

Undergraduate Training Checklist

Application Checklist

- Saudi national or resident with a valid residence permit/ID (visitor visas is not accepted).
- Passport copy for non-Saudi applicants.
- National ID number as its not permitted to retain ID copy
- Passport photo (4x6)
- Complete trainee name/s (first, middle and last)
- Rotation start and end date (specified days and hours for students)
- Training department

Additional requirements for interns and summer trainees

- Above average cumulative grade or above, that is equivalent to 3.5 GPA out of five (75%).
- University Request Letter for interns
- Letter of Good Standing from University for summer trainees.
- Two Recommendation Letters.
- Authentic copy of academic transcripts.
- Attestation of qualification if it's from abroad or no equivalency of the Saudi Ministry of Education is provided (dataflow)

CBAHI requires the verification of non-Saudi qualifications that have not been granted equivalency by the Ministry of Education.

Post-Approval Checklist

The academic undergraduate coordinator will request and provide the following from the university training coordinator

- Provide Medical Fit Test Form
- Provide Declaration Form
- Provide Confidentiality Agreement Form
- Provide Trainee ID Badge Form
- Provide a copy of undergraduate training regulations
- Request Undergraduate training learning objectives from the university program director.

Onboarding Checklist

Trainee should complete the following one week before starting date.

- Medical Fit Test
- Declaration Form
- Confidentiality Agreement
- Trainee ID Badge
- Proof of payment