IC or Visitor</td>
<td>Direct Patient Care</td>
<td>Application/I-94 Fee: $50 or $56 if crossing the border by car</td>
</tr>
<tr>
<td><strong>E3</strong></td>
<td>Australian professional specialty</td>
<td>Request processed by the IC</td>
<td>Direct Patient Care</td>
<td>Application Fee: $325</td>
</tr>
<tr>
<td>F-1 Optional Practical Training (OPT)</td>
<td>Foreign academic student enrolled at an accredited U.S. institution.</td>
<td>Request processed by the International Office at the student’s home institution – initiated by the student</td>
<td>Direct Patient Care</td>
<td>Application for Employment Authorization: $380 (Eligible for up to 12 months of employment.)</td>
</tr>
</tbody>
</table>

**Additional Information**

*The TN Visa Program is the immigration element of The North American Free Trade Agreement (NAFTA), which allows citizens of Canada and Mexico to enter the United States to engage in “business activities at the professional level” in certain occupations. For additional information about TN status, please visit the International Center’s website: [http://ase.tufts.edu/icenter/depts/TN.asp](http://ase.tufts.edu/icenter/depts/TN.asp).*

**The E-3 category is only available to individuals from Australia to work in the United States temporarily in a specialty occupation. Similar to the H-1B, prospective E-3 visa holders must have a minimum of a bachelor’s degree in their area of employment. This category is available for an initial 2 years and is renewable indefinitely.**

The Visa Waiver Program (VWP) allows citizens of participating countries to travel to the United States without a visa for stays of 90 days or less, when they meet specified requirements. For more information about VWP, please visit the following website: [http://travel.state.gov](http://travel.state.gov).

**Incidental patient contact:**

A. The visitor is predominantly involved with observation, consultation, teaching or research.
B. Incidental patient contact will be under the direct supervision of a licensed U.S. physician.
C. The visitor will not be given final responsibilities for the diagnosis and treatment of patients.
D. Any activities of the visitor will conform fully with state licensing requirements and regulations for medical and health care professionals in the state in which the visitor is pursuing the program.
E. Any experience gained in this program will not be creditable toward any clinical requirements for medical specialty board certification.

The International Center strongly recommends that each sponsoring department complete the **Department Request Form** three months prior to the visit. There is a processing fee incurred by the department. Fees may vary; departments should refer to the request form for a breakdown of fees.

Please note that the information presented above was obtained from the Tufts University International Center/ [http://ase.tufts.edu/icenter](http://ase.tufts.edu/icenter).
Document Request

PROSPECTIVE VISITOR INFORMATION

Last Name ___________________ First Name ___________________ Middle Name ___________________

Tufts Department ___________________ Faculty Sponsor ____________________

Job Title ___________________ Start Date ___________ End Date ___________

Job title must concur with the title used on the Personnel Action Form, Contract or Agreement Letter

<table>
<thead>
<tr>
<th>J-1 and/or TN</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>$500</td>
</tr>
<tr>
<td>Renewal</td>
<td>$350</td>
</tr>
<tr>
<td>Expedite Surcharge*</td>
<td>$150</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>H-1B</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>$1,500</td>
</tr>
<tr>
<td>Renewal</td>
<td>$1,500</td>
</tr>
<tr>
<td>Expedite Surcharge*</td>
<td>$500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Consular Processing</td>
<td>$500</td>
</tr>
<tr>
<td>All other petitions</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Requests</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Mailings</td>
<td>$100</td>
</tr>
<tr>
<td>Surcharge**</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visa Request Type:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>J-1 initial</td>
<td>J-1 renewal</td>
</tr>
<tr>
<td>TN initial</td>
<td>TN renewal</td>
</tr>
<tr>
<td>H-1B initial</td>
<td>H-1B renewal</td>
</tr>
<tr>
<td>E-3 consular processing</td>
<td>E-3 other</td>
</tr>
</tbody>
</table>

TUFTS VISA PROCESSING FEE

Provide Department ID# and Project/Grant# (if applicable) to Post Visa Processing Charge to:

This fee cannot be paid by the prospective scholar

Dept. ID ________________

Project/Grant # ________________

*Requests received for processing with two months (60 days) or less before the proposed start date.

**Requests to send additional documents through no fault of the International Center (i.e. department or scholar changes start date, entered incorrect information in eScholar, etc.)

Please be advised that the fees described are costs for the International Center’s visa services. These fees must be paid by the sponsoring department at the outset of the request. There may be additional fees associated with the visa application that must be paid by the sponsoring department, not the individual scholar.

REQUIRED APPROVAL

By checking this box, you understand that your department will be charged the above listed amount and have obtained approval from the Dean and/or Department Chair as needed.

Name of person requesting: _____________________________ Date: _______________________

International Center
20 Sawyer Avenue, Medford, MA 02155 | TEL: 617.627.3458 | FAX: 617.627.6076
internationalcenter@tufts.edu | http://ase.tufts.edu/center
J-1 Initial
For those individuals who are currently outside of the United States and have been invited to come to Tufts to conduct research, teach courses, and other short-term educational endeavors. This category cannot be used for Tenure Track Professors and is available only for those who have received a minimum of a bachelor’s degree.

The minimum period of stay is 3 weeks and the maximum period of stay is 5 years.

J-1 renewal
For those individuals who currently hold J-1 status in the United States.

TN Initial
The Trade NAFTA (TN) category is only available to individuals from Canada or Mexico. The TN visa is generally available to teach and to conduct research in certain fields of study. This is a temporary visa category and is not intended for long-term, indefinite employment. It is available of an initial period of up to 3 years and is renewable indefinitely.

TN renewal
For those individuals who currently hold TN status in the United States.

H-1B Initial
The H-1B visa category is a “specialty occupation” visa. The prospective H-1B employee must hold a minimum of a bachelor’s degree in her/his area of employment. This category is appropriate for those individuals who are seeking more long-term employment. Individuals seeking this category can be present in the United States in another visa category or be outside of the United States.

This process generally takes 4 months for approval and is relatively labor intensive.

H-1B petitions can be approved for up to 3 years and are renewable for up to 6 years of total H status.

H-1B renewal
For those individuals who currently hold H-1B status in the United States.

E-3 Consular Processing
The E-3 category is only available to individuals from Australia to work in the United States temporarily in a specialty occupation. Similar to the H-1B, prospective E-3 visa holders must have a minimum of a bachelor’s degree in their area of employment. This category is available for an initial 2 years and is renewable indefinitely.

E-3 Renewal
For those individuals who currently hold E-3 status in the United States.
English Language Proficiency Verification Form

US Department of State regulations require that J-1 program sponsors verify, by an objective measurement, the English language proficiency of J-1 exchange visitors when screening for program eligibility (22 CFR §62.10(a)(2)).

Re: Name of J-1 exchange visitor: ________________________________

Last ________________________________ First ________________________________

As required by the J-1 visa regulations, I confirm that the above-named international scholar has sufficient English language ability to engage in his/her program at Tufts and function in daily life. In order to verify his/her English proficiency, the following objective measurement has been used (please check one or more and fill in the requested details):

☐ In-person interview. Date of interview (month/year): ________________________________

☐ Videoconference interview. Date of interview (month/year): ________________________________

☐ Telephone interview* Date of interview (month/year): ________________________________

("only if videoconferencing was not available")

☐ The scholar’s first/native language is English.

☐ English Language Proficiency Test: ________________________________

(test name, score, date)

☐ Signed documentation from an academic institution or English Language school

(documentation/letter must be included with this form)

________________________________________ ____________________________

Signature of Tufts faculty host Date

________________________________________

Name (Printed)

________________________________________

Title
CONFIRMATION OF ARRIVAL
FOR INTERNATIONAL FACULTY/RESEARCH SCHOLARS

This form is to be completed and returned to the International Center, within your first week at Tufts. We have only 30 days to verify your arrival in the SEVIS system. We must verify the following visa documents (If you’re a J-1 Scholar, you must also return to us the completed Health Insurance Agreement Form provided to you by our office): passport; visa document Form DS-2019 for J-1s, or Form I-20 for F-1s, or Form I-797 for H-1 or O-1 visas; Visa Stamp in passport; Please provide us with the above-mentioned documents for all dependents on your visa

Last Name__________________________________First Name____________________Middle Name_____________________

Your Local U.S. Address_______________________________________

Your Local U.S. Home Telephone Number________________________Your Tufts Work Telephone Extension___________

Your Tufts Email Address______________________________________Other Email Address_____________________

Marital Status: Married_____ Single _____

IN CASE OF AN EMERGENCY: Please complete the following information. We must have emergency contact information for both someone in the U.S. and someone overseas (who is English speaking)

EMERGENCY CONTACT IN YOUR HOME COUNTRY:
Name_________________________________________ Relationship to you_________________________________
Mailing Address________________________________
Telephone: Day___________________________Evening________________________
Email Address:________________________________

U.S. EMERGENCY CONTACT IN THE U.S.:
Name_________________________________________ Relationship to you_________________________________
Mailing Address________________________________
Telephone: Day___________________________Evening________________________
Email Address:________________________________
HEALTH INSURANCE AGREEMENT FORM FOR J-1 VISITORS

J-1 Exchange Visitors are required, as a condition of their J-1 status, to carry health insurance for themselves and their accompanying J-2 family members. The insurance policy held by a J-1 Exchange Visitor and his/her J-2 dependents must meet the following minimum criteria as established by the U.S. Department of State:

- Medical benefits of at least $100,000 per accident or illness
- A deductible not greater than $500 per injury or illness
- Repatriation of remains in the amount of $25,000
- Medical evacuation in the amount of $50,000
- A waiting period for pre-existing conditions that is reasonable by current industry standards;
- Coverage for activities inherent to the exchange program
- The underwriting company must have an acceptable rating

Please fill out and submit this form to the international center within the first 10 days in the U.S. You must first complete the following form in its ENTIRETY.

Health Insurance Carrier Information

Name of Insurance Carrier ____________________________________________
Street Address ______________________________________________________
City __________________________ State ____________ Postal Code ____________
Phone Number __________________________ Fax __________________________
Email __________________________ Website ____________________________
Policy Number __________________________ Effective Month ____________
Effective year __________________________

Are you accompanied by any J-2 Dependents?  Yes [ ] No [ ]
If yes, do they also have coverage meeting the requirements mentioned above?  Yes [ ] No [ ]

Note: All your J-2 Dependents must have the same level of insurance coverage as you do.

Please attach a copy of your insurance card or the insurance plan information if you have these.

I hereby attest to the fact that I have been informed by the Tufts University International Center that health insurance coverage is mandatory for the duration of my J-1 program in the U.S. for myself and for my accompanying dependents who enter in J-2 status. I have also been informed that if adequate insurance is not obtained and/or I willfully fail to maintain my coverage, my participation in the J-1 program may be terminated. I further verify that I have read the comprehensive insurance informational packet provided by the International Center and that I understand my obligation.

Family Name __________________________ First Name __________________________
Signature __________________________ Date ____________
Information about Meningococcal Disease and Vaccination and Waiver for Students at Residential Schools and Colleges

Massachusetts requires all newly enrolled full-time students attending a secondary school (e.g., boarding schools) or postsecondary institution (e.g., colleges) who will be living in a dormitory or other congregate housing licensed or approved by the secondary school or institution to:
1. receive meningococcal vaccine; or
2. fall within one of the exemptions in the law, which are discussed on the reverse side of this sheet.

The law provides an exemption for students signing a waiver that reviews the dangers of meningococcal disease and indicates that the vaccination has been declined. To qualify for this exemption, you are required to review the information below and sign the waiver at the end of this document. Please note, if a student is under 18 years of age, a parent or legal guardian must be given a copy of this document and must sign the waiver.

What is meningococcal disease?
Meningococcal disease is caused by infection with bacteria called Neisseria meningitidis. These bacteria can infect the tissue that surrounds the brain and spinal cord called the “meninges” and cause meningitis, or they can infect the blood or other body organs. In the US, about 1,000-3,000 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who live, another 11-19% lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

How is meningococcal disease spread?
These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person’s saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing or sneezing.

Who is at most risk for getting meningococcal disease?
High-risk groups include anyone with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited immune disorder), HIV infection, those traveling to countries where meningococcal disease is very common, microbiologists and people who may have been exposed to meningococcal disease during an outbreak. People who live in certain settings such as college freshmen living in dormitories and military recruits are also at greater risk of disease.

Are some students in college and secondary schools at risk for meningococcal disease?
College freshmen living in residence halls or dormitories are at an increased risk for meningococcal disease as compared to individuals of the same age not attending college. The setting, combined with risk behaviors (such as alcohol consumption, exposure to cigarette smoke, sharing food or beverages, and activities involving the exchange of saliva), may be what puts college students at a greater risk for infection. There is insufficient information about whether new students in other congregate living situations (e.g., residential schools) may also be at increased risk for meningococcal disease. But, the similarity in their environments and some behaviors may increase their risk.

The risk of meningococcal disease for other college students, in particular older students and students who do not live in congregate housing, is not increased. However, meningococcal vaccine is a safe and efficacious way to reduce their risk of contracting this disease.

Is there a vaccine against meningococcal disease?
Yes, there are currently 2 types of vaccines available that protect against 4 of the most common of the 13 serogroups (subgroups) of N. meningitidis that cause serious disease. Meningococcal polysaccharide vaccine is approved for use in those 2 years of age and older. There are 2 licensed meningococcal conjugate vaccines. Menactra® is approved for use in those 9 months – 55 years of age and Menvi© is approved for use in those 2-55 years of age. Both the polysaccharide and conjugate vaccines provide protection against four serogroups of the bacteria, called groups A, C, Y and W-135. These four serogroups account for approximately two-thirds of the cases that occur in the U.S. each year. Most of the remaining one-third of the cases are caused by serogroup B, which is not contained in either vaccine. Meningococcal vaccines are thought to provide protection for approximately 5 years. Currently, students are only required to have a dose of polysaccharide vaccine within the last 5 years or a dose of conjugate vaccine at any time in the past (or fall within one of the exemptions allowed by law).

(See reverse side)
However, please be aware that in October 2010 the Advisory Committee on Immunization Practices (ACIP) recommended booster doses of meningococcal conjugate vaccine for healthy adolescents 16-18 years of age. Persons up to 21 years of age entering college are recommended to have documentation of a dose of meningococcal conjugate vaccine no more than 5 years before enrollment, particularly if they are new residential students.

Is the meningococcal vaccine safe?
A vaccine, like any medicine, is capable of causing serious problems such as severe allergic reactions. Getting meningococcal vaccine is much safer than getting the disease. Some people who get meningococcal vaccine have mild side effects, such as redness or pain where the shot was given. These symptoms usually last for 1-2 days. A small percentage of people who receive the vaccine develop a fever. The vaccine can be given to pregnant women. Anyone who has ever had Guillain-Barré Syndrome should talk with their provider before getting meningococcal conjugate vaccine.

Is it mandatory for students to receive meningococcal vaccine for entry into secondary schools or colleges that provide or license housing?
Massachusetts law (MGL Ch. 76, s.15D) requires newly enrolled full-time students attending a secondary school (those schools with grades 9-12) or postsecondary institution (e.g., colleges) who will be living in a dormitory or other congregate housing licensed or approved by the secondary school or institution to receive meningococcal vaccine. At affected secondary schools, the requirements apply to all new full-time residential students, regardless of grade (including grades pre-K through 8) and year of study. All students covered by the regulations must provide documentation of having received a dose of meningococcal polysaccharide vaccine within the last 5 years (or a dose of meningococcal conjugate vaccine at any time in the past), unless they qualify for one of the exemptions allowed by the law. Whenever possible, immunizations should be obtained prior to enrollment or registration. However, students may be enrolled or registered provided that the required immunizations are obtained within 30 days of registration.

Students may begin classes without a certificate of immunization against meningococcal disease if: 1) the student has a letter from a physician stating that there is a medical reason why he/she can’t receive the vaccine; 2) the student (or the student’s parent or legal guardian, if the student is a minor) presents a statement in writing that such vaccination is against his/her sincere religious belief; or 3) the student (or the student’s parent or legal guardian, if the student is a minor) signs the waiver below stating that the student has received information about the dangers of meningococcal disease, reviewed the information provided and elected to decline the vaccine.

Where can a student get vaccinated?
Students and their parents should contact their healthcare provider and make an appointment to discuss meningococcal disease, the benefits and risks of vaccination, and the availability of this vaccine. Schools and college health services are not required to provide you with this vaccine.

Where can I get more information?
- Your healthcare provider
- The Massachusetts Department of Public Health, Division of Epidemiology and Immunization at (617) 983-6800 or www.mass.gov/dph/imn and www.mass.gov/dph/epi
- Your local health department (listed in the phone book under government)

Waiver for Meningococcal Vaccination Requirement
I have received and reviewed the information provided on the risks of meningococcal disease and the risks and benefits of meningococcal vaccine. I understand that Massachusetts’ law requires newly enrolled full-time students at secondary schools, colleges and universities who are living in a dormitory or congregate living arrangement licensed or approved by the secondary school or postsecondary institution to receive meningococcal vaccinations, unless the students provide a signed waiver of the vaccination or otherwise qualify for one of the exemptions specified in the law.

☐ After reviewing the materials above on the dangers of meningococcal disease, I choose to waive receipt of meningococcal vaccine.

Student Name: ___________________________ Date of Birth: _____________

Student ID or SSN: ___________________________

Signature: ___________________________ Date: _____________

(Student or parent/legal guardian, if student is under 18 years of age)

Provided by: Massachusetts Department of Public Health / Division of Epidemiology and Immunization / 617-983-6800

MDPH Meningococcal Information and Waiver Form August 2011
# Required Immunizations:

**Tetanus Diphtheria Acellular Pertussis (Tdap):** 1 dose of the onetime adult Tdap vaccine is required, in lieu of Td booster. The Tdap vaccine was licensed in 2005.

Tdap Vaccine Date: ____________

If current Td booster is less than 2 years, wait to receive Tdap vaccine.

Record Td vaccine Date: ____________

**Measles, Mumps and Rubella (MMR):** 2 doses of MMR vaccine or positive antibody titers.

MMR #1 Date: ____________ MMR #2 Date: ____________ OR

Measles Antibody Titer Date: ____________ Result: ________

Mumps Antibody Titer Date: ____________ Result: ________

Rubella Antibody Titer Date: ____________ Result: ________

**Varicella (Chicken Pox):** Year of disease, 2 doses of varicella vaccine, or positive antibody titer.

Year of Disease: ____________ OR

#1 Date: ____________ #2 Date: ____________

Antibody Titer Date: ____________ Result: ________

**Rabies Vaccination**

3 doses of pre-exposure vaccination or positive antibody.

#1 Date: ____________ #2 Date: ____________ #3 Date: ____________

Antibody Titer Date: ____________ Result: ________

If antibody titer is less than reference range on laboratory report you need a booster dose.

Booster Dose Date: ____________ If needed

**Polio:** Documentation of vaccination is recommended. Proof of vaccination may be required in the future.

Salk (IPV): _____________________

Sabin (OPV): _____________________

**Hepatitis B:** 3 doses of hepatitis B vaccine or positive antibody titer. Testing for immunity, 2 to 6 months after vaccination is recommended.

#1 Date: ____________ #2 Date: ____________ #3 Date: ____________

Booster Dose Date: ____________ If needed

Antibody Titer Date: ____________ Result: ________

**Meningococcal:** 1 dose of the vaccine given within the past 5 years of start date or a signed State Waiver Form for all students. (*State Waiver Form available at: www.tufts.edu/saha*)

Vaccine Date: ____________ or Attach signed State Waiver Form

**Influenza:** The 2014-15 Seasonal Influenza vaccine is required for all students with patient contact, unless medically contraindicated. Strongly recommended for all others. (*The 2014-15 vaccine will be available in August 2014*)

Vaccine Date: ____________

All immunizations are required unless medically contraindicated. Medical Exemptions are allowed with written documentation from a physician.

## Signature for above documentation required:

Health Care Professional Signature ____________________ Date ____________

Address: ____________________________

Phone Number ____________________________

SAHA Office Use Only:

__________  ____________  ____________  ____________  ____________  ____________  ____________  ____________

*Please return this form to: Lucia Fenney, Immunization Administrator
Student Advisory & Health Administration Office
200 Harrison Avenue
Boston, MA 02111
Lucia.fenney@tufts.edu or FAX: 617-636-2708  Apr14*
Visiting Students

Students who wish to spend time observing in clinical rotations at Tufts Cummings Veterinary School must provide documentation of rabies immunization and medical insurance at least two months prior to their desired arrival.

Please return the following form to Amy Navin, Dept. Manager, Dept. of Environmental & Population Health, 200 Westboro Road, North Grafton, MA 01536, or via email amy.navin@tufts.edu or fax 508-839-7948.

---

VISITNG STUDENT: __________________________________________________________

ARRIVAL DATE: ___________________________ DEPARTURE DATE: ___________________________

The following documents must be attached to this form:

☐ Letter of Intent from student (email acceptable)
☐ Proof of immunizations/titers (form attached)
☐ Letter attesting to medical insurance coverage
☐ Letter of Approval from student’s school (email acceptable)

Student Signature: ___________________________ Date: ___________________________

---

No student will be allowed to attend hospital rotations unless the above requirements are met. Students will be responsible for finding their own housing and transportation during their visit.

Home Address: __________________________________________________________

______________________________________________________________

Home Phone Number: __________________________________________________

School presently enrolled in: ____________________________________________

Tufts Faculty Sponsor: ________________________________________________

EMERGENCY CONTACT & PHONE: ________________________________

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Tufts Use Only

Faculty Sponsor: ___________________________ Date: ________________
Dept. Manager: ___________________________ Date: ________________
Hospital Director/Administrator: ___________________________ Date: ________________

Immunization form faxed to Lucia Fenney, Immunization Administrator
Fax # 617-636-2708

Date: ________________
Visiting Students

Students who wish to spend time observing in clinical rotations at Tufts Cummings Veterinary School must provide documentation of rabies immunization and medical insurance at least two months prior to their desired arrival.

Please return the following form to Kim Lipinski, Dept. of Clinical Sciences, 200 Westboro Road, North Grafton, MA 01536, or via email kim.lipinski@tufts.edu or fax 508-839-7922.

VISITING STUDENT: __________________________________________

ARRIVAL DATE: ___________________________ DEPARTURE DATE: ___________________________

The following documents must be attached to this form:

☐ Letter of intent from student (email acceptable)
☐ Proof of immunizations/titers (form attached)
☐ Letter attesting to medical insurance coverage
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Student Signature: __________________________________________ Date: __________________________

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Tufts Faculty Sponsor: __________________________________________

EMERGENCY CONTACT & PHONE: __________________________________________

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<th>Tufts Use Only</th>
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<tr>
<td>Faculty Sponsor: __________________________ Date: __________________________</td>
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<td>Dept. Manager: __________________________ Date: __________________________</td>
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<tr>
<td>Hospital Director/Administrator: ________________ Date: __________________________</td>
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<tr>
<td>Form faxed to Lucia Fenney, Immunization Administrator (fax # 617-636-2708) Date: __________________________</td>
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</table>
In order to volunteer and/or work in the Worcester Public Schools, an individual must have a criminal background check. Convictions will be reviewed to determine an individual’s eligibility to volunteer/ work in the Worcester Public Schools. If you have a concern or were not approved, please contact Mark T. Brophy at 508-799-3027 to determine if you may still be eligible.

This request is submitted by: Department/School/ Collaborative ____________________________

Tufts Veterinary School

Worcester Public Schools CORI Request Form

Worcester Public Schools has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As an applicant/employee for the position of ________________, I understand that a criminal record check will be conducted for convictions, non-convictions and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

APPLICANT/EMPLOYEE INFORMATION (Please print)

________________________________________
Applicant/Employee Signature

________________________________________
Last Name __________________________

________________________________________
First Name __________________________

________________________________________
Middle Name __________________________

________________________________________
Maiden Name or Alias (If Applicable) __________________________

________________________________________
Place of Birth __________________________

________________________________________
Date of Birth __________________________

________________________________________
Social Security Number __________________________

________________________________________
Mother’s Maiden Name __________________________

Current and Former Addresses: _____________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

________________________________________
Sex: ________

________________________________________
Height: ___ ft. ___ in.

________________________________________
Weight: ________

________________________________________
Eye Color: ________

________________________________________
State Driver’s License Number: __________________________

IN ORDER FOR THIS CORI TO BE PROCESSED, A COPY OF A MASSACHUSETTS ID MUST BE ATTACHED.

_____________________________________________________________________________________

OFFICE USE ONLY __________________________

The above information was verified by reviewing the attached form of government issued photographic

Identification. __________________________

(NAME) __________________________

(LOCATION) __________________________
WHY A CRIMINAL OFFENDER RECORDS INFORMATION (CORI) CHECK?

In order to protect the welfare of our students, and in accordance with the M.G.L. c.71 §.38R, all candidates for, and current occupants of, positions which have the potential for direct and unmonitored contact with WPS students, including, but not limited to teachers, teachers aides, school nurses, counselors, coaches or other extracurricular staff or supervisors, food service employees, custodians and transportation providers. This also includes volunteers, interns, student teachers or other persons regularly offering support to any school program or facility, whether paid or unpaid. This CORI check will be done every three (3) years.

HOW DO I GAIN ENTRY TO A SCHOOL?

In order to be in the schools, individuals (students, faculty, and administrators) from outside institutions must complete a registration process, as follows:

1. Fill out the CORI form on the reverse side of this page so that a CORI check can be done by the Criminal History Systems Board in Boston. Return the form to:
   Kim Lipinski, Secretary
   Accelerated Clinical Excellence (ACE) | Clinical Studies Review Committee (CSRC) | Externship Program
   Nutrition
   CUMMINGS SCHOOL OF VETERINARY MEDICINE AT TUFTS UNIVERSITY
   200 Westboro Road • North Grafton, MA 01536
   Telephone: 508-887-4635
   Fax: 508-839-7922

   The Worcester Public Schools will maintain a current data base of all applicants who have been approved or whose approval is pending which can be accessed by each public school. An individual will be contacted only if there appears to be a problem with CORI approval. All information is held in strictest confidence by the Human Resource Manager.

2. On the first visit to the school, verify CORI clearance. You will then complete a brief Registration form which will be kept at the school. Orientation will be provided on-site at the individual school(s). A college ID must be worn at all times when in any Worcester public school.

IS INFORMATION KEPT CONFIDENTIAL?

The CORI process is covered under Massachusetts Law and the statute contains strict language regarding confidentiality: "...any willful, unauthorized dissemination of the CORI may subject the offending agency or individual to a fine of $5,000 and/or up to one year in a House of Correction, in addition to Civil penalties." Within the Worcester Public Schools, CORI information is kept in a confidential file. The Worcester Public Schools is very diligent in not releasing CORI information to anyone other than the specific individual on whom the CORI was conducted.

The Worcester Public Schools is an Equal Opportunity/Affirmative Action Employer/Educational Institution and does not discriminate regardless of race, color, gender, age, religion, national origin, marital status, sexual orientation, disability, or homelessness. The Worcester Public Schools provides equal access to employment and the full range of general, occupational and vocational education programs. For more information relating to Equal Opportunity/Affirmative Action contact Stacey DeBolsa Luster, Human Resource Manager, 20 Irving Street, Worcester, MA 01609. 508-799-3020. Please call the main office at the school if you would like this document translated into a language other than English.

Por favor, contate a secretaria central da escola caso deseje que este documento seja traduzido para o português. Por favor, llame a la oficina central de la escuela si usted desea que este documento sea traducido al español. Ju lutem telefononi zyren qendrore te shkolles ne se deshironi ta kini kete dokument te përbëhyer ne ne gjue tjetër perveç Anglicistës.

Xin gọi điện thoại cho văn phòng nhà trường nếu quý vị muốn tài liệu này được dịch ra một ngôn ngữ khác hơn tiếng Anh.
Visiting Practitioners

Visitors who wish to spend time training at Cummings School of Veterinary Medicine at Tufts University MUST provide the following documentation prior to their desired arrival. Please complete and return this electronic form with attachments via email to: susan.brogan@tufts.edu. If you cannot electronically sign this form, make a copy, sign it, and return that along with this original form and all other required paperwork.

Visitors will be responsible for finding their own housing and transportation during their visit.

NAME: 
ADDRESS: 
EMAIL: 
PHONE: (CELL preferred)

ARRIVAL DATE: DEPARTURE DATE:

WHAT AREA WILL YOU BE VISITING?

EMERGENCY CONTACT
   Name: 
   Phone: 

Please provide proper documentation of the following:
   ✓ Proof of Rabies vaccination within the past three years or current rabies titre check
   ✓ Documentation of medical insurance coverage
   ✓ Curriculum Vitae

Signature of Applicant: Date: 

No one will be allowed to attend hospital rotations unless the above requirements are met.

******************************************************************************
For use by Cummings School of Veterinary Medicine ONLY

Faculty Sponsor 

   Will visitor require read-only access to StringSoft? Yes ❏ No ❏

Department Chair:

Hospital Director/Administrator:

Director Continuing Education:

Date:
I. Definitions

i. A student extern is a clinical year student from another university who spends a period of time (not to exceed 4 weeks) on clinical rotations operating in the Foster Hospital for Small Animals (FHSA), Hospital for Large Animals (HLA), and Tufts at Tech. Student externs are permitted to handle animals and manage cases at the discretion of the clinician on the service. They differ from student visitors, who are prohibited from handling animals in our hospitals. Externs participate on rotations and stay for several weeks. For the purposes of this SOP, Ross University students are considered student externs.

ii. A student visitor is a clinical year veterinary student from another university visiting the FHSA, HLA, or Tufts at Tech to observe on clinical rotations. Student visitors can be invited for a maximum of 2 weeks and approval must be obtained 2 months in advance of their visit. A host faculty member must be identified and he/she is responsible for the student visitor for the entire length of his/her stay.

iii. An ad hoc visitor is someone visiting for the day. Ad hoc visitors must be accompanied at all times and should be issued with a visitor badge from campus police if they are staying for the day at the time of his/her arrival prior to entering the FHSA or HLA. They do not have to be approved by the department chair or medical director. Tour groups are handled separately and are scheduled by Ms. Elizabeth Lauzon in the Hospital office.

II. Limits of program

i. Student externs (with the exception of Ross University students) are only permitted to spend 4 weeks in total on FHSA, HLA, and Tufts at Tech rotations. However, the opportunity may be extended if other rotations are available including Tufts Ambulatory Service, Pathology, Laboratory Animal Medical Services, and the Wildlife Clinic.

ii. A maximum of ONE additional student extern can be added to each FHSA or HLA rotation after obtaining permission from the rotation director. Some rotations are not accepting students (refer to list maintained by Kim Lipinski). A maximum of TWO student externs can be accommodated at Tufts at Tech at a time.

iii. A maximum of ONE additional student visitor can be scheduled for FHSA, HLA, or Tufts at Tech clinical rotations at any time (unless the rotation has declared that it is not accepting visitors). This is also dependent on the maximum number of students set for each rotation.

iv. A maximum of 6 student externs (including Ross University students) at any point in time has been set for the FHSA and HLA because of the administrative demands of this program. A maximum of 2 student externs can be scheduled at Tufts at Tech at a time when the schedule can accommodate additional students. The maximum
number of student visitors has not been set at this time, but approval depends upon availability.

v. All Tufts personnel should recognize that we can only offer a limited number of student externships, and expectations should be managed when students from other veterinary schools inquire about opportunities here. It should be noted that there are benefits of the program that needs to be considered, including screening of prospective intern candidates and generating good public relations for the school.

vi. A master schedule of externs, faculty, residents, and visitors to our hospitals is maintained jointly by Elizabeth Lauzon (Hospital) and Kim Lipinski (Clinical Sciences).

III. Eligibility

Domestic and international students can apply for externships in our hospitals if they are in the clinical (final) year of their Doctorate of Veterinary Medicine (or equivalent) degree. Students must be currently enrolled and be in good academic standing. Preclinical students are not eligible to be student externs or visitors in the FHSA, HLA, or Tufts at Tech.

IV. Application process and requirements for all student externs and student visitors

i. Ms. Kim Lipinski from the Department of Clinical Sciences administrative team is the point of contact for students applying for externships or visits involving the FHSA and HLA. Nancy Horniak is the contact for Tufts at Tech. Refer to Appendix 1 for requirements and forms.

ii. Applications for student externships or student visits must be received a minimum of 2 months before arrival. All applications (externships or visits) must be approved by the department chair, hospital representative, and rotation director before rotations are scheduled.

iii. A faculty mentor must be identified for each student extern or visitor. The mentor must communicate with the student extern ahead of time and develop a list of rotation requests that must be provided to Kim Lipinski at least 2 months in advance. The mentor is also responsible for the student during his/her visit.

V. Visa requirements for international student externs

International students must obtain a B1 Visitor for Business visa in order to handle animals and participate on rotations. Clinical-year students on J-1 visas are not permitted to handle animals and are not eligible for student externships, but can apply to visit (observation only).

VI. Prioritization of applications

Cummings School DVM students and Ross University students have priority. Rotation directors will determine the priority order for the remaining slots. Categories include:

• Domestic and international students from AVMA-accredited schools
• International students from veterinary schools that have a Memorandum of Understanding (MOU)* with the Cummings School.
• Other international students

VII. Payment

At present, only students from veterinary schools operating with a distributive model (Western College and Calgary) are expected to pay a fee.
VIII. Scheduling of student externs on clinical rotations

i. The faculty mentor for the extern should provide advice on rotations and develop a list of requested rotations. This list must be sent to Kim Lipinski and Nancy Horniak a minimum of 2 months in advance of the externship and they will contact rotation directors. Faculty members should not contact services directly about scheduling. **Please note that this represents a change from existing practices.**

ii. Student externs will be scheduled on rotations by Nancy Horniak in the Office of Student Affairs after checking the maximum number for each rotation and consulting with rotation directors. In the event that a student extern is added to a clinical rotation, all clinicians scheduled on service for that rotation should be notified 2 weeks ahead of time. Ms. Elizabeth Lauzon (Hospital Administration) must also be notified and will assist with identifying the faculty on clinic duty.

iii. Nancy Horniak, Kim Lipinski and Elizabeth Lauzon will also take into consideration ‘blackout’ dates at times of the year when the number of externs and visitors should be limited further. These include the transition to clinics weeks in March and times when Adventures in Veterinary Medicine (AVM) students are spending time in the clinics.

*Universities that have an MOU with the Cummings School provide opportunities for our students, research collaborations, or financial compensation for clinical training.*