



External Doctor of Pharmacy Program

Offered jointly by the University of Washington and Washington State University

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Dear Canadian External Doctor of Pharmacy Student:

Recent changes in U.S. laws and Immigration and Naturalization Service (I.N.S.) policies governing the entry of part-time commuter students from Canada into the U.S., has lead to the development of University of Washington Educational Outreach policies to accommodate External Doctor of Pharmacy students who must participate in Phase II Advanced Therapeutics Module Workshops held in the state of Washington or who wish to complete Phase III Advanced Practicum Clerkships within the U.S.

The following steps outline what you must do to be eligible to enter the U.S. to participate in *each* Phase II Advanced Therapeutics Module Workshop or Phase III Advanced Practicum scheduled in the U.S. (Phase III Advanced Practicum Clerkships may be conducted in your home community.)

- 1. Prepare for the module exam in advance of registration:** We suggest that you study for the module examination in advance of registering for the course. You may access the syllabus for each Phase II Advanced Therapeutics Module via the External Doctor of Pharmacy Web page at: depts.washington.edu/expharmd/ModuleExplain.html.
- 2. Register for course once prepared to take the exam:** Once you have prepared for the exam, you should then register for the course.
- 3. Select a proctor and confirm proctor has been verified to proctor exams:** Check with UW Extension to see if UW Extension has verified your proctor. If not, complete and submit the Proctor Verification Form provided online at the External Doctor of Pharmacy Web site at: depts.washington.edu/expharmd/UWProc.pdf.
- 4. Request your module examination be sent to your proctor when:**
 - a. Your proctor has been verified by UW Extension
 - b. You are prepared to take the exam
 - c. You have scheduled a time with your proctor to take the exam
- 5. Reserve your space in the appropriate module workshop:** To reserve your space in the module workshop, Canadian students will need to take the following steps:
 - a. Determine the module workshop date you plan to attend
 - b. Submit a module workshop reservation request to the program director at weberst@u.washington.edu or (206) 616-8762 to reserve a place in a workshop. You may do this as early as five months before the scheduled workshop.
 - c. Once your workshop space is reserved, *immediately* submit a completed UW Educational Outreach Request for I-20 Form: (depts.washington.edu/expharmd/I20_Form.pdf). Include appropriate I-20 application fee payments and remit to the address indicated on the form. **The Request for I-20 Form should be submitted and received by UW Educational Outreach no later than 30 days in advance of the workshop date.**

d. A full Request for I-20 Form, with financial and insurance information is only required for the first module workshop, so your information is on file. For subsequent I-20 requests, you will just need to submit the application form with the dates of the program, front and back.

6. To participate in a clerkship or practicum: Arrange the experience normally with Dr. O'Sullivan, register with UWEO, then submit a completed University of Washington Educational Outreach *Request for I-20 Form: (depts.washington.edu/expharmd/I20_Form.pdf)*. Include appropriate I-20 application fee payments and remit to the address indicated on the form. **The *Request for I-20 Form* should be submitted no later than 30 days in advance of the start date of your clerkship/practicum.**

You will receive a *Visa Eligibility Form* (I-20), which, for Canadian citizens, can be presented to U.S. Border Agents as sufficient documentation to legally permit you to enter the United States for the designated activity.

Given current I.N.S. policies, it will be necessary to follow these procedures for each Phase II Advanced Therapeutics Module Workshop and Phase III Advanced Practicum Clerkship that are conducted in the U.S. If you have any questions, please direct them to the program director at: weberst@u.washington.edu or (206) 616-8762.