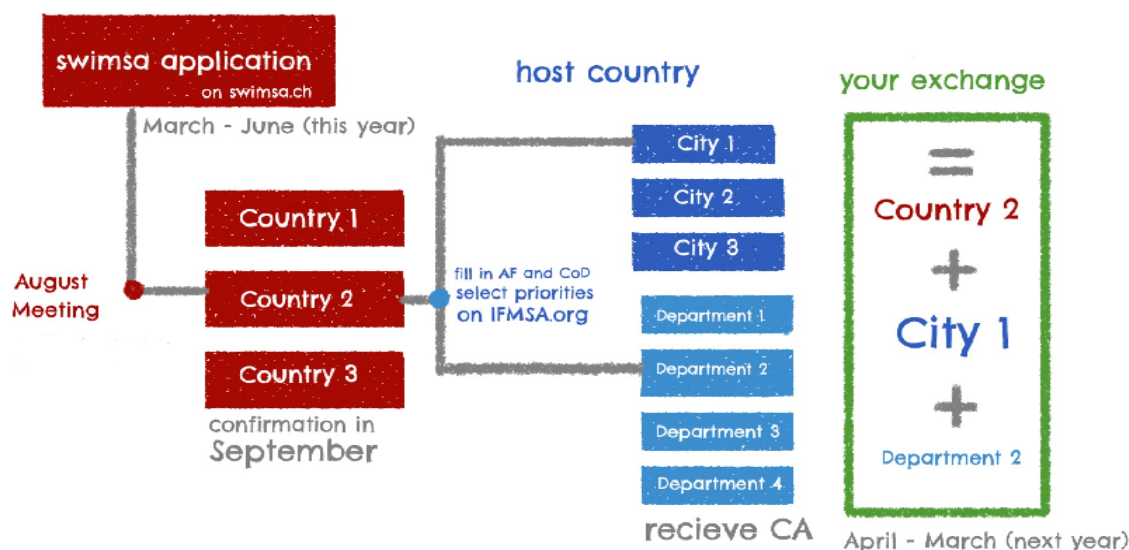


Example of Max Musters Exchange Process

The list of Abbreviations and Communication Guidelines is at the end of the document!

This document will follow Max Muster through his application for an Exchange with swimsa until the start of his Exchange. At first, we will have a look at the workflow of a regular application:



Note: The regular application period is always from the 1st of March until the 30th of June (T) for the period of April of the next year (T+1) until March of the following year (T+2).

Example: When you are applying for an Exchange in April 2021, you are applying for an Exchange in the period of April 2022 until March 2023.

Preliminary Steps

Max Muster wants to go on an Exchange. Among others, Max is interested in Costa Rica.

1. He has a look at the world map on the homepage (>Exchanges >Countries) to find countries, with which swimsa is able to make a contract.
2. Then Max reads the Exchange Conditions (EC) of the countries he is interested in. These can be found on (<https://exchange.ifmsa.org/exchange/explore/nmo/list>). He needs to open ("View")

NMO

Show 10 entries

Search: co

Name	Country	Actions
ACEM	Costa Rica	View Download PDF LCs
AMMEF	Mexico	View Download PDF LCs
ASCEMCO	Colombia	View Download PDF LCs
IFMSA-Morocco	Morocco	View Download PDF LCs
Medical Students' Community	Oman	View Download PDF LCs

Showing 1 to 5 of 5 entries (filtered from 112 total entries)

Previous 1 Next

3. Select SCOPE:

Management	Costa Rica
NMO GENERAL INFORMATION	
NAME AND COUNTRY	Costa Rica ACEM
LANGUAGE	Spanish
REQUIRED LANGUAGE	Spanish
TIME ZONE	(GMT-06:00) Central America
CURRENCY	Costa Rican colón
IFMSA STATUS	SCOPE Active SCORE Active
LCs PARTICIPATING	Costa Rica (ACEM) - San Jose
NUMBER OF INCOMING PER YEAR	100 SCOPE STUDENTS 30 SCORE STUDENTS
EXCHANGE CONDITION	SCOPE EXCHANGE CONDITIONS SCORE EXCHANGE CONDITIONS

4. Max checks among other the following facts:

- Available months
- Required level of studies.
- Required language (incl. required language certificates)
- Deadline until the Application Form (AF) has to be sent (before the exchange)
- Other specific requirements i.e. medical exams, vaccination/immunisation cards etc.



swimsa Exchanges
Swiss Medical Students' Association

Daniel Konrad
National Exchange Officer for
Outgoings

Alexandra Migga
National Exchange Officer assistant

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www.swimsa.ch/exchanges

Actual Application: March - June

On the 1st of March, the application opens here: <https://swimsa.ch/de/exchanges/anmeldeformular>

Max registers himself and among other information he has to enter his 3 preferred countries

After the National Exchange Officer for Outgoing students (NEO-Out) has received the preferences of all the interested students, the NEO-Out makes a list according to the points in the point system. (<https://swimsa.ch/de/exchanges/dokumente>)

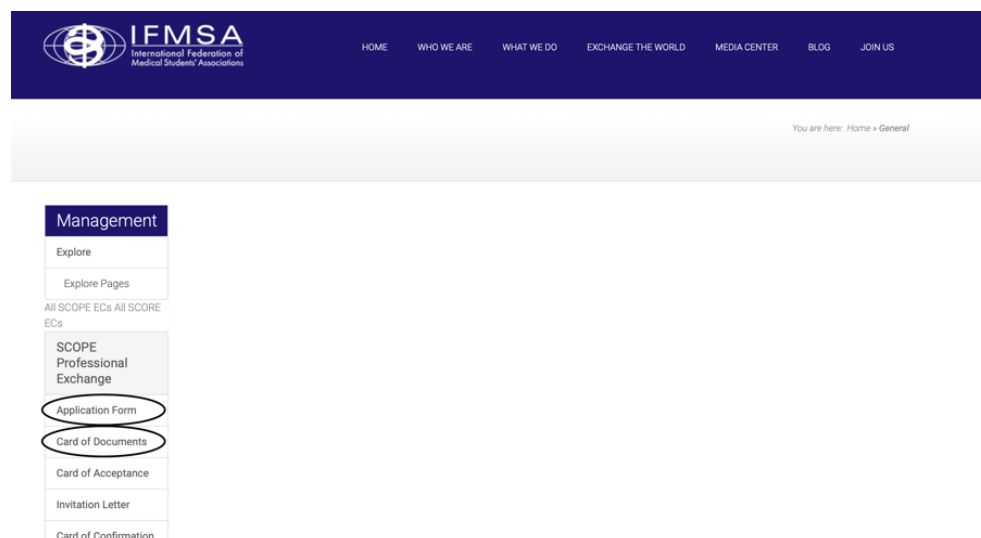
With this information the NEO-Out goes to the August Meeting of the International Federation of Medical Students Associations (IFMSA) to negotiate contracts with the prioritized countries of the interested students.

Confirmation (September)

Max gets the confirmation and contract for his exchange in Costa Rica. He needs to return the signed contract between swimsa and him to the NEO-Out. In addition, he needs to pay the fee for his Exchange and needs to send the confirmation of the transaction as well to the NEO-Out.

IFMSA-Exchanges-Portal = Database (October)

After the NEO-Out receives the signed contract and the transaction confirmation, a login on the database is created for Max. The login and further instructions are sent to Max by email. An Application Form (AF) and Card of Documents (CoD) for Costa Rica are assigned to the database profile of Max.



Application Form (AF)

Max needs to fill in the AF with personal data. Here, he can choose his three desired Local Committees (LC) as well as his four preferred departments. Furthermore, he inserts the Exchange dates and can provide the National Exchange Officer for Incomings (NEO-In) of the hosting National Member Organisation (NMO) with more important information, i.e. if he wants to be placed with another student.

Card of Documents (CoD)

The required documents for the CoD can be found in the EC. For most countries, you need to upload documents like motivational letters, a photo, proof of enrollment, the signed [SCOPE Terms and Conditions](#), language certificates, vaccination cards and your student record.

Pre-departure Training (PdT, spring)

At some point in spring of the following year (T+1), a PdT needs to be attended. The NEO-Out will fix a date and contact Max and the other students via email.

Example: When you are applying for an Exchange in April 2021, you will have to attend the PdT in spring 2022.

Card of Acceptance (CA, the latest 8 weeks prior to the Exchange)

After the country and the respective Local Committee LC find an internship for Max in San José, he gets his CA. In this CA is written where Max will work (city, hospital, department and accommodation), for which time period and who will be his Contact Person (CP). The CP is his local contact in the hosting NMO, in his case in Costa Rica.

Management
Explore
Explore Pages
All SCOPE ECs All SCORE ECs
SCOPE Professional Exchange
Application Form
Card of Documents
Card of Acceptance
Invitation Letter
Card of Confirmation
Evaluation Form
Certificate
SCOPE Documents
Students Reports
EF Stats

Now that Max has received his CA, he can book his transportation to the hosting country. Moreover, Max is allowed to and should immediately get in touch with his CP (by email, Whatsapp, Facebook...). Afterwards, he will have to fill in the Card of Confirmation (CC).

Card of Confirmation (CC, the latest 4 weeks prior to the Exchange)

After Max receives the CA, he needs to fill in the CC to confirm to the hosting NMO that he is attending his internship. Among others, he needs to fill in his arrival time and location as well as emergency and insurance contacts. If Max does not send the CC in time, the Exchange can be cancelled by the hosting NMO.

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Evaluation Form

Pre-Evaluation Form (Pre-EF)

Before the exchange starts Max needs to fill in the Pre-EF. The CC can only be sent, when Max filled out the Pre-EF.

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Exchange

Max arrives in San José.

In some countries, there is an Upon Arrival Training (UAT), where the hosting NMO informs about local and general rules as well as advice to navigate safely in the country during the time of the internship.

Depending on the country and the month, a National Social Program (NSP) is offered, where foreign students are pooled and do some fun activities together. Some countries even offer Education Activities (EA) i.e., sonography courses.

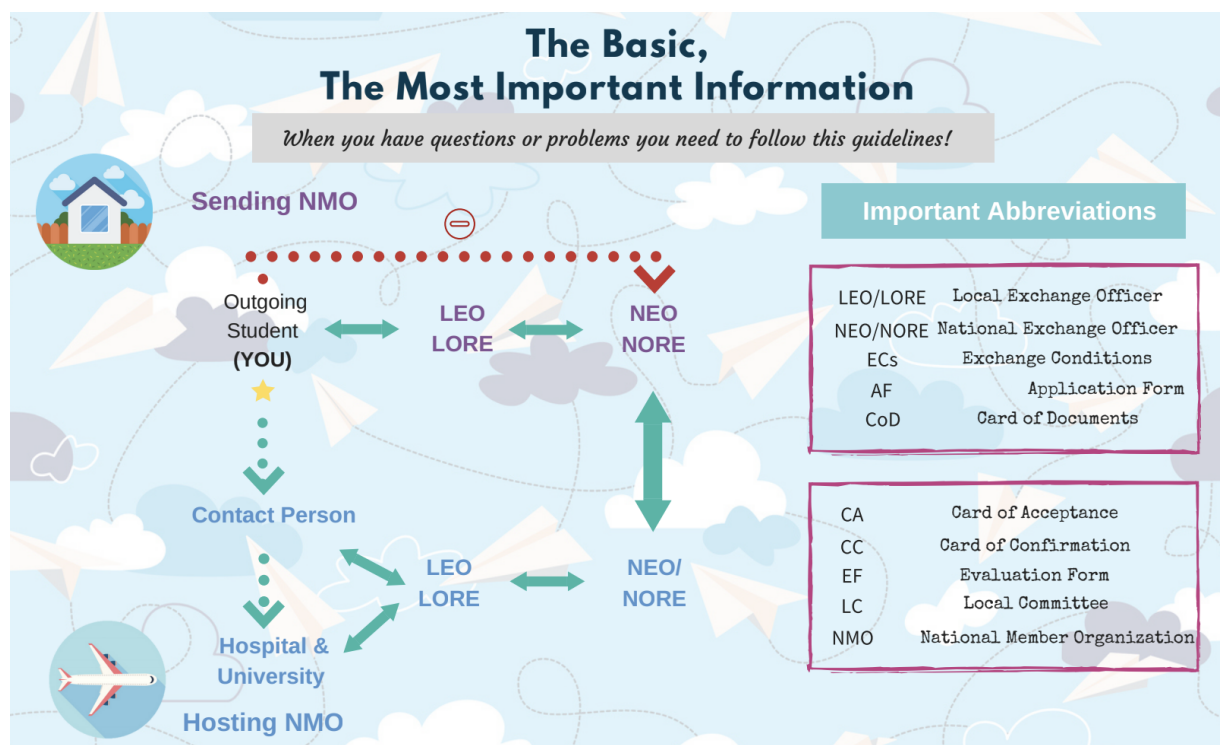
Post-Evaluation Form (Post-EF)

Max needs to fill in the Post-EF within the next 4 weeks after the exchange. To get the reimbursement for the Exchange Report, Max needs to write one of approximately one A4 page. Max has to send this report to the NEO-Out including the information if he wants it to be anonymous or not.

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Appendix

General Communication Guidelines



An outgoing student is only allowed to contact the Local Exchange Officer (LEO) or NEO of their own country. Once he received the Card of Acceptance (CA) and got assigned a local CP, he can also talk to this student.

Never contact an Exchange Officer from the hosting NMO if you are not explicitly asked to do so!

This communication guideline is here to protect the students working for their NMOs from getting spammed and being unable to handle all the requests. Respecting these rules allows following standardized procedures, which are essential in a global organization.

The most important abbreviations

AF:	Application Form
ECs:	Exchange Conditions
EF:	Evaluation Form
CA:	Card of Acceptance
CoD:	Card of Documents
CC:	Card of Confirmation
IL:	Invitation Letter
PdT:	Pre-departure Training
UAT:	Upon Arrival Training
EA:	Educational Activity
IFMSA:	International Federation of Medical Students Associations
LC:	Local Committee
NSP:	National Social Program
CP:	Contact Person
LEO:	Local Exchange Officer
LORE:	Local Officer on Research Exchange
NEO:	National Exchange Officer
NORE:	National Officer on Research Exchange
SCOPE:	Standing Committee on Professional Exchange
SCORE:	Standing Committee on Research Exchange
NMO:	National Member Organization: (sending NMO: the NMO where you come from, responsible for the outgoings selection process – hosting NMO: the NMO which is responsible for organizing and hosting the international student)
GA:	General Assembly or General Assistant
MM:	March Meeting = IFMSA General Assembly in March
AM:	August Meeting = IFMSA General Assembly in August