

**UNIVERSITY OF MIAMI**  
**INTERNATIONAL OBSERVERSHIP PROGRAM**  
**POLICY AND PROCEDURE**

**MEDICAL SCHOOL**

**EFFECTIVE OCTOBER 1, 2002**

**PREPARED BY**  
**THE OFFICE OF THE GENERAL COUNSEL**  
**IN CONJUNCTION WITH**  
**THE DEPARTMENT OF INTERNATIONAL STUDENT**  
**AND SCHOLAR SERVICES**

**09/08/11**

**INTERNATIONAL OBSERVERSHIP PROGRAM**  
**POLICY AND PROCEDURE**

**MEDICAL SCHOOL**

**I. Purpose:**

To provide guidelines for the establishment of an international observership program, which would permit qualified foreign nationals to visit the University of Miami for the purpose of observing certain activities at the University on a temporary, restricted basis.

**II. Policy:**

In keeping with its commitment to global exchange, the University of Miami establishes an International Observership Program. Such program shall be open to qualified foreign nationals who wish to visit the University for a short period of time to observe the activities of a particular department, division, center or institute at the University (hereinafter generically referred to as a “Department”).

1. **B-1/B-2 Visa or Visa Waiver Program Status:** A foreign national wishing to participate in the International Observership Program (hereinafter referred to as “Participant”) shall be responsible for obtaining a B-1 (Visitor for Business) or B-2 (Visitor for Tourism) non-immigrant visa from the appropriate authorities or for entering the United States under the VWB (Visa Waiver for Business) or VWT (Visa Waiver for Tourism) Program, and for maintaining and complying with all legal requirements of such status during the entire duration of a Participant’s observership. A participant must be in the possession of an unexpired, valid passport and maintain the validity of such passport for the entire duration of the Participant’s observership. Any and all costs incurred in obtaining or maintaining a Participant’s visa status shall be borne by the Participant. A Participant may use the invitation letter or other materials regarding the International Observership Program given to the Participant by the Department in support of the Participant’s application for a B-1/B-2 visa or to enter in VWB/VWT status, but the University shall not be required to sponsor or otherwise support the application of a Participant for such visa or status.
2. **Other Non-Immigrant Visas:** Other foreign nationals who are in the United States in non-immigrant status obtained through or dependent on their spouses’ non-immigrant status (e.g., H-4, L-2, F-2, etc.) shall be eligible to participate in the International Observership Program under the same terms and conditions as a foreign national participating in the International Observership Program on a B-1/B-2 visa or through the VWB/VWT Program, as set forth in this Policy and Procedure.
3. **Length of Observership:** The length of time for a Participant’s observership shall

depend upon the particular activities the Participant shall be observing at the University, **but an observership shall not last longer than three (3) months unless an extension or renewal of an observership is previously approved by the Department of International Student and Scholar Services (“ISSS”)**. Upon the expiration of a Participant’s observership, he/she will no longer be permitted access to University facilities. An observership is strictly a voluntary program and can be terminated at any time by either a Participant or the University, with or without cause. Foreign nationals who will be on campus for one day (12 hours maximum) or less are not required to participate in the International Observership Program but may do so.

**4. Observership Activities:**

- a. **Observation only.** An observership shall be strictly an observational tutorial program. Accordingly, each Participant shall only be permitted to observe the activities of a Department at the University and to discuss his/her observations with applicable University employees. **A Participant shall in no way be permitted to actively participate in patient care or contact, examination, research or other work during his/her observership.** A Participant shall at all times be treated by the University as a visitor and any Department that allows a Participant to do more than observe may be denied the privilege of having observership Participants in the future.
- b. **Compensation.** A Participant in an observership for nine (9) days or less may receive an honorarium or other reimbursement of the Participant’s travel or incidental expenses from the University.<sup>1</sup> A Participant, in an observership for more than nine (9) days shall not be entitled to receive nor shall be offered any compensation, reimbursement or remuneration for his/her participation in the observership. At no time should a Participant be considered or held out to be an agent, servant or employee of the University. Any and all expenses incurred by a Participant during his/her observership shall be borne by the Participant.
- c. **Confidentiality.** Each Department shall ensure that a Participant maintains the confidentiality of records and files of the University during a Participant’s observership.
- d. **Expiration of Observership.** Each Department will be responsible for ensuring that the Participant’s observership ceases at that time.
- e. **Certificate of Participation.** At the end of a Participant’s observership, a Department may issue the Participant a certificate to evidence the

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<sup>1</sup>For such a Participant to be entitled to the payment of an honorarium or travel or incidental expenses, the Participant cannot have accepted payment of an honorarium or reimbursement of travel or incidental expenses from more than five (5) institutions or organizations in the United States in previous six (6) months.

Participant's successful completion of the observership. The certificate to be issued to the Participant must be substantially in the form attached hereto as Attachment 4. The inclusion of any other language on the certificate must be approved by ISSS before the issuance of the certificate to the Participant.

5. **Medical Insurance:** A Participant whose observership will last longer than two (2) weeks shall be required to show proof, upon arrival at the University, of medical insurance adequate to cover the Participant's expenses in the event the Participant becomes ill or is injured in the United States during his or her observership, including expenses of repatriation should it become necessary. If the Participant does not have such insurance in his or her home country, the Participant will be required to purchase such insurance in the United States, in order to participate in an observership. Each Department will be responsible for forwarding proof of such insurance to ISSS for insertion in the Participant's file.

### III. **Procedure:**

#### PART 1 - BEFORE THE OBSERVER ARRIVES IN THE US

If a Department is interested in inviting a foreign national to participate in the International Observership Program, the Department should draft a letter of invitation on Department letterhead to the Participant, in substantially the form as attached hereto as Attachment 1. The letter should be signed by the UM Department Sponsor inviting the Participant and the Department Chairperson. Invitation letters for pre-degree Participants (students) should then be sent to Robert L. Hernandez, MD, Senior Associate Dean for Medical Student Administration, for co-signature. Invitation letters for post-degree Participants should be sent to Sheri Keitz, MD, PhD, Senior Associate Dean for Faculty Affairs and Associate Vice President for Human Resources, University of Miami Miller School of Medicine and UHealth System, for co-signature.

Once Dr. Hernandez or Dr. Keitz signs the letter, the Department should e-mail the letter to Claudia Zitzmann, Associate Director/Manager International Observership Program, International Student and Scholar Services (ISSS), at [iss@miami.edu](mailto:iss@miami.edu) for review. If the letter meets the requirements of the International Observership Program, ISSS will notify the Department via e-mail, according to the following processing times, to send the letter to the Participant:

Letters Received per Business Day:	Number of Business Days to Process:
1 to 5	2
6 to 10	3
11 to 15	4
16 to 20	5

PART 2 - AFTER THE OBSERVER ARRIVES IN THE US

Upon arrival at the University, the Department should have the Participant complete the Agreement and Release Form (see Attachment 2), Participant Contact Information (see Attachment 3), and Participant's Documents Form (see Attachment 7). The Department should e-mail these forms to ISSS at [iss@miami.edu](mailto:iss@miami.edu) along with copies of the Participant's passport biographical information page, unexpired passport expiration date page, B-1/B-2 visa (where applicable), front and back of Form I-94 (small white or green card usually located in the passport), and proof of medical insurance specifying beginning and ending dates of coverage if observership will last longer than two weeks. If the Participant's documents are in order, ISSS will notify the Department via e-mail, according to the following processing times, that the Participant may engage in the University of Miami International Observership Program:

Document Sets Received per Business Day:	Number of Business Days to Process:
1 to 5	2
6 to 10	3
11 to 15	4
16 to 20	5

Upon the expiration date of the Participant's observership, the Department should inform ISSS via e-mail of the Participant's departure from the Medical School.

If the Department has not contacted ISSS by the expiration date of the Participant's observership, ISSS will follow-up with the Department. ISSS will notify U.S. Citizenship and Immigration Services (CIS) of any Participants who do not depart from the Medical School within a three-day grace period from the expiration date.

If a Participant terminates his/her Observership earlier than anticipated, the Department should inform ISSS.

For more information or clarification regarding the University of Miami International Observership Program, contact:

Claudia Zitzmann, Associate Director/  
Manager International Observership Program  
International Student and Scholar Services  
5600 Merrick Drive, 21-F  
Coral Gables, Florida 33124-5550  
Tel: (305) 284-2928  
Fax: (305) 284-3409  
Email: [czitzmann@miami.edu](mailto:czitzmann@miami.edu)

For a complete directory of the administrators involved in the International Observership Program Policy and Procedure, see Attachment 5.

Separate guidelines have been established for CME off-site conferences, see Attachment 6.

**ATTACHMENT 1**

**UNIVERSITY OF MIAMI INTERNATIONAL OBSERVERSHIP PROGRAM  
LETTER OF INVITATION**

*E-mail completed letter of invitation for review to International Student and Scholar Services (ISSS) at [iss@miami.edu](mailto:iss@miami.edu). If the Participant meets the requirements of the International Observership Program, ISSS will notify the Department via e-mail to send the letter to the Participant.*

**[DEPARTMENT LETTERHEAD]**

Dear Dr./Mr./Ms. \_\_\_\_\_:

The University of Miami, in keeping with its commitment to global exchange, is pleased to invite you to participate in an observership at the Department of \_\_\_\_\_.

As part of your Observership, you will be permitted to observe the activities of the University's [department/division/institute], which include [description of the activities of the department/division/institute]. Your Observership will be for a [two-week, one month, etc.] period from \_\_\_\_\_ to \_\_\_\_\_.

Your Observership is strictly an observational tutorial program, which does not permit any direct patient contact or care or any research or other hands-on work. Your Observership is not an offer of or employment by the University of Miami and you shall not receive, or be entitled to receive, any compensation or remuneration for your participation in the Observership.

The University of Miami is very pleased to offer you this opportunity and looks forward to your participation in the International Observership Program.

Sincerely,

\_\_\_\_\_

**The following three signatures are required to participate in the University of Miami International Observership Program:**

**1) UM Department Sponsor inviting Participant:**

(name)	(title)
(signature)	(date)

2) **Department Chairperson:**

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(name) (title)

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(signature) (date)

3) **Robert L. Hernandez, MD**  
**Senior Associate Dean for Medical Student Administration**  
**University of Miami Miller School of Medicine (invitation letters for pre-degree Participants only)**

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(signature) (date)

*OR*

**Sheri Keitz, MD, PhD**  
**Senior Associate Dean for Faculty Affairs and Associate Vice President for Human Resources**  
**University of Miami Miller School of Medicine and UHealth System (invitation letters for post-degree Participants only)**

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(signature) (date)



4. I understand that I will be observing the activities at a major research university and I therefore agree to act appropriately and in a professional, courteous manner during my Observership. I understand and agree that the University may terminate my Observership at any time, with or without cause.

5. I understand that during my Observership, I may have access to, or may observe, certain information that is proprietary to the University and I hereby agree not to disclose, discuss or reveal any such information to parties outside of the University and to keep any University records or files, confidential. I also agree to keep any information about patients I may observe confidential and not to disclose, discuss or reveal any such information to anyone other than those involved in my Observership with me.

6. I acknowledge that I have insurance in my home country which will cover my medical expenses (including repatriation should that become necessary) in the event I become ill or injured in the United States during my Observership, and that I will be required to show proof of such insurance upon my arrival at the University if my Observership will last longer than two (2) weeks. If I do not have such insurance upon my arrival at the University, I understand that I will be required to purchase such insurance, in order to participate in the Observership.

7. Depending on the length and nature of my Observership, I understand that I may be required to show proof that I have been tested for tuberculosis in the past twelve (12) months.

8. In the event I shall be observing the activities of a department where there may be airborne pathogens, or whose work involves contact with potentially infectious diseases including, but not limited to, HIV, hepatitis or tuberculosis, I hereby agree to assume all risks and responsibilities associated with participation in such an observership. Furthermore, I hereby agree to release, indemnify and hold harmless the University of Miami, including its present and former Trustees, officers, directors, faculty, employees, agents and Participants from and against any and all losses, expenses, claims, actions, liabilities and judgments (including attorney fees through the appellate levels), which I, my dependents, assigns, personal representatives, heirs or next of kin, may sustain or suffer as a result of or arising out of my contact with such airborne pathogens or infectious diseases, whether caused by the negligence of the University of Miami, persons acting on its behalf or otherwise.

9. In consideration of my being allowed to participate in the Observership, I agree to release, indemnify and hold harmless the University of Miami, including its present and former Trustees, officers, directors, faculty, employees, agents and Participants from and against any and all losses, expenses, claims, actions, liabilities and judgments (including attorney fees through the appellate levels), which I, my dependents, assigns, personal representatives, heirs or next of kin may sustain or suffer as a result of or arising out of my participation in the Observership, whether caused

by the negligence, action or inaction of the University of Miami persons acting on its behalf or otherwise. I also agree that I shall be fully responsible for any and all loss or damage that I inflict upon any person or upon the University's facilities during my participation in the Observership.

10. I understand that this release is intended to be as broad and inclusive as is permitted by the laws of the State of Florida.

11. I have read and understood this Observership Agreement and Release and I do voluntarily sign said document of my own accord and as a condition of being allowed to participate with my Observership.

\_\_\_\_\_  
Participant Signature

Print Name: \_\_\_\_\_

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

**ATTACHMENT 3**

**UNIVERSITY OF MIAMI INTERNATIONAL OBSERVERSHIP PROGRAM  
PARTICIPANT CONTACT INFORMATION**

*E-mail completed Participant Contact Information to International Student and Scholar Services at [iss@miami.edu](mailto:iss@miami.edu) Please print clearly.*

**Legal Name:** \_\_\_\_\_  
(Last) (First) (Middle)

**Local Address:** \_\_\_\_\_  
(Street Address, Apartment, Building, etc.)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_  
(Street Address, Apartment, Building, etc.)

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**University of Miami Department Address:** \_\_\_\_\_  
(Department Name)

\_\_\_\_\_ (Street Address, Apartment, Building, etc.)  
Zip Code: \_\_\_\_\_ Locator Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ / \_\_\_\_\_  
(Last) (First) (Relationship to you)

**Emergency Address:** \_\_\_\_\_  
(Street Address, Apartment, Building, etc.)

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**Spouse Name:** \_\_\_\_\_  
(Last) (First)

**ATTACHMENT 4**

**UNIVERSITY OF MIAMI INTERNATIONAL OBSERVERSHIP PROGRAM  
CERTIFICATE OF PARTICIPATION**

This certifies that \_\_\_\_\_ has successfully completed a (length of observership, i.e. 2-month, 6-week, etc.) observership program at the University of Miami observing the activities of the \_\_\_\_\_ (Department).

Certified this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in Miami, Florida.

\_\_\_\_\_  
[Department Chair or Administrator]

**ATTACHMENT 5**

**UNIVERSITY OF MIAMI INTERNATIONAL OBSERVERSHIP PROGRAM  
DIRECTORY**

Claudia Zitzmann  
Associate Director/ Manager International Observership Program  
International Student and Scholar Services  
5600 Merrick Drive, 21-F  
Coral Gables, FL 33124-5550  
Tel: (305) 284-2928  
Fax: (305) 284-3409  
Email: [czitzmann@miami.edu](mailto:czitzmann@miami.edu)

Robert L. Hernandez, MD  
Senior Associate Dean for Medical Student Administration  
University of Miami Miller School of Medicine  
2099 RMSB  
Miami, FL 33136  
Tel: (305) 243-2003  
Fax: (305) 243-8399  
Email: [rhernan2@med.miami.edu](mailto:rhernan2@med.miami.edu)

Sheri Keitz, MD, PhD  
Senior Associate Dean for Faculty Affairs and Associate Vice President for Human Resources  
University of Miami Miller School of Medicine and UHealth System  
Park Plaza West - Garage, Suite J  
Miami, FL 33136  
Tel: (305) 243-6551  
Fax: (305) 243-5574  
Email: [skeitz@med.miami.edu](mailto:skeitz@med.miami.edu)

## **ATTACHMENT 6**

### **UNIVERSITY OF MIAMI INTERNATIONAL OBSERVERSHIP PROGRAM**

#### **CME OFF-SITE CONFERENCES: GUIDELINES FOR INTERNATIONAL CONFERENCE ATTENDEES**

1. University of Miami conference materials, including original letters of invitation, should not include any information on visas or any other immigration information.
2. Departments should maintain a list of the international conference attendees with their home addresses.
3. International conference attendees should not be allowed to engage in any type of activity throughout their stay other than to observe.
4. International conference attendees who prolong their stay beyond the conference dates and visit the University of Miami for more than one day must complete the University of Miami International Observership Program Agreement and Release Form and Participant Contact Information.

**ATTACHMENT 7**

**UNIVERSITY OF MIAMI INTERNATIONAL OBSERVERSHIP PROGRAM  
PARTICIPANT'S DOCUMENTS**

*E-mail completed Participant's Documents Form to International Student and Scholar Services at [iss@miami.edu](mailto:iss@miami.edu) Please print clearly.*

**OBSERVER:**

Family Name (surname) \_\_\_\_\_ First Name \_\_\_\_\_

**PASSPORT:**

Expiration Date \_\_\_\_\_  
(mon/day/year)

**U.S. VISA:**

Type \_\_\_\_\_ Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_  
(mon/day/year) (mon/day/year)

**CIS FORM I-94:**

Class \_\_\_\_\_ Admitted \_\_\_\_\_ Until \_\_\_\_\_  
(mon/day/year) (mon/day/year)

**UM EMPLOYEE COMPLETING THIS FORM:**

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_  
(mon/day/year)

**ATTACHMENT 8**

**UNIVERSITY OF MIAMI INTERNATIONAL OBSERVERSHIP PROGRAM  
VISA LETTER**

November 13, 2002

To Whom It May Concern:

This is to certify that (Name of Participant) will participate in the University of Miami International Observership Program from (date) to (date).

The International Observership Program is open to qualified foreign nationals who wish to visit the University for a short period of time to observe the activities of a particular department, division, center or institute at the University.

A foreign national wishing to participate in the International Observership Program is responsible for obtaining a B-1 (Visitor for Business) or B-2 (Visitor for Tourism) non-immigrant visa from the appropriate authorities and for maintaining and complying with all legal requirements of such status during the entire duration of his/her Observership.

If you have any questions, please do not hesitate to contact the (Name of Department) at 305-xxx-xxxx.

Sincerely,