



SAINT JAMES
SCHOOL OF MEDICINE
Your Future. Our Promise.®

STUDENT
WELCOME
PACKET



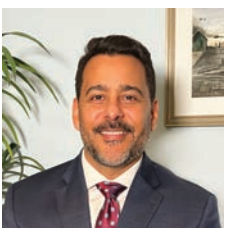
sjsm.org



WE CONGRATULATE YOU ON TAKING YOUR FIRST STEP TOWARDS **A CAREER** **IN MEDICINE!**

You've embarked on a rewarding and challenging journey to become a compassionate healer of the human body and mind. The mission of Saint James School of Medicine is to help motivated students realize their dream of medical career irrespective of their ethnic, religious, and cultural backgrounds. We welcome you to our community and look forward to helping you achieve your goals.

Sincerely,



JOSE RAMIREZ, MD

Provost | Saint James School of Medicine



Dear Student,

Congratulations on your acceptance into Saint James School of Medicine! I am here to ensure your transition to SJSM goes as smoothly as possible. My team will work with you to collect your documents, help you find housing, and get prepared to start your SJSM journey. If at any time you have questions do not hesitate to contact our team by phone at **847-574-0555** or by email at enrollment@mail.sjsm.org.

Please take time to look over and read all the documents in this packet. The documents you need for immigration are detailed in the immigration handbook included in the Welcome Packet.

Once you've reviewed the document requirements, please contact your document specialist by emailing enrollment@mail.sjsm.org. Many of the documents expire after a few months so it is important to work together with us to make a timeline for completion and also not begin documents until the proper time.

Another important part of this process is your official admission documents. These are your transcripts, letters of recommendation, and passport photos. If you have outstanding transcripts or letters of recommendation please have those mailed to us within one month of acceptance along with your passport-style photo. Letters of recommendation are one of the most important documents and there is a guide to their format in this Welcome Packet. Please follow those instructions to ensure your 2 letters of recommendation are correct.

In addition to required document information, this packet includes information about the island, student government, recommended supplies, and tuition information. Last but not least, you will find information about SJSM's Bridge to Medicine (B2M) program that is available to you now that you've reserved your seat at SJSM. This program is a self-paced review to prepare students for the Basic Sciences. While B2M is not mandatory, mastering these concepts will ensure you give yourself the best chance at success.

All documents are required and must be submitted to finalize your acceptance. If you are unsure if you are missing documents please give us a call. If you are currently still in school please request incomplete transcripts now and have final transcripts sent as soon as they are released. Once again, congratulations on your acceptance to Saint James School of Medicine, I look forward to working with you!

Sincerely,



JOSEPH CHAVEZ

Director | Enrollment & Registrar Services

NEXT STEPS TO COMPLETE YOUR ENROLLMENT



COMPLETE YOUR ACADEMIC FILE

Please check with your Enrollment Specialist to ensure all official transcripts and letters of recommendation have been received.



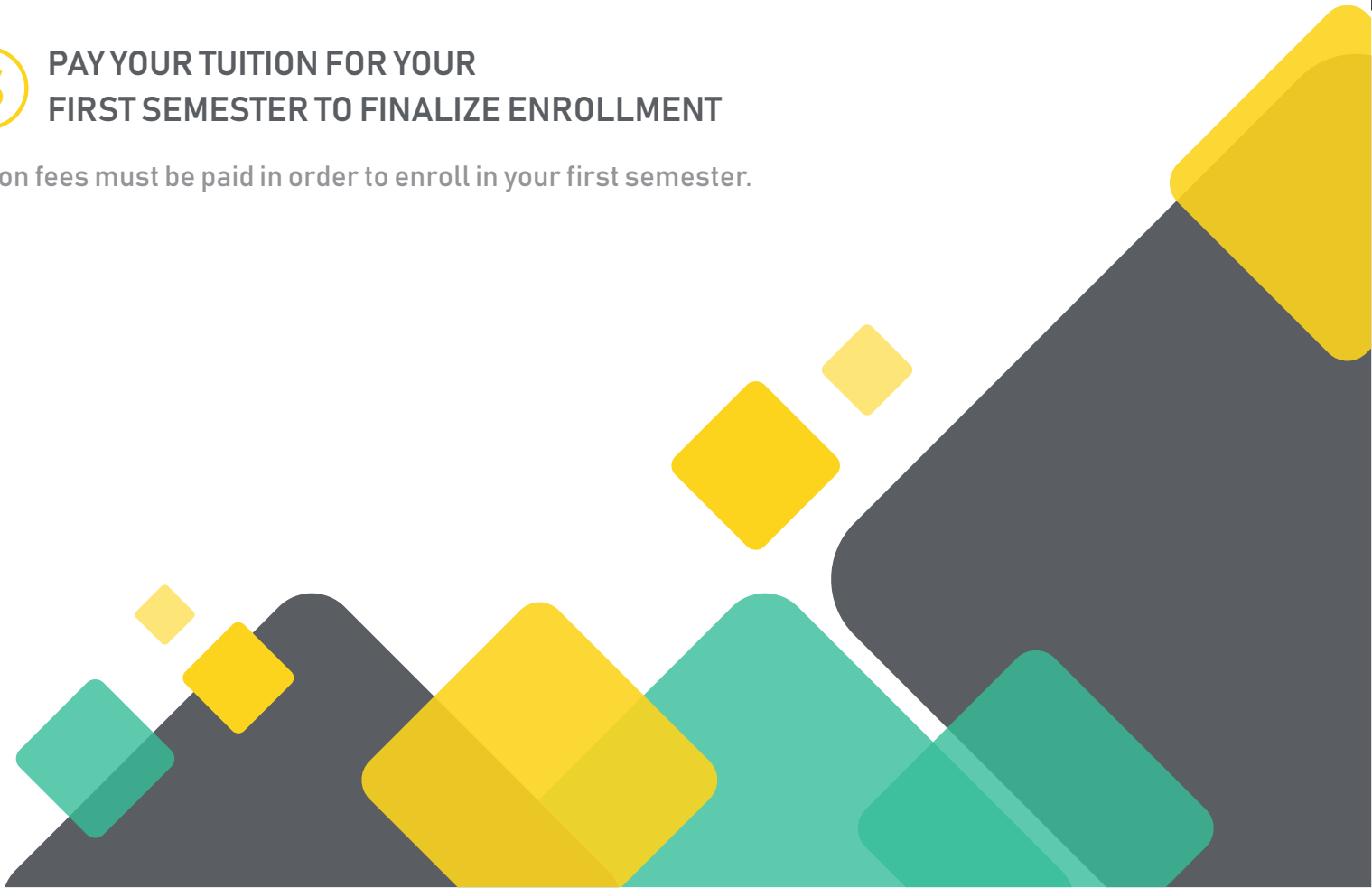
COMPLETE YOUR IMMIGRATION DOCUMENTATION

Please complete all your immigration documents. Follow the specific immigration instructions for the campus you have selected, and stay in touch with your Enrollment Specialist until all documents are completed. For assistance, please contact your immigration Enrollment Specialist at: **847-574-0555**.



PAY YOUR TUITION FOR YOUR FIRST SEMESTER TO FINALIZE ENROLLMENT

Tuition fees must be paid in order to enroll in your first semester.



MEET YOUR TEAM!

Medical school is challenging, but you have support!

ENROLLMENT TEAM



JOSHUA PHILLIPS, MBA
ASSISTANT MANAGER OF ADMISSIONS

Now that you've secured your seat at SJSM, Josh will be your primary contact until your first week of classes. Josh will be reaching out with important information to get you ready for travelling to campus and preparing for classes. As your start date approaches, Josh will be inviting you to multiple webinars and connecting you with current SJSM students and staff to ease your transition to SJSM. Josh is best reached through e-mail, WhatsApp, or his direct line.

E-mail: jphillips@mail.sjasm.org
Call: 847-375-9156



STUDENT SUPPORT



DR. DMITRII BOLGOV
DEAN OF STUDENT AFFAIRS



DR. JEAN DaSILVA
SJSM WELLNESS COUNSELLOR



NATASHA JACKSON
CAMPUS MANAGER



MOHAMMAD MIRZA
STUDENT SERVICES COORDINATOR



ISLAND SUPPORT



OLIVIA MALONEY

CAMPUS CONCIERGE

Mrs. Maloney is a St. Vincent native with several years of experience working with and assisting medical students. Mrs. Maloney is best reached through WhatsApp or by scheduling a call in Calendly.

Schedule a call: calendly.com/omaloney

ABOUT SJSM CONCIERGE SERVICES

Saint James School of Medicine continues to raise the bar in education and the overall quality of services offered to its students. As such, SJSM introduced the role of Student Concierge. On each of our campuses, the Student Concierge team will assist students who are joining the school for the first time with their transition and acclimation to the island life. This service is available to every SJSM student, and there are no additional costs to utilize the service.

ADMINISTRATIVE SUPPORT

FINANCE DEPARTMENT

SJSM Support Desk (<https://support.sjsm.org/support/home>)

Contact Finance for inquiries regarding payment plans, loan options, billing, etc.

REGISTRAR SERVICES

SJSM Support Desk (<https://support.sjsm.org/support/home>)

Contact Registrar Services for inquiries regarding transcript requests, status change requests, Canadian loan forms, schedule changes, enrollment verifications, etc.

IT DEPARTMENT

SJSM Support Desk (<https://support.sjsm.org/support/home>)

Contact IT for inquiries regarding SJSM email accounts*, MySJSM access*, student portal access, Wifi access, etc.

*Note: SJSM user credentials are issued as soon as you've reserved your seat. Please check your email to gain access to your SJSM GMAIL account.

BRIDGE TO MEDICINE (B2M):

YOUR HEAD START TO MEDICAL SCHOOL SUCCESS

As you prepare to begin your medical education at Saint James School of Medicine, we are pleased to introduce you to Bridge to Medicine (B2M)—a pre-matriculation course designed to help you build a strong foundation before your first semester officially begins.

B2M is a self-paced, online preparatory program created specifically for incoming students like you. The course features approximately 12 hours of video content, supported by interactive quizzes and quick reference guides. On average, students can expect to invest around 30 hours to fully review and master the concepts covered. The goal is simple: to provide you with the tools, knowledge, and confidence needed to transition smoothly into the rigorous academic environment of medical school.

Participation in Bridge to Medicine is not mandatory, but it is highly encouraged. Students who have been accepted into the MD program and have officially reserved their seat will receive complimentary access to the course. Access details will be shared via email in the weeks leading up to your start date.

Whether you are refreshing previous knowledge or encountering new material for the first time, B2M is here to help you feel more prepared and focused from day one. We strongly recommend that you take advantage of this opportunity to ease the transition, sharpen your study habits, and step confidently into your medical education.

We look forward to supporting you on every step of your journey -and it all begins with Bridge to Medicine.



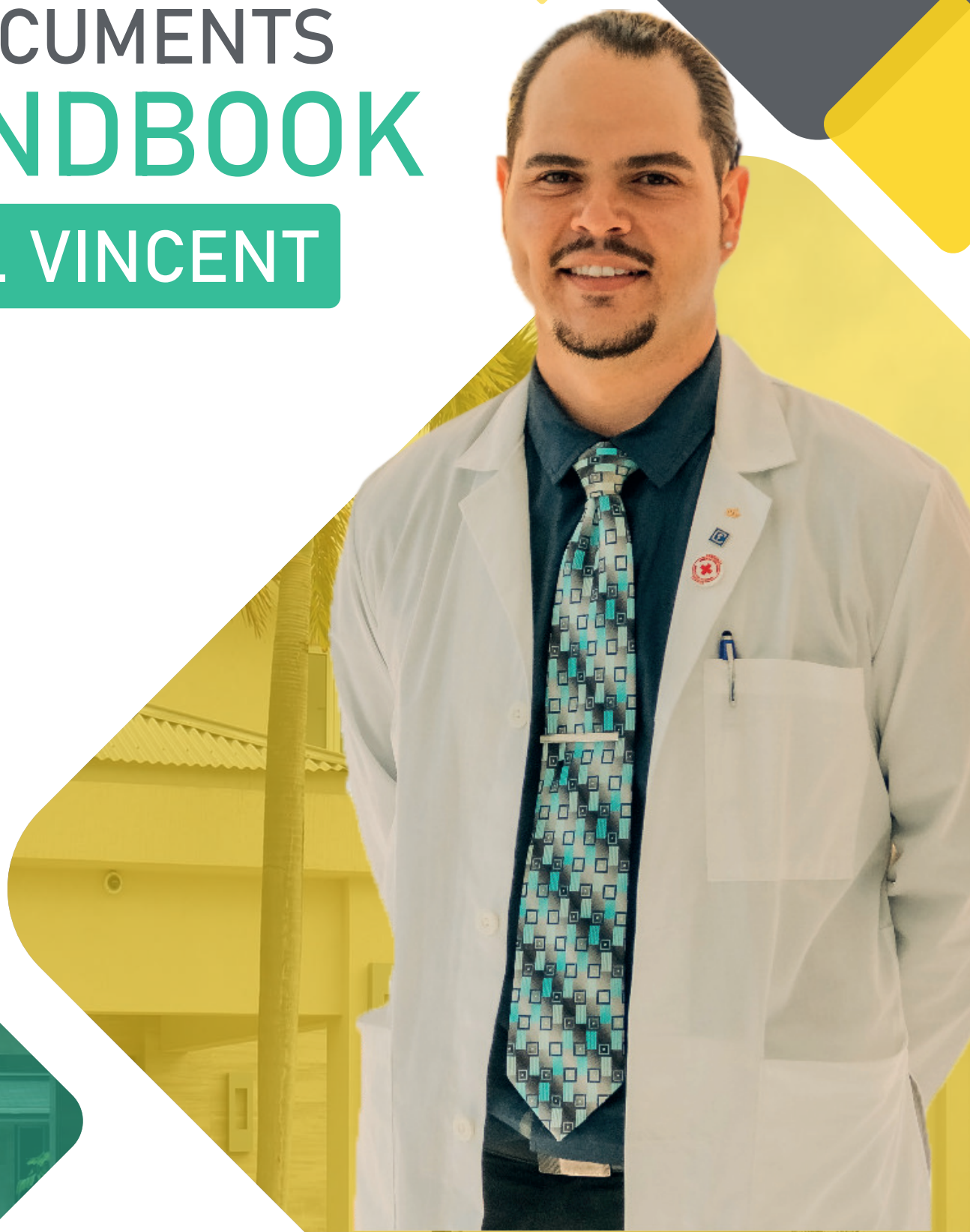


SAINT JAMES
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DOCUMENTS HANDBOOK

ST. VINCENT



sjsm.org

IMMIGRATION DOCUMENTS & FEES

As part of your enrollment process, you are required to submit IMMIGRATION DOCUMENTS. These documents are mandated by the government of St.Vincent, so we cannot make any exceptions regarding their format or content. All students must complete their immigration documents by the deadline before their first semester. These documents are necessary to apply for your student residency permit in St.Vincent.

IMMIGRATION DOCUMENT LIST

- Passport Picture
- Photocopy of passport
- Proof of International Health Insurance
 - Certiphi background check
 - Health Clearance form

Please note your deadline by start term:

SPRING TERM	SUMMER TERM	FALL TERM
December 1st	April 1st	August 1st

*Failure to complete documents by your deadline can result in cancellation of your seat in the upcoming semester.

All these documents must be submitted electronically to our email address: enrollment@mail.sjsm.org and bring with you the original copies we you are traveling to the island.

A detailed explanation of each of our immigration documents will be included in our immigration hand-

PART 1

Please complete the following documents as soon as possible after acceptance:

PHOTOCOPY OF PASSPORT

- Please email a clear, color photocopy of your passport.
- Check your expiration date; if your passport is going to expire during the next two years we highly recommend you renew it before traveling.
- It is only necessary to scan the page with your information (name, birthdate, etc.).

PASSPORT-STYLE PHOTO

- Please send a digital or physical photo taken in a passport-style format.
- Photo should be against a plain white background and face should be centered.
- If you are sending a physical photo, write your name on the back of the photo before mailing to our office.

PROOF OF INTERNATIONAL HEALTH INSURANCE

- Students must purchase health insurance that will cover them on St. Vincent for a minimum of one year from your start date. Students have recommended:
www.imglobal.com | www.hccmis.com | www.manulife.ca
- Required: A letter or documentation from your health insurance company specifying you have coverage in St. Vincent for a minimum of one year from your start date.
- MD1 students will need document showing 12 months of international coverage from your arrival on the island.
- Transfer students will only need coverage only for the period they'll be on the island.
If your current insurance has international health coverage, request a document showing your international coverage policy.

PART 2: TIME-SENSITIVE DOCUMENTATION

Please complete these documents no earlier than 5 months before your start term.

Please follow instructions as any documents not meeting requirements or completed too early will be invalid and must be re-done:

CERTIPHI CRIMINAL BACKGROUND CHECK

- Saint James School of Medicine requires all students to complete a criminal background check in order to complete enrollment.
- Mandatory through Certiphi, background checks from other companies will not be accepted.

- Visit the Application Station at <https://applicationstation.certiphi.com/>.
- Enter the code SJSMSTUDENTCBC in the Application Station Code field.
Click the "SIGN UP NOW" button to create your account and Follow the instructions provided on the Application Station website.
- Canadian students have additional requirements and should start the process now to ensure everything is ready by the beginning of classes.

HEALTH CLEARANCE

- You need a statement from your doctor saying you are healthy and fit for travel. No tests or immunizations are required for St. Vincent & the Grenadines.
- The statement should be written on the doctor's prescription paper.
- The statement must be signed (not an electronic signature) and dated by the doctor.
- Include the doctor's business card.
- Do not wait until the last minute to schedule your appointment.
- Alternatively, you can have your physician complete the SJSM Health Clearance Form.





RECOMMENDED ENROLLMENT TIMELINE

WHEN YOU RECEIVE THIS HANDBOOK

- Complete all outstanding admission requirements (transcripts, letters of recommendation). Contact your Enrollment Specialist if you are unsure what is missing.
- Email a copy of your passport to your Enrollment Specialist.
- Mail in your four passport photos.

2 MONTHS BEFORE START DATE

APPROX. DATE BY SEMESTER:

SPRING	SUMMER	FALL
November 1st	March 1st	July 1st

- Run Certiphi Criminal Background Check (instructions will be emailed).
- Obtain doctor's note and mail original in.
- Purchase and email proof of Health Insurance.
- Submit bank statement via email.

TUITION DEADLINES (APPROX.)

SPRING	SUMMER	FALL
December 15th	April 15th	August 15th

ENROLLMENT DEADLINES

SPRING	SUMMER	FALL
December 1st	April 1st	August 1st

DOCUMENT CHECKLIST

- ✓ Official transcripts
- ✓ Academic Letter of recommendation
- ✓ Second Letter of recommendation
- ✓ Immigration documents:
 - Photocopy of passport.
 - High quality digital passport style photo.
 - Proof of international health insurance.
 - Certiphi criminal background check.
 - Health clearance.

ENROLLMENT DEPT.:

847-574-0555

enrollment@mail.sjsm.org

MAIL YOUR DOCUMENTS TO:

Saint James School of Medicine
777 Busse Hwy, Park Ridge, IL 60068
Attention: Enrollment Dept.



OFFICIAL TRANSCRIPTS

When applying, it's essential to provide official transcripts from every post-secondary institution you've attended. This includes all schools, not just those where you've earned more than 90 credits. To ensure the integrity of your academic records, transcripts must be sent directly from your previous institutions to us; submissions made by students will not be accepted. We highly encourage the submission of electronic transcripts as they ensure faster and more secure delivery, reducing the risk of delays or loss in transit. However, if your institution does not offer electronic transcript services, you may send physical copies to our mailing address. While transcripts from American and Canadian schools do not require additional evaluation, international students must obtain a Foreign Credential Evaluation Report from a NACES or AICE approved educational evaluation company. We recommend: ECE ([click here](#)), TEC ([click here](#)), or WES.

Note: Official transcripts should be from a regionally accredited institution, and must combine for 90 or more post-secondary credits. Students must also have coursework within the last 10 years.


FREQUENTLY ASKED QUESTIONS:

What if you are currently enrolled in classes?

It is crucial to submit final transcripts rather than transcripts with classes in progress because the final transcript provides a complete and accurate record of your academic performance and qualifications. Classes in progress do not reflect your completed coursework or final grades, which are essential for assessing your eligibility and readiness for medical school. If you are currently attending classes, you should request an expedited final transcript to be sent as soon as your grades are released. In the interim, you may submit an unofficial copy showing your courses in progress. If it becomes clear that your final transcript will not be available by the enrollment deadline, please notify us promptly so that we can arrange for an extension. Be aware that proof will be required to grant any extension.

What if you have foreign transcripts?

For students with foreign transcripts, we advise seeking evaluation services from companies approved by NACES or AICE. We specifically recommend: Educational Credential Evaluators ([click here](#)), The Evaluation Company ([click here](#)), World Education Services for credit-by-credit evaluations, as we have established accounts with these organizations, and they provide timely reports. Please bear in mind that credit-by-credit evaluations can take some time to process, so we encourage you to initiate the evaluation process as early as possible.



LETTERS OF RECOMMENDATION

Everyone is required to have 2 official letters of recommendation on file at Saint James School of Medicine by the time they start classes, but what exactly does official mean? One letter is required to be academic, but what constitutes an academic letter of recommendation? This guide is intended to help answer any questions you might have about letters of recommendation and to assist you in having the strongest file possible.

GUIDELINES: FORMAT & CONTENT

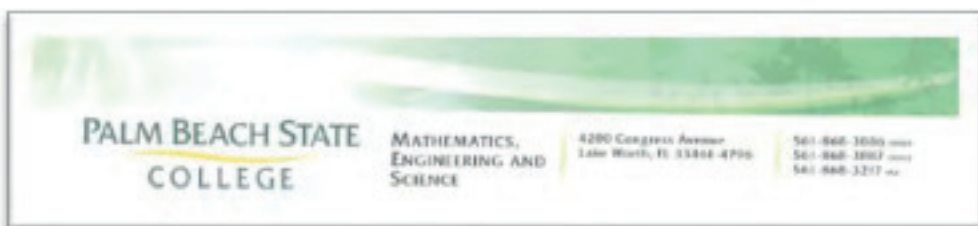
FORMAT

There is an established format for official letters of recommendation at Saint James School of Medicine. This format must be followed for the letter to be included in your file. You may get an amazing reference, but if it isn't correct, you will have to have the writer fix it. Often our best recommenders are the busiest people in our life (especially Doctors and Professors!). Since they are taking the time to write you a great recommendation, it's important to make sure they only have to write it once.

OFFICIAL LETTERHEAD

All letters of recommendation must be written on official letterhead. The difference between official letterhead and unofficial letterhead can be confusing, but one general rule is: if it could be typed up in a word document, it is not an official letterhead. Official letterhead incorporates company or school logos, symbols, and is often in color.

Here are a few examples of official letterhead:



Sometimes official letterhead can be simpler than the examples above, especially for many small businesses and doctor's offices students work or shadow in. If there is any doubt about the letterhead, an official stamp or business card from the letter writer will make the letter official.

Signatures:

All letters must be signed by the letter writer, in pen. No electronic signatures or copies can be accepted on original letters of recommendation.

Types of Letters that can be Emailed:

1. Academic Letters: They must be signed and on official letterhead, and emailed directly from a professor's school (.edu) email account to your Enrollment Advisor. Letters written in the body of the email cannot be accepted as official.
2. Academic letter packets through Interfolio, University Pre-Med Committees, or Letter Packets sent directly from your College are official and can be copies, but they must be sent by Interfolio or the Committee directly to SJSM.
3. If your professional recommender has a certifiable email address (like BobJones@NewYorkGeneralHospital.com) they can email SJSM directly with the scanned letter (on official letterhead and signed) attached. If your recommender cannot meet these requirements to email a letter of recommendation, they must mail the original to our Park Ridge office.

CONTENT

We are often asked what should be written in a letter of recommendation. The answer is fairly simple; the writer should detail what makes you a good candidate for medical school. They should highlight your best qualities and share why they think you would be a great physician. If they did not believe that this is the right path for you then they are not the right person to be asking for a recommendation. Professors should highlight how you are suited to be a doctor based on your academic potential and professional recommenders should discuss how your work ethic makes you a good candidate. They should also mention how they know you (i.e. I instructed John Smith in Biology 201, or I was John Smith's supervisor, etc). Recommenders are also free to write anything else they believe to be positive about your personality or character.

WHO CAN WRITE MY LETTER?

ACADEMIC REFERENCES

Academic references are incredibly important and everyone is required to have one. An academic reference specifically refers to a letter written by a college professor that taught you. Academic advisors and the heads of research labs are great letters to have in your file, but they will not count as your primary academic letter.

PROFESSIONAL REFERENCES

Professional references are letters written by those who know you in a supervisory role at work or at a long term volunteer environment. Doctors that you have shadowed or supervisors are great resources for your professional reference, keeping in mind that recommenders from medical or science fields are preferred. Unfortunately letters from family, friends, employees, and similar level co-workers are not accepted as official.

FREQUENTLY ASKED QUESTIONS:

HOW MANY LETTERS DO I NEED?

You need two letters, with one being an official academic letter of recommendation. The other letter can be professional or academic.

WHERE SHOULD I HAVE MY LETTERS MAILED?

Our Park Ridge Office:
Attention: Enrollment Dept.
777 Busse Hwy
Park Ridge, Illinois 60068

I HAVE BEEN OUT OF SCHOOL FOR A LONG TIME, HOW DO I GET AN ACADEMIC LETTER?

Many of our students have found themselves out of school for several years and unsure of who to contact for an academic letter of recommendation. Many students contact professors from whom they received high grades with a copy of their transcript stating what they earned in the class, a resume, and some info detailing what they have been up to since. Many professors are then able to write about what they remember of the student or go over the class requirements and how the student has excelled based on the difficulty of the class. Often alumni associations are able to assist students in getting letters of recommendation. If you are having difficulties getting a letter contact your Enrollment Advisor right away.

I HAVE ALREADY BEEN ACCEPTED, WHY AM I REQUIRED TO GET LETTERS OF RECOMMENDATION?

You want to have the strongest file possible and your letters of recommendation follow you throughout your entire medical school career, even when you apply for residency. Having at least two strong letters of recommendation now will be beneficial to your future as a physician. Your letters are also used as character references, required during the immigration process, so it is important you turn them in well before the enrollment deadline.



120 DAY RETURN TICKET REQUIREMENT FAQ

WHAT IS IT?

One of the requirements to enter to the St. Vincent is a return ticket for a flight within 120 days or less of your arrival (120 days for students only, 90 days for regular visitors). All tourists and visitors to the island may be asked to show proof of this upon leaving their home country or upon entering the island.

WHY?

Tourists and visitors have a 90 day window to stay. The amount of time visitors can stay is three months in a 6 month period. If a visitor to the islands reaches their 90 day limit they must leave the island and may not return until 90 days have passed. SJSM students are given an extension of that date to 120 days, given that they arrive with their final enrolment letter in hand. Your final enrolment letter shows that you are an SJSM student. To receive a final enrolment letter, you must complete all documentation (academic & immigration) as well as pay tuition. Upon arrival your return ticket determines the date customs will stamp on your passport. Having the full or near 120 days give you that amount of time on the island before you get your residency permit. This is important if you need extra time with immigration or run into any issues.

I WILL BE A RESIDENT, WHY DO I NEED ONE?

To gain residency on the island a student needs to collect their immigration documents and turn them into our Chicago office, but this is not where the immigration process ends. Your documents are submitted on your behalf to the government of the island. Upon arrival, you inform customs that you are a Saint James student, your passport will be stamped, and a student ID will be issued at orientation. You will receive further instructions at orientation about the island residency process. Once your island residency is finalized, you will be able to travel without a return ticket.

WHAT HAPPENS IF I DON'T PURCHASE A RETURN TICKET?

If you choose not to purchase a return ticket within the 120 day window you may not be allowed to board your flight, you may be forced to purchase return tickets on the spot (at whatever price they are at the moment), or you may not be allowed to travel at all. This is up to the discretion of the airline and the immigration officials on the island and SJSM is not liable for any issues incurred if you are stopped for this reason. In St. Vincent, without a return ticket you will not be granted residency on the island.

HOW CAN I MEET THIS REQUIREMENT?

Use the Academic Calendar (<https://www.sjsm.org/academic-calendar/>) to determine when your first semester ends and purchase a flight off of the island. If you do not plan on returning home during the first break, purchase a flexible/refundable ticket that will allow you to move it to a later date with no fees. Once you arrive and get settled, you can change the flight date to one that suits your schedule.



STUDENT SUPPLIES

Purchase all supplies prior to starting class and bring them with you. Bring a starter kit of basic school supplies also (pens/paper/binders/post-its/etc.)

BASIC SUPPLY LIST

- Hearing Tests; 2 Tuning Forks 512 Hz.
- Stethoscope with Diaphragm and Bell.
- Reflex testing – Percussion hammer.
- Blood pressure testing – Aneroid Sphygmomanometer.
- Business attire for Presentations.
- Long lab coat.
- 1 box of disposable masks.
- Laptop Privacy Screen.
- Textbooks*
<https://www.sjsm.org/library/textbook-information/>

*Some e-Books may be available. Please contact your Student Government Association for more information.





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STUDENT LIFE



sjsm.org

ST. VINCENT ISLAND LIFE

St. Vincent is part of the Caribbean Lesser Antilles, the largest island in the island nation of St. Vincent and the Grenadines. With its tranquil lifestyle, welcoming community and natural beauty, St. Vincent is the quintessential island paradise. The island's scenery is dominated by La Soufriere, a 4,000ft tall active volcano. Steep tree clad hills fall to dramatic black sand beaches and the mountainous island terrain is carved by rivers, rapids and waterfalls. When you take a break from your medical school studies you will find adventures on your doorstep. St. Vincent has protected the waters off its coast since 1979, and boasts some of the finest snorkeling and scuba diving in the Caribbean. Experience diving on reefs, wrecks, and caves, relax on beaches, explore tropical gardens and scenic hiking trails.

LANGUAGE IN ST. VINCENT

English is the official language in St. Vincent. Most Vincentians also speak Vincentian Creole, which combines elements of French, Antillean Creole, Spanish and Portuguese.

WEATHER IN ST. VINCENT

St. Vincent enjoys a pleasant tropical climate. Temperatures are fairly constant year round with a daily high temperature of around 85°F, while the nightly low is around 76°F. Steady trade winds create great conditions for windsurfing and sailing. The dry season runs from January to May.

STUDENT HOUSING

Housing in St. Vincent is plentiful and affordable. Our Campus Concierge will provide you with a suggested housing list well ahead of your start term. Rent varies from \$400-\$800 per month. The Student Government Association and the School's Bundle of His Program can also advise you on accommodations. Living close to the School will give you an opportunity to meet classmates, form study groups and meet future roommates. Most apartments are fully furnished and have appliances, linen, towels, air conditioning and fans. You may want to bring extra bed linen and towels along with a good reading lamp. The mountainous terrain on the island can make it difficult for the School bus to access certain areas, so check that your apartment is on the bus route before you sign a lease. We suggest you arrive in the Caribbean one to two weeks before classes start to arrange accommodation and get settled.

ST. VINCENT ISLAND LIFE

GETTING AROUND ST. VINCENT

St. Vincent is a large island but the area around the school contains everything students need, such as housing and groceries. If you would like to go further afield, there are car rental agencies in St. Vincent. Taxis are plentiful and fares are reasonable for short trips. The local bus service is regular, but it's also busy, so it can be a bit overcrowded. If you're up for a workout on the hilly roads, you can rent a bike, or buy one for the duration of your stay. The school runs a student bus service that picks students up in the morning and has several drop-off times after class. The Campus Manager can help you find an apartment along the bus route.

BANKING

The official currency is the Eastern Caribbean Dollar. The U.S. Dollar is widely accepted. There are ATM's and banks throughout the island, and major credit cards are accepted.

PHONES

Digicel and Flow are the two main telephone service carriers. They offer pay-as-you-go plans without long-term contracts, and you can purchase minutes at local stores. Wi-Fi is common in most locations, and you can unlock your phone or add an international plan with your current carrier.

STUDENT HOUSING

Housing in St. Vincent is plentiful and affordable, with rents varying from \$400-\$800 per month. Few months before the start of the semester you will receive access to the school's housing portal. This portal is a great place to browse the local housing listings and contact the landlords directly for availability.

The Student Government Association and the school's Buddy Program can also advise you on accommodations. Living close to the school will give you an opportunity to meet classmates, from study groups and meet future roommates. Most apartments are fully furnished and have appliances, linen, towels, air conditioning and fans.

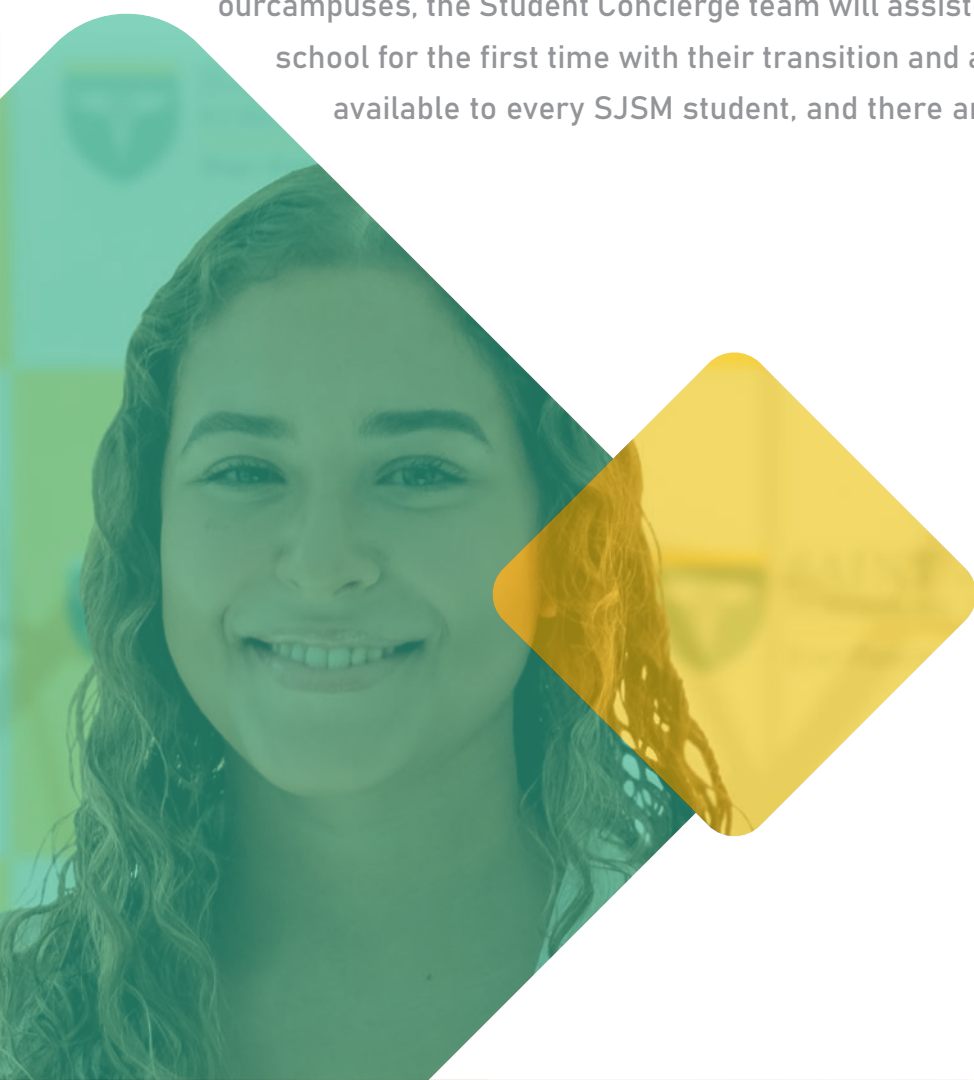
We recommend you use the housing list to contact potential the landlords, as these properties are inspected by the Campus Manager. The mountainous terrain on the island can make it difficult for the school bus to access certain areas, so check if your apartment is on the bus route before you sign a lease. We suggest you arrive to the island one to two weeks before classes start to arrange accommodation and get settled.

SJSM CONCIERGE SERVICES

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TO LEARN MORE ABOUT OUR
CONCIERGE SERVICES, PLEASE VISIT:

<https://sjsm.org/concierge/>



PREPARING FOR STUDENT LIFE

The campus communities are close-knit and supportive, offering one-on-one guidance, and peer support networks to help you meet the challenges of medical school.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The goal of the SGA is to promote self-improvement, address student concerns in collaboration with campus administration, sponsor health-related projects for the island communities, and organize student events. The student body elects SGA officials and officers each semester.

THE AMERICAN MEDICAL STUDENTS ASSOCIATION (AMSA)

A student-governed, national organization committed to representing the concerns of physicians-in-training, with a membership of more than 67,000 medical students, premedical students, interns, residents, and practicing physicians.

ONLINE RESOURCES

SJSM Support Desk: If you need assistance from a member of the IT, Finance, or Registrar department, please create a ticket on our support website support.sjasm.org. There is a 24-hour turnaround on Support Desk requests; however, requests are usually answered much earlier. You can also use the Support Desk if you have trouble logging into any online resources.

Textbooks & Supplies: For a list of required textbooks and useful supplies for your time studying in the Caribbean, please visit the library: www.sjasm.org/library/textbook-information/
The library also has access to Medical Apps, Medical EBooks, AccessMedicine, Medical Journals, images, and our online Book Catalog www.sjasm.org/library





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FINANCIAL INFORMATION



sjsm.org

TUITION PAYMENT OPTIONS

1. PAY ONLINE, ACH ELECTRONIC CHECK PAYMENTS (U.S. BANKS ONLY)

You need a U.S. bank account and routing number (your routing number can be found on your blank checks). Only U.S. bank accounts are eligible for ACH Payments.

2. PERSONAL CHECK, MONEY ORDER, OR BANK DRAFT

- Make payable to Saint James School of Medicine.
- Mail to 777 Busse Hwy, Park Ridge, IL 60068
- We recommend you track any mailed tuition payments.

3. WIRE TRANSFER

- Ask our Finance Department to send you wire transfer information.
- Additional fees apply to send a wire.

4. CREDIT CARD PAYMENT

- There is a 3.25% surcharge for credit card payments.

TRANSFER STUDENTS

Individuals moving from another accredited institution may qualify to receive credits for courses they have previously completed. In certain instances, this could enable a transfer student to finish the MD Program before schedule. While SJSM tuition will not be prorated, transfer students will only incur tuition charges for each semester they must fulfill at SJSM. Furthermore, there are transfer scholarships available so please reach out to your advisor for more details.

If you would like to contact our Finance Department call [800-542-1553](tel:800-542-1553) and select option 3 then option 1 when prompted, email financesupport@mail.sjasm.org or visit:
www.sjasm.org/financial-assistance/



FINANCIAL ASSISTANCE

STUDENT LOANS FOR U.S. CITIZENS & U.S. PERMANENT RESIDENTS

DELTA FINANCIAL

Saint James School of Medicine has entered into an arrangement with Delta Financial Solutions, Inc. (Delta) to provide qualified students with a private student loan program. Applications are evaluated on a number of factors, including your credit rating, the credit rating of your co-signer, and your academic standing. To apply for a loan by Delta Financial Solutions Inc, please contact your admission advisor.


FINANCIAL AID FOR CANADIAN STUDENTS

STUDENT LINE OF CREDIT

For Canadian citizens, a student credit line of up to \$150,000 CAD is available for qualified applicants. These credit lines have easy application processes and attractive repayment options.

PROVINCIAL LOANS

SJSM students who are residents of Canada, may be eligible to apply for financial aid through their specific province.



SCHOLARSHIPS

While Saint James School of Medicine has some of the most affordable tuition rates and fees in the Caribbean, we understand that it can be tough to finance a medical education.

Saint James School of Medicine is proud to offer a variety of scholarship program. Scholarships are guaranteed to all students who meet the minimum requirement for that respective scholarship.

The deadline to apply for a scholarship is April 15, August 15, and December 15 for the Summer, Fall, and Spring terms, respectively.

FOR MORE INFORMATION ABOUT OUR STUDENT LOANS

800-542-1553

financesupport@mail.sjasm.org

www.sjasm.org/financial-assistance

FOR MORE INFORMATION ABOUT SJSM SCHOLARSHIPS

www.sjasm.org/admissions/scholarships/



HOW SJSM TUITION COMPARES WITH OTHER MEDICAL SCHOOLS (4-YEAR MD PROGRAM)



Source: American Association of Medical College (AAMC), and individual school websites.



ACCEPTABLE USE POLICY (AUP)

Saint James School of Medicine
Acceptable Use of Computing and Information Technology Resources

PURPOSE

This policy describes the acceptable use of computing and information technology resources that includes equipment, software, networks, data and communications equipment that are provided for the use of staff and students, by Saint James School of Medicine.

APPLICABILITY

This policy applies to all users of Saint James School of Medicine computing and information technology resources including faculty, staff, students, and alumni.

ACCEPTABLE USES

In general, uses that do not significantly consume resources or interfere with other users are acceptable (with exceptions specified below), but may be restricted by Information Technology Services. The campus network is a shared resource, therefore, network uses or applications which inhibit or interfere with the use of the network by others are not permitted, for example, applications which use an unusually high percentage of network bandwidth, thus inhibiting the use of the network by others, are not permitted and may be controlled.

THE FOLLOWING USES ARE PROHIBITED:

1. Viewing obscene materials which could be construed as harassment.
2. Copying or transferring materials which do not honor copyright laws e.g. copyrighted files downloaded from P2P applications or Torrent applications.
3. Participation in online activities during class time, when such activity does not relate to the educational objectives. Such activities include, but are not limited to the following: use of online music, games, video, Skype , or any other major bandwidth consuming activity.
4. Harassing, libeling, slandering or threatening of others.
5. Updating of personal devices during school hours (iPhone, iPads, etc).
6. Other uses deemed inappropriate by the IT Department.

SANCTIONS OF VIOLATIONS

The Saint James Information Technology Staff will be consistently monitoring all internet traffic from all computers using our resources; this does include personal computers using school WIFI. Any member of the Saint James School of Medicine community found using computing and information technology resources in violation of this policy may be denied access to the schools computing resources and maybe

appropriate. Saint James School of Medicine has the right to terminate Internet access from anyone it feels is abusing its bandwidth.

CONTACTING THE INFORMATION TECHNOLOGY DEPARTMENT

To contact the IT Department visit support.sjism.org and select "Create Ticket" and then fill out the form. You will receive a response within 24 hours.

By accessing the School's network you agree to abide by this policy!



OVER
25
YEARS



SAINT JAMES
SCHOOL OF MEDICINE

Your Future. Our Promise.®

Saint James School of Medicine St. Vincent
Cane Hall Road, Arnos Vale, St. Vincent & Grenadines

U.S. Office:

Human Resource Development Services LLC
777 Busse HWY, Park Ridge, IL 60068



847-574-0555



847-298-2375



info@mail.sjasm.org

VISIT OUR WEBSITE
TO LEARN MORE

