

## 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](mailto:ysato@iastate.edu)) and Xiaoshuang Wei ([xswwei@iastate.edu](mailto:xswwei@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](mailto: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](mailto: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 ([xswwei@iastate.edu](mailto:xswwei@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.