

TROGSS ITP Applicants Instructions

Welcome to the TROGSS Intercontinental Training Program (ITP). This guide provides a step-by-step process for applying to and completing a program rotation. Follow these instructions carefully to ensure a smooth application and participation experience.

Step 1: Become a TROGSS Official Member

Membership is free and required to access our programs. There is no cost involved.

- Visit www.trogss.org to sign up and become an official member.

Step 2: Review Program Information

Familiarize yourself with the available programs, eligibility requirements, and details.

- Access the program information PDF (view-only) in our Google Drive folder: [TROGSS ITP Programs Description](#).

Step 3: Select a Program and Fill Out the Application Form

Once you've chosen a program that aligns with your interests and qualifications:

- Download the application form from our website: [Application form download](#).
- Complete the form accurately, providing all requested information.

Step 4: Submit Your Application and Required Documents

Gather any additional documents specified in the application form (e.g., CV, letters of recommendation, proof of qualifications).

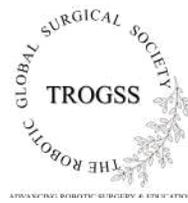
- Email the completed application form and supporting documents to the addresses listed at the end of the form.

Step 5: Application Review Period

Allow our team time to evaluate your submission.

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- We require up to 10 business days (excluding weekends and holidays) to review your application.
- You will receive an email with the results. If additional information is needed, we will contact you directly.

Step 6: Coordinate and Confirm Rotation Dates (If Accepted)

If your application is approved:

- Work with the program director to finalize rotation dates. Note that the dates provided in your application are tentative and may change due to factors like conferences, vacations, or other scheduling conflicts.
- No need to resubmit the application for date changes. Simply ask the program director to confirm the updated dates with us via email for verification. We will update our database based on the program director's email.

Step 7: Complete the Rotation and Submit Assessment

Upon finishing your rotation:

- Kindly request the program director to notify us of your rotation completion via email.
- We will provide you with an Assessment & Quality Control Form to complete. This step is required to process your certification.

Step 8: Receive Your Certification

Once the assessment form is submitted and reviewed:

- Your official certification of graduation from the rotation will be issued and sent to you via email.

If you have any questions during this process, contact us at the email addresses provided in the application form. Thank you for your interest in TROGSS ITP!