



The *American Society for Dermatologic Surgery International Preceptorship Program* has been established through the Lawrence M. Field, MD International Dermatologic Surgery Education Exchange Fund. The primary goal is to enhance the exchange of information and body of knowledge for an international preceptee through a visit to the U.S.

### Frequently Asked Questions

#### **International Preceptee Applicant Must:**

- Be a member of the ASDS or other International Dermatologic Surgery Society (based on approval by the Selection Work Group), practicing dermatologic surgery full-time in a non-U.S. dermatologic surgery private or academic institution, and at a minimum of a third-year dermatologic resident.
- Submit the completed application and all other required components including:
  - Mini Curriculum Vitae (3 pages or less)
  - Recent electronic photograph
  - An essay of why the applicant should be chosen
  - An estimated budget for the trip from international destination to the U.S./Canada

#### **How Long Should the Preceptee's Visit Be?**

- A minimum of four days (not including travel). The length of the visit must be arranged between the preceptee and the preceptor.

#### **Who Makes the Travel Arrangements for the Preceptee?**

- The preceptee makes his/her own travel arrangements.

#### **What is the process to obtain a VISA?**

- The following is based on a previous's preceptee's experience and his provided comments are to assist future preceptees; however, it is strongly advised to contact the US Embassy in your country for the exact requirements and application process:

*The VISA issuance, may take up to one to three months, so it is best to apply well in advance. The application to apply can be done online. Go to <http://www.usembassy.gov/> The applicant should have a letter of invitation to participate in the program from ASDS while applying for the VISA. The applicant will need to request this from the ASDS if they are selected as the International Preceptee for the ASDS Preceptorship Program as the letter cannot be provided prior to then. The application process includes an interview (which requires a fee for the interview). The interview will take place by an officer of the US Embassy. The interview is the main deciding factor for issuance of a VISA, and other supporting documents are secondary to it. The applicant will need to complete a DS 160 which is an electronic form for the non-immigrant VISA available from the website of the US embassy of his/her respective country.*

*You will be requested for a salary statement (for the VISA process) to prove your employment and financial status. This can be issued by the bank where your check is deposited from your employer or work place.*

#### **Are the Preceptee's Expenses Covered?**

- The ASDS will reimburse up to \$1,500 (U.S. dollars) based on receipts for any items over \$25.
- Appropriate expenses include:
  - Economy, advance-purchase airfare
  - Appropriate meals
  - Local transportation (taxi) to/from the institution as needed
  - Modest hotel accommodations if not staying at the host's home

**What items are the preceptee required to submit after his/her visit?**

- Completed expense form and receipts for reimbursement.
- A one-page summary of your experience for the ASDS to use in future promotions of this program.
- Optional: Photos from your visit for the ASDS to use in future promotions of this program.
- Completed evaluation.

**Preceptors must:**

- Be an ASDS Member in good standing within the U.S. or Canada.
- Provide a current CV for Work Group approval.
- Must offer a minimum of four days teaching for the visit; longer if amenable.

**Preceptor (Host) Responsibilities are to:**

- Secure and confirm with the Preceptee the Preceptorship length/dates.
- Provide a follow-up report/critique of the visit for program files and possible publication in Society communications.
- Be willing to report on experience during annual meeting if invited.

**Need Additional Information?**

Contact Vanessa Spinnato, ASDS Education Programs Manager, at 847-956-9124 (direct) or email [vspinnato@asds.net](mailto:vspinnato@asds.net).