

Request for Pre-Clerkship Site Transfer

MSUCOM Registrar Services

965 Wilson Road, East Fee Hall, C110  
East Lansing, MI 48824-1316  
517-353-7741 (Phone), 517-432-1976 (Fax)

Instructions:

1. Complete and submit request form and all required supporting documentation to [com.osteomedreg@msu.edu](mailto:com.osteomedreg@msu.edu).
2. Before approval is granted you may be asked to provide additional supporting documentation or appear before the Pre-Clerkship Site Transfer Consideration Committee to further clarify your request.
3. If documentation is found to be forged or falsified student could face suspension or dismissal from MSUCOM.
4. No Site Transfer requests will be approved to occur in the middle of a semester.

**Student Request for Committee Review: Please PRINT**

Name: \_\_\_\_\_ Current Pre-Clerkship Site: \_\_\_\_\_

Desired Site: \_\_\_\_\_ Date/Semester Transfer Requested: \_\_\_\_\_

Criteria:

**Type I**

- A. Student, spouse or children with physical and/or mental illness/disability in need of health facilities or specialty services unique to a specific community and which cannot be duplicated effectively elsewhere.
- B. Student or spouse is the principal caregiver/support person for a family member with a physical and/or mental illness/disability.

Written Statement

Letter from patient's physician, social worker, psychologist and/or psychiatrist

Marriage license and/or birth certificate(s)

Copy of Power of Attorney (caregiver validation)

Additional supporting documentation

**Type II**

- Students with rare and unusual circumstances not outlined in Type I or II criteria.

Written Statement

Additional supporting documentation

**Attestation:**

By my signature, I attest that all documentation provided is accurate and verifiable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_