



## AMO GUIDE TO ENROLLMENT

Documents must be uploaded in English as a PDF file. Failure to follow these requirements will delay processing time. A list of required documents can also be found in the your AMO Dashboard.

### THE PATH TOWARDS ENROLLMENT

Once your application has been accepted, you've signed your clinical agreement and have made a deposit or full payment for your clinical rotation, you will begin the enrollment process. Your assigned Visitor Experience Coach will be available to guide you and answer questions.

#### Required Documents

During the enrollment process you will fill out and submit a variety of documents. AMO, along with our physicians and clinical rotation sites, have strict policies in place to ensure your safety and the safety of the patients, which is why ALL required documents must be completed and uploaded to your AMO Dashboard

In addition to the required documents, you will also need to:

- Complete the passport details form and provide your Visa Meeting Date (if applying for a visa)
- Provide housing information
- Submit additional, program-specific, documents (hospital documents, malpractice insurance, background check, etc.)
- If a balance remains, make your final payment. This is due 45 days before your start date. Failure to do so will result in a \$200 late fee.

Once all your documents are uploaded you will be able to Request Enrollment. A member of the AMO Rotations team will review and either notify you of errors or additional documentation needs or sign off and send to the office of your supervising physician for final review. Once approved, AMO will complete your enrollment. You are not cleared to start your rotation until the enrollment process is complete and you have been notified.

#### *The required documents are as follows:*

##### *Education Verification:*

- CV/Resume
- Letter from Dean (Current Students)
- Copy of Diploma (Graduates)
- Proof of English Proficiency

##### *Identity Verification:*

- Proof of Passport
- Proof of Visa

##### *Health Check:*

- AMO Immunization Form (Signed and Stamped by a Physician)
- Immunization Records and Lab Reports
- Proof of Health Insurance