



## AAF/OMI Application Platform Frequently Asked Questions (FAQ)

### 1. Registration

#### **1.1 I have never registered or have never applied for an AAF/OMI program (e.g. seminar / internship). What should I do?**

Choose the "Register" button and fill in the registration fields to create your account (choose a username, enter your First Name, Last Name and e-mail). Your password is sent immediately to you by e-mail. Log in with your username and password ("Login"). You will then be able to apply for an AAF/OMI program (e.g. Salzburg Medical Seminars International, OMI / Pro Infantibus Medical Internship Program) and can enter your details on the AAF/OMI database.

#### **1.2 I have previously applied/attended a Salzburg Medical Seminar International (SMSI). Are my personal data stored in the AAF/OMI database? How can I update them and apply for another program?**

Your data should be stored in the AAF/OMI database. Log in to the AAF/OMI application platform by entering your username and password which you received at the end of the seminar you attended in Salzburg. If you have not received or do not know your username and password, please contact [support@openmedicalinstitute.org](mailto:support@openmedicalinstitute.org) and give your name, birth date, city and country of origin. After having logged in, you will have access to your personal data and can update them. To apply for a seminar, please choose a seminar from the seminars list and click on application. To apply for an internship, please choose a medical speciality from the internship list and click on application.

#### **1.3 I am an AAF/OMI registered user. Do I need a new username and password?**

If you received a username and password after having attended a Salzburg Medical Seminar International, you can use these to login and update your data or to apply for another program.

#### **1.4 What does this message mean: "Selected e-mail address/username already exists on the platform"?**

To avoid duplicate registrations, the system checks your registration details with existing records. A new record cannot be created if strong similarities (for example, the same username or email) exist. Perhaps you are already a registered user, please contact [support@openmedicalinstitute.org](mailto:support@openmedicalinstitute.org).

#### **1.5 When do I receive my password after registration?**

The password is automatically sent to the e-mail address you have given in the registration information. Please also check your Junk-E-mail if you do not receive your password immediately!

### 2. Login

#### **2.1 I have forgotten my password.**

Click on "Login" and then on "Forgot your password?". Request a new password by providing your username and e-mail and clicking on „request password“. A new password will be sent immediately to your e-mail.

#### **2.2 I have forgotten my username and my password.**

Contact your AAF/OMI local coordinator: <http://www.aaf-online.org/osi.htm> or the helpdesk: [support@openmedicalinstitute.org](mailto:support@openmedicalinstitute.org).



### **2.3 The password and username sent to me after registration/sent to me by the helpdesk do not work.**

Before contacting the helpdesk, try to log in by copying and pasting the information from the e-mail you received into the correct fields on the login page to avoid any typing errors. Make sure that you do not select any spaces before or after your username and password, otherwise the system will not be able to find you in the user database.

### **2.4 Can I change my password?**

You can change your password by logging in to your account. Select the menu "Personal Data" and click the folder "password". Fill in your old password and then the new password twice, and click on "save".

### **2.5 Can I change my username?**

No.

## **3. Requirements for applicants**

### **3.1 Who can apply for a Salzburg Medical Seminar International (SMSI)?**

Physicians of mid-career level, who have completed their specialized training.

### **3.2 Is there an age limit for attending a SMSI?**

Applicants for a Salzburg Medical Seminar International should be aged between 30-45 years.

### **3.3 How often can I apply for a Salzburg Medical Seminar International (SMSI)?**

You can apply for those seminars in a calendar year, which are topically in your medical speciality. But you will be selected for one seminar per year only.

### **3.4. What language skills are required for attending a Salzburg Medical Seminar International (SMSI)?**

You must be fluent in English in order to participate in the lectures and case discussions of the SMSI.

### **3.5 Who can apply for an OMI / Pro Infantibus Medical internship program?**

Every doctor who has attended a Salzburg Medical Seminar International is eligible to attend a total of 3 internship months (Internships can not be held in a row – each internship has a duration of only 1 month!).

### **3.6 What language skills are required for attending an OMI / Pro Infantibus Medical Internship?**

You must be fluent in English in order to attend an internship in Austria. At the hospital it is also very useful to have a basic knowledge of the German language.

### **3.7 Is there an age limit for attending an internship?**

Applicants for an internship should be aged between 30-45 years.

### **3.8 How often can I apply for an internship?**

The number of internships is limited: Every doctor can attend a total of 3 internships. Each internship has a duration of 4 weeks. After you have attended your first internship we recommend to apply immediately for your second internship and after the second internship for your third internship (as the waitinglist for internships is long). Therefore, please log in again and repeat the application process (select the medical speciality, proceed to application, complete the personal data, professional data and documents sections).

### **3.9 For how long do I have to wait to be invited for an internship?**

Please be aware that the waiting time for internships ranges from 12 months – 3 years. Therefore, it is of extreme importance that you update your contact details on a regular basis, to make sure that AAF can reach you when there is a vacancy.

## **4. Online Application Process - How to apply online**

### **4.1 What happens if I do not fill in all the fields? Can I complete the application later?**

You have to fill in all mandatory fields to proceed with your application and to save your data. Your data remain available at all times for updating. However, bear in mind that your seminar application is only complete after you provide all of the following documents: \*) CV, \*) your scanned passport photograph (only the photo, not the whole passport), \*) scanned copy of Medical License/Diploma, \*) recommendation letter (from a senior faculty member who works with you), and \*) publication list (if applicable).

If you apply for an internship, you must enclose additionally

- \*) a short essay (This document is needed for your mentor in order to place you correctly and should clearly state your interest and aims for the internship and in which area you would like to specialise during your training) and
- \*) a letter of invitation from an Austrian doctor (if available).

You have to submit your application with all necessary information/documents enclosed at once.

### **4.2 Will the AAF/OMI application platform be available in languages other than English?**

No. Please use only international English for all entries.

### **4.3. How should I enter my First and Last Name?**

Please type in your First Name and Last Name as it appears on your passport and use capital letters for the first letters. E.g. Wolfgang Aulitzky. Please don't only use small letters like wolfgang aulitzky!

### **4.4 How should I enter my birth date?**

Select in the following order: day/month/year from the pull down menu.

### **4.5 There are various obligatory fields. What shall I do if I cannot provide information?**

Please type in "n/a" (= not available) in fields which have to be filled in.

### **4.6 How do I use the Medical Specialities pull down menus?**

Select your medical speciality from the first pull down menu. If you do not find your medical speciality, choose "Other" and specify in the text box to the right your speciality/occupation etc. (e.g. Nurse, etc.) If you have chosen a medical speciality, please select also a medical subspecialty. If your subspecialty is not mentioned or you have none, choose "Other" and specify in the text box to the right.



#### 4.7 Which Airport should I enter as my "Departure airport"?

For most countries, AUA flies from the capital city to Austria (Vienna, Salzburg, Graz, Innsbruck, etc.). For countries such as Russia and Ukraine, AUA flies from several cities to Austria. Please find out the location of the closest AUA airport in your region and then define the city of departure so that AAF can make the travel arrangements for you, once you are invited for a seminar or internship. For countries close to Austria, travel by car or train is foreseen. For more details please see the AAF/OMI travel and reimbursement guidelines on our webpage and/or contact your AAF/OMI local coordinator.

#### 4.8 How should I enter my phone number?

Please enter in the following order:

- + country code-city area code-phone number (e.g. +43-1-5338658)
- + country code-mobile code-phone number (e.g. +43-664-5338658)

#### 4.9 How should I enter my institution?

Please enter your institution's name in English.

#### 4.10 What do the abbreviations of Academic Degrees mean?

MD – Doctor of Medicine

PhD – Doctor of Philosophy

MPH – Master of Public Health

DSc – Doctor of Science

MSc – Master of Science

If your academic degree is not listed here, please select "none". We have only included the most important ones for the medical field.

#### 4.11 What is my Professional Position?

The Professional Position refers to your job / employment. If you feel your professional position is not listed, please choose the one that is closest to your position.

\*) Chief Executive Officer (CEO or Chief Executive): is the highest-ranking corporate officer, administrator, corporate administrator, executive, or executive officer, in charge of total management of a corporation, company, organization or agency e.g. Hospital Director.

\*) Deputy Chief Executive Officer: e.g. Hospital Vice Director.

\*) Chief of Service: serves as the administrative head of a department of a corporation, company, organization or agency, e.g. Head of the Department.

\*) Deputy Chief of Service: e.g. Vice Head of the Department.

\*) Division Chief: works under the Chief of Service.

\*) Deputy Division Chief

\*) Attending Physician: A physician who has completed residency and practices medicine in a clinic or hospital, often focusing on the specialty learned during residency.

\*) Associate Attending Physician

\*) Assistant Attending Physician

\*) Specialist

\*) Staff Physician

\*) General Practitioner

\*) Head Nurse

\*) Resident

\*) Nurse

\*) Physical Therapist

\*) Health Consultant



#### 4.12 What is my Title?

The pull down list includes academic titles used by American universities. Please choose your title if you hold an academic position.

\*) Provost: is generally the chief academic officer and reports to the institution's chief executive officer (called president, Chancellor, or rector) and governing board or boards (variously called the board of trustees, the board of regents, or the corporation) for oversight of all educational affairs and activities, including research and academic personnel. The deans of a university's various schools, colleges, or faculties, generally report to the provost or report jointly to the chief executive officer and the provost. Various interdisciplinary units and academic support functions, such as libraries, student services, admissions, academic facilities, and information technology, generally fall within a provost's administrative purview.

\*) Dean - is head of a Division, College, School, or other similar academic unit and has administrative responsibility for that unit.

\*) Vice Dean

\*) Assistant Dean

\*) Departmental Chairman: is a faculty member who serves as the administrative head of a department of institution or research, or clinical service.

\*) Professor

\*) Associate Professor

\*) Assistant Professor

\*) Instructor

\*) Teaching/research/clinical Associate: is an academically qualified and registered graduate student, usually in full-time residence, employed temporarily by a college or university for teaching, research or clinical purposes. They are an advanced form of graduate teaching assistant.

\*) Teaching/research/clinical Assistant: is a junior graduate student, employed on a temporary contract by a college or university for teaching, research or clinical purposes.

#### 4.13 I would like to apply for a Salzburg Medical Seminar International (SMSI). Which documents do I have to provide?

You must provide

\*) your scanned passport photograph (Please note that we need a photo sized 2x2 inch or 3.5x4.5 cm (that is the standard size for passport photos. Don't upload the whole passport!),

\*) your Curriculum Vitae (CV),

\*) a scanned copy of your Medical License/Diploma,

\*) a recommendation letter and \*) a publication list (if applicable).

Please provide the total number of your publications and the total number of your English publications. Please note – the size of uploaded files in the "Documents" section cannot exceed 200Kb per file.

#### 4.14 I would like to apply for an internship. Which documents do I have to provide?

You must provide

\*) your scanned passport photograph (Please note that we need a photo sized 2x2 inch or 3.5x4.5 cm (that is the standard size for passport photos. Don't upload the whole passport!),

\*) your Curriculum Vitae (CV),

\*) a scanned copy of Medical License/Diploma,

\*) a recommendation letter (from a senior faculty member who works with you),

\*) a publication list (if applicable),

\*) a short essay (This document is needed for your mentor in order to place you correctly and should clearly state your interest and aims for the internship and in which area you would like to specialise during your training), and

\*) a letter of invitation from an Austrian doctor (if available).

You have to submit your application with all necessary information/documents enclosed at once. Please note – the size of uploaded files in the "Documents" section cannot exceed 200Kb per file.



#### **4.15 Which documents should I upload under "Other"?**

Under "other", you should provide your Specialization Diploma or any other related documents.

### **5. After having applied online**

#### **5.1 When do I receive an acknowledgement of my application?**

Once all mandatory fields have been filled and you have submitted your application, an acknowledgement e-mail will be sent to the e-mail address you have entered in the personal data section.

#### **5.2 I have completed my seminar application. What happens next?**

If data are missing your AAF/OMI local coordinator or the Salzburg seminar office will contact you to complete data. Your AAF/OMI local coordinator will contact you to test your English skills. You will be informed about the status of your application at least six weeks before the seminar takes place.

#### **5.3 I want to apply for another seminar. What should I do?**

Once you finished your first application, you need to log in again and repeat the application process (select a seminar, proceed to application, completing the personal data, professional data and documents sections).

#### **5.4 I have completed my internship application. What happens next?**

After you have received the acknowledgement email, you are on the waitinglist. As soon as there is an internship spot available you will be contacted by AAF. You will receive an official letter of invitation 2 months before the start of your training.

#### **5.5 For how long do I have to wait to be invited for an internship?**

Please be aware that the waiting time for internships ranges from one to three years. Therefore, is of extreme importance that you update your contact details on a regular basis, to make sure that AAF can reach you when there is a vacancy.

#### **5.6 I want to apply for another internship. What should I do?**

The number of internships is limited: Every doctor can attend a total of 3 internships. Each internship has a duration of 4 weeks. After you have attended your first internship we recommend to apply immediately for your second internship and after the second internship for your third internship (as the waitinglist for internships is long). Therefore, please log in again and repeat the application process (select the medical speciality, proceed to application, completing the personal data, professional data and documents sections).

#### **5.7 How can I check for which AAF/OMI programs (e.g. seminars or internships) I have applied?**

Log in to your account with your username and password. In order to see your application(s), click "Applications" on the right hand bar menu.



## 6. Technical

### 6.1 How long do I have before a session times out?

If you are logged into the AAF/OMI application platform and do not press any buttons for 59 minutes, your session will expire and you will be asked to log in again.

### 6.2 Which web browser should I use?

All usual web-browsers can be used.

### 6.3 What settings are required for my browser?

Before you try to login to the AAF/OMI application platform, we suggest you:

- Use Internet Explorer 6.0, 6.5, 7.0 or Firefox 1.5/2.0
- Enable cookies
- Enable JavaScript

The site will not function correctly without these settings.

### 6.4 Which bookmark should I use for the AAF/OMI platform?

For security reasons, you must login every time you access the AAF/OMI application platform. Please only bookmark this URL: <http://platform.aaf-online.org>. Bookmarking any other page after login will prevent you from accessing your data correctly.

### 6.5 My passport photograph scan is larger than 200Kb. What should I do?

You can use a picture resizing tool to resize your photograph. You can find various picture resizing freeware tools on the web or by clicking this link

<http://www.microsoft.com/windowsxp/downloads/power toys/xppowertoys.mspx>.

### 6.6 Some of my documents are larger than 200Kb. What should I do?

To resize large pictures please use <http://www.resize2mail.com>. You can also use a zip-tool to compress large files and to pack two or more files in one file. Please find various unzipping and compression freeware at

[http://www.thefreesite.com/Free\\_Software/Unzipping\\_compression\\_freeware/](http://www.thefreesite.com/Free_Software/Unzipping_compression_freeware/).

### 6.7 My internet cache is not showing the latest version of the webpage. What should I do?

Please hold down the "control" key and select the "refresh" button on your internet browser.

## 7. Helpdesk

### 7.1 How can I contact the AAF/OMI helpdesk?

The AAF/OMI helpdesk can be contacted by sending an email to [support@openmedicalinstitute.org](mailto:support@openmedicalinstitute.org). Please include your name, birth date, city and country of origin in all emails.

### 7.2 How can I contact the AAF/OMI local coordinator in my country?

You will find details and contact information about your AAF/OMI local coordinator at: <http://www.aaf-online.org/osi.htm>. Please include your name, birth date, city and country of origin in all emails.



## Travel and Reimbursement Guidelines for OMI Fellows and Interns

### OMI Salzburg Medical Seminars International

The OMI - Salzburg Medical Seminars International are an **educational program** directed towards English speaking, mid career level physicians from countries in transition. These one-week seminars take place at **Schloss Arenberg in Salzburg, Austria** and are conducted under the auspices of the Salzburg Stiftung of the American Austrian Foundation and funded through public and private donors.

The participation in the OMI Salzburg Medical Seminars International is **by invitation only**. Fellowships are awarded by the Open Medical Institute and support **travel costs** (please see details below), cover **accommodation, meals, tuition and seminar materials**.

### OMI / Pro Infantibus Internship Program

The objective of the Medical Internship Program is to **further integrate Salzburg Medical Seminar alumni into the international medical community** by inviting them to spend up to three one-month observerships in Austrian hospitals. The medical internship program is organised by the Open Medical Institute and cofunded by the Association of Friends of the AAF, The Austrian Federal Ministry for Education, Science and Culture, The City of Vienna, The Provincial Government of Salzburg, private and corporate donors.

The fellowship awarded to every intern supports **travel costs** (please see details below), covers **accommodation and health care** insurance for the internship period and offers **€ 290,-- pocket money** to cover meals and local expenses in Austria. The hospitals provide professional clothing and cheap meals during the day.

### Travel Reimbursement Guidelines

**Travel expenses for seminars / internships are covered according to the following guidelines:**

<b>AREA I</b>	<p><b>Croatia, Czech Republic, Hungary, Slovenia, Slovakia, Poland, Western Romania</b></p> <p>AAF/OMI will reimburse a round trip <b>train / bus ticket</b> (2<sup>nd</sup> class) or <b>car mileage</b> (€ 8 per 100km – no reimbursement of any extra fees such as road charges) from the city of departure to the Austrian city (Salzburg where the seminar takes place or the Austrian city where you spend your internship). Whenever possible, <b>fellows should car-pool</b>. Travel expenses will be reimbursed in Austria. <b>Reimbursement will take place in Euro!</b></p>
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<b>AREA II</b>	<p><b>Albania</b> (Tirana), <b>Armenia</b> (Yerevan), <b>Azerbaijan</b> (Baku), <b>Belarus</b> (Minsk), <b>Bosnia and Herzegovina</b> (Sarajevo), <b>Bulgaria</b> (Sofia, Varna, Bourgas - <i>Vienna Interns from Bulgaria / Sofia must make their own travel arrangements through <a href="http://www.skyeurope.com">www.skyeurope.com</a></i>), <b>Estonia</b> (<i>Estonia is not directly served by AUA. Fellows from Estonia can either fly from Latvia (on AUA) or choose a different flight option and will then be reimbursed in Salzburg up to the value of an AAF-AUA ticket from Latvia</i>), <b>Georgia</b> (Tbilisi), <b>Kosovo</b> (Pristina), <b>Latvia</b> (Riga), <b>Lithuania</b> (Vilnius), <b>Macedonia</b> (Skopje), <b>Moldova</b> (Chisinau), <b>Montenegro</b> (Podgorica), <b>Other-Romania</b> (Bukarest, Iasi, Sibiu), <b>Russia-West</b> (Krasnodar, Moscow, Rostov, St. Petersburg, Yekaterinburg), <b>Serbia</b> (Belgrade), <b>Ukraine</b> (Dnepropetrovsk, Donetsk, Kharkov, Kiev, Lviv, Odessa)</p> <p>OMI will make flight reservations and provide round trip air fare to Austria <b>on Austrian Airlines (special "AUA flat rates" apply for the above mentioned cities with an AUA airport)</b>. Travel to AUA airports must be covered by the fellow/intern. AUA tickets will usually be issued electronically as an <b>E-ticket (ETIX)</b> or be deposited at the <b>Austrian Airlines counter at the airport</b> or <b>AUA city office</b>. Fellows, who make their own travel arrangements, will be reimbursed in Austria, up to the equivalent of the "AUA flat rate" applicable for the respective country. <b>Reimbursement will take place in Euro!</b></p>
<b>AREA III</b>	<p><b>Russia-East</b> (Novosibirsk, Vladivostok, etc.), <b>Mongolia, Kazakhstan</b> (Astana), <b>Kyrgyzstan, Tajikistan, Uzbekistan</b> and <b>other countries in transition</b></p> <p>OMI will provide round trip air fare to Austria <b>from the nearest airport in the region served by Austrian Airlines</b>. In addition an <b>add-on travel grant</b> of up to a maximum of \$ 250 (\$ 350 for Mongolia) will be made available <b>for domestic or international travel to the nearest AUA destination</b>. AUA tickets will usually be issued electronically as an <b>E-ticket (ETIX)</b> or be deposited at the <b>Austrian Airlines counter at the airport</b> or <b>AUA city office</b>. The add-on travel grant will be reimbursed in Austria. Fellows, who make their own flight arrangements, will be reimbursed in Austria, up to a maximum of \$ 850 (\$ 950 for Mongolia, \$ 1,000 for Tajikistan). Reimbursement will take place in Euro!</p>

**IMPORTANT INFORMATION:**

**Travel by car** will always be reimbursed by **€ 8 per 100 km** – no matter which area you belong to.

All invited participants from the three areas are required **to cover local travel expenses and ground transportation (taxi, etc.), visa expenses and any extra expenses for additional insurances by themselves.**

If the internship represents the **3<sup>rd</sup> internship month, travel expenses need to be covered by the fellow** (Accommodation, pocket money and health care insurance are still paid by AAF/OMI).

**Please state your AUA departure airport in your online seminar / internship application**, if AAF/OMI shall organize flight reservations for you. If you make your own travel arrangements, you will be reimbursed in Austria, up to the equivalent of the "AUA flat rate" applicable for the respective country (Reimbursement in Euro!).

For further information please contact

- Your **AAF/OMI local coordinator** (<http://www.aaf-online.org/osi.htm>)
- Regarding **seminars: Mrs. Elisabeth Bourg** at the Salzburg office: [sbg.office@aaf.co.at](mailto:sbg.office@aaf.co.at)
- Regarding **internships: Ms. Kerstin Rotter** at the Vienna office: [k.rotter@americaustrianfoundation.org](mailto:k.rotter@americaustrianfoundation.org)