

Please refer all observers to the Office of the Registrar's website for information on the observership policy. <https://www.lsuhs.edu/our-schools/registrar/observership>

The approval process can take 4-6 weeks to process. **We will NOT rush an application packet through the process.** Completed application packets should be submitted a minimum of 6 weeks prior to start date and no more than 6 months prior to proposed dates.

A **non-refundable** \$500 U.S. Dollars application processing fee is required for all OBSERVER applicants with the **exception** of Pre-baccalaureate trainees (Undergraduate students), LSUHS alumni or their children, and full-time faculty spouses or their children. **This nonrefundable fee must be paid at the time the application is submitted.**

The first step is submitting your CV to the Office of the Registrar for review. If you meet the eligibility requirements, you will be notified by email. You will then be responsible for finding a faculty sponsor. The observership program is designed for Undergraduate students, 18 years of age and older, who seek clinical exposure as preparation for a health sciences education; OR currently practicing clinicians and is **not suitable for individuals seeking residency opportunities.**

1. **Applicant** identifies a **Faculty Sponsor**. **\*\*we can assist in finding a sponsor for Undergraduate students only if necessary.\*\***
2. **Faculty Sponsor** agrees to host **Applicant**.
3. **Applicant** completes the *Application for Observer and the Contract for Observer* and submits it to the **Faculty Sponsor** with all supporting documents and \$500 nonrefundable application fee paid via PayPal. A copy of the payment receipt must be included.
4. **Faculty Sponsor** completes the *Faculty Sponsor form and Contract for Faculty Sponsor form* and submits the entire printed application packet to the **Office of the Registrar** for review. *Please make sure all documents are in English.*
5. **IT IS THE RESPONSIBILITY OF THE FACULTY SPONSOR AND/OR DEPARTMENT TO OBTAIN ANY MISSING DOCUMENTS FROM THE OBSERVER.**
6. The **Office of the Registrar** will initiate a background check and drug screen for **U.S. Citizens or U.S. permanent residents**. This can take up to 2 weeks to get the results.
7. The **Office of the Registrar** forwards the application to the **Office of Legal Affairs** for compliance screening for all **Foreign Nationals**. The **Office of Legal Affairs** will email approval to **Office of the Registrar**.
8. The **Office of the Registrar** forwards the Health Questionnaire and supporting documents to **Employee Health**. **Employee Health** will email approval to the **Office of the Registrar**.
9. The **Office of the Registrar** forwards the application to the **Provost** for approval.
10. **The Office of the Registrar** notifies the **applicant, administrative support staff member and Faculty Sponsor** of the application's approval or denial. The entire process will take 4-6 weeks. The **Office of the Registrar** will not provide any documentation for the Visa process. The **Office of the Registrar** will not provide housing information.
11. The first day of the observership, the **faculty sponsor or the administrative support staff member** will bring the applicant to the **Office of the Registrar** to sign compliance paperwork and to receive their ID badge.

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