Steps to Participate in an International Experience and Receive VDPAM 496 Credits

1. **Review** the VDPAM 496 International Preceptorship course syllabus.

2. Obtain approval to receive credits from your international experience. **Email** both the VDPAM 496 course coordinator Dr. Yuko Sato (ysato@iastate.edu) and Xiaoshuang Wei (xswei@iastate.edu) and provide this information:
   - Program organizer and webpage of the program
   - Dates of the program
   - A summary of the Vet Med-related activities in the program
   - Request the number of credits you’d like to receive (generally 1 credit per week)

3. After you have received an email approval from Dr. Sato, follow the below steps to **register for VDPAM 496** (you are not able to register for VDPAM 496 yourself).
   a. If your international experience is scheduled during your **VM4 rotation year**, please email Chloe Petersen (mailto:cmpete@iastate.edu) and Mindy Schminke (schminke@iastate.edu) to add VDPAM 496 to your rotation schedule.
   b. If your international experience is scheduled during your **VM1-3 year**, please email Mindy Schminke (schminke@iastate.edu) and ask to be registered for VDPAM 496. If your experience takes place from **December through May**, you should be registered for the **Spring term** (registration opens in late October). If your experience takes place from **June through November**, you should be registered for the **Fall term** (registration opens in late March). Please email Mindy only AFTER the registration is open for the respective term.
   c. It is your responsibility to make sure you are enrolled in the VDPAM 496 and for the correct term. Please email Xiaoshuang Wei (xswei@iastate.edu) if you have any questions.

4. Complete your **International Travel Registration**. You’ll also apply for **CVM International Programs Scholarships** within this travel registration.

5. Review the **LVMC Foreign Travel Policy** and ensure that your post-travel plans meet quarantine requirements. Per this policy, you will need to complete a **Departure Form** to an external site. at least 2 weeks prior to departure, and an **Arrival Form** to an external site. as soon as possible on your return.

6. Make travel preparations, including any necessary visas. Please review this **Pre-departure Checklist**.

7. Prior to or within 1 week of returning from the program, provide the on-site veterinarian mentor’s **contact information** to Dr. Yuko Sato and Xiaoshuang Wei.

8. Within 30 days of returning from your program: meet with Dr. Sato for an **exit interview**; submit the **International Experience Report** to both Dr. Yuko Sato and Xiaoshuang Wei via email; have your on-site veterinarian mentor email the **Mentor Evaluation form** to Dr. Sato. These submissions are required to receive credit.