**Zambia Credentials Checklist**

**All Healthcare Professionals (Except MD/DO, DDS/DMD, NPs & Nurses)**

The following list of documents are required for you to be temporarily licensed in the country in which you’ve applied to serve with Global Health Outreach.

***Submit all documents to us ASAP!***

***All documents must be in ENGLISH LANGUAGE ONLY or include an Official English translation.***

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* ***Zambia Application for Limited Registration as a Health Practitioner*** – *(found in the Forms section on ServiceReef for your trip.)*
* **Diploma(s) Copy** **(All)** – All undergraduate, graduate, and post-graduate diplomas related to your professional position are required. (i.e. Associate, Bachelors, Masters, Doctorate, etc.)
* **Current State Medical/Dental License Copy**
* **Employment Reference Letter** – Have your employer complete the letter (found in the Forms section on ServiceReef for your trip.) If you haven’t been with your current employer at least two years, please also have any applicable previous employers complete a letter until you cover at least the past 2 years.
* **Certificate of Good Health** – Have your doctor sign the letter after you fill in your applicable information (found in the Forms section on ServiceReef for your trip.)
* **Curriculum Vitae (CV)** – Use the template (found in the Forms section on ServiceReef for your trip) andDO NOT change any formatting within the document (there is a sample template on SR as well). If something isn’t applicable, input Not Applicable or leave blank.
* **Passport Copy** – Must include the entire main page and “signed” signature page in a single image. Do not crop or cut off any parts of the pages.
* **Passport-Style Photo –** A local CVS or Walgreens can make passport photos for you to mail to us or you may also take the photo yourself and email/text it to us if you follow the below criteria:
1. Have someone else take your photo. No selfies.
2. Do not wear glasses, hats, headphones, or camouflage attire.
3. Face the camera directly with full face in view.
4. Have a neutral facial expression or a natural smile, with both eyes open.
5. Use a plain white or off-white background
6. Use a clear image of your face. Do not use filters commonly used on social media.
7. Do not digitally change the photo
8. Submit a high resolution photo that is not blurry, grainy, or pixelated.
9. For samples or more details, the Dept. of State website offers guidance: <https://travel.state.gov/content/travel/en/passports/requirements/photos.html>

**Submit documents via:**

* **Email to** **ghoapps@cmda.org** **OR Text to 423-844-1007**
* **Mail to Global Health Outreach, Attn: Alesia Mullins, PO Box 7500, Bristol, TN 37621 (you should probably expedite if sending in hard copies)**