**CHECK-LIST**

**Please ensure you email ALL the documents as a single pdf to**

**moira\_rogers@med.unc.edu with copy to martha\_carlough@med.unc.edu**

**Your pdf should include:**

**3 Forms:**

**1. OGHE Travel Exemption**

**2. OGHE Risk assessment (updated matrix with information for your site(s)**

**3. Assumption of Risk**

**3 Letters from:**

**1. Your program director**

**2. Your personal physician**

**3. Your local host or program administration at your desired destination**

**Incomplete travel exemption requests will not be processed**

**OGHE/GME will review your application. If approved, we will submit it to the Provost's office for approval.**