Extramural (Away) Electives

Applying & Getting Credit
Extramural & Other Special Electives

- **Extramural (Off-Campus) Electives**
  - **Purpose**
    - “Audition Electives”
    - Obtain Letters of Recommendation
    - Be exposed to different clinical experiences
  - **Timing of application and actual rotation**
  - **Website information**
    - [www.aamc.org/students/medstudents/electives/start.htm](http://www.aamc.org/students/medstudents/electives/start.htm)
    - Use the US Medical School Compendium for info on programs outside of VSAS
  - **Electives Distribution Requirements**
Extramural & Other Special Electives Application

- Three Step Process –
  - Identify where
    - Through VSAS
    - Through AAMC Extramural Electives Compendium
    - Individual Institution website
  - Apply either through VSAS or separately
  - Submit paperwork to receive credit
Extramural & Other Special Electives

- **Process to receive credit, malpractice insurance issues**
  - Review list of current Agreements in the Office of the Registrar.
  - If not listed, send contact information to Office of the Registrar and we will try to secure an agreement.
- **Complete [Proposal for Extramural/Tailor-Made Form](http://sls.downstate.edu/student_affairs/CBCDT.html).** Attach acceptance letter/email. Obtain required signatures.
- See instructions for background check/drug testing

- **Research Electives, International Electives, Health Care in Developing Countries**
Visiting Student Application Service (VSAS)

Screenshots of Student Software
Step 1: Receive VSAS Authorizations

Authorizations will be created for you by Friday February 3. You will then receive a “VSAS: New User Instructions” e-mail with login information.

Dear Student User,

Welcome to the Visiting Student Application Service (VSAS)! Please use VSAS when applying for away electives at participating host institutions. A full list of host institutions can be found at [http://www.aamc.org/vsas/students](http://www.aamc.org/vsas/students).

Each host institution will make their electives available for application on a date of their choosing. You may view those institution-specific application dates in VSAS through your 'Institutions' tab.

**USER INFORMATION**
- AAMC username - STUDENT
- AAMC registered email address - Student@medschool.edu
- AAMC ID - 11111111 (that is not your AAMC password)

**LOG IN INSTRUCTIONS**
1. Go to [http://services.aamc.org/20/vsas/](http://services.aamc.org/20/vsas/)
2. Enter your AAMC user name
3. Enter your AAMC password (previously used for AMCAS, MCAT or Careers in Medicine)
4. Click 'Login'

**FORGOT YOUR PASSWORD?**
1. Go to [https://services.aamc.org/deportal2/index.cfm?function=login.request_password&thread=accounts.availableSystems](https://services.aamc.org/deportal2/index.cfm?function=login.request_password&thread=accounts.availableSystems)
2. Enter your AAMC username
3. Enter your AAMC registered e-mail address

Please use the e-mail address used when you first created this account for AMCAS, MCAT or Careers in Medicine. If you no longer have access to it, please contact VSAS for assistance.

**RESOURCES**
- VSAS Student web site - [http://www.aamc.org/programs/vsas/students/](http://www.aamc.org/programs/vsas/students/)
- Host Institution Application Requirements - access through your VSAS 'Institutions' tab after login

**AUTHORIZATIONS**
Albany Medical College has issued you 13 authorizations. Each authorization allows you to apply for one elective/date combination. Request additional authorizations through your school.

Please do not hesitate to contact us at vsas@aamc.org or (202) 473-9970 if you have any questions or concerns.

Sincerely,

VSAS
**Step 2: Complete Application Profile**

Provide general contact information including your core clerkship completion dates.

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### Application

You may edit your profile information at any point by using the "Edit" buttons. If you have already submitted an application, all changes will be sent to your home school and host institutions.

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Photograph</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Galager Michael Ananary</td>
</tr>
<tr>
<td><strong>AAMC ID</strong></td>
<td>12148792</td>
</tr>
<tr>
<td><strong>SSN</strong></td>
<td>12345678</td>
</tr>
<tr>
<td><strong>Birth date</strong></td>
<td>01/12/1979</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td>M</td>
</tr>
<tr>
<td><strong>School</strong></td>
<td>University of Tennessee Health Science Center Coll of Med</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:cmo@amc.org">cmo@amc.org</a></td>
</tr>
<tr>
<td><strong>Home Phone</strong></td>
<td>123-123-1234</td>
</tr>
<tr>
<td><strong>Mobile Phone</strong></td>
<td>123-123-1234</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>123 Pake Street</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Daney, CA 12345</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>CA</td>
</tr>
<tr>
<td><strong>Zip</strong></td>
<td>12345</td>
</tr>
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### Clerkships

<table>
<thead>
<tr>
<th>Clerkship</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine</td>
<td>02/15/2009</td>
</tr>
<tr>
<td>Surgery</td>
<td>--</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>--</td>
</tr>
<tr>
<td>Ob/gyn</td>
<td>--</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>--</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>--</td>
</tr>
<tr>
<td>Neurology</td>
<td>--</td>
</tr>
</tbody>
</table>

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### Verification Status

Your school verifies your data only after you submit your VSAS application(s).

<table>
<thead>
<tr>
<th>Status</th>
<th>Verbose</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td>Verified</td>
</tr>
</tbody>
</table>

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**View Questions**
Step 3: Review Host Institution Info

Use the "Institutions" tab to review the application requirements and date on which a VSAS host institution will post their electives and begin accepting applications.

**Institution Information - Howard University College of Medicine**

**Additional Application Requirements**

- **In addition to the VSAS application, we require:**
  - Letter of Recommendation
    - Only OB and IM and DERM require.
  - Personal Statement
  - Fingernail and Hand Hygiene Form - [Download form here](#)

- **USMLE Step 1 Score**
  - Required for Plastic Surgery electives only. See elective comments for more details.
  - Please upload ALL additional requirements into VSAS.

**Availability**

- Does the institution accept MD students for elective opportunities? **YES**

- What is the maximum number of weeks MD students can take electives? **8**

- Does the institution accept DO students for elective opportunities? **YES**

**Important Dates**

- Catalog Published: Beginning of April
- Applications Accepted: May 01 each year
- Applications Processed: Three months before start of elective

**Documents**

- Immunization Form

**VSAS Application Requirements**

- Photograph
- Curriculum Vitae
- Transcript
- Immunization Form

**Institution Websites**

- Institution Website
- Visiting Student Website
Step 4: Upload and Assign Documents

Use the “Documents” tab to upload your CV, photo, immunization forms, and supplemental documentation. Assign those documents to a specific host institution or elective application.
Step 5: Search for Electives

Browse electives at the VSAS host institutions once the institutions post their electives for review and application.
Step 6: Apply to Electives

Submit your applications by indicating your preferred order of elective requests, assign documents to applications, and submit your billing information for VSAS fees.

Johns Hopkins University School of Medicine

What are your intentions?

How many elective experiences would you like to be assigned at this host school?

1

In obtaining elective experiences at this school, which of the following is most important to you?

None

<table>
<thead>
<tr>
<th>#</th>
<th>Course</th>
<th>Dates</th>
<th>Edit Dates</th>
<th>Save for Later</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Neur 640: Advanced Pediatric Neurology Subinternship</td>
<td>04/20/2009 - 05/15/2009</td>
<td>edit dates</td>
<td>save for later</td>
</tr>
</tbody>
</table>
**Step 7: Track Offers**

Log in to VSAS to review your pending applications and accept or decline received offers.

<table>
<thead>
<tr>
<th>Date Applied</th>
<th>Date Released</th>
<th>Course Code</th>
<th>Course Description</th>
<th>Order</th>
<th>Preferred Date</th>
<th>Scheduled Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
</table>
Away Electives Timeline
Class of 2013

- **January**  
  Meeting to get Organized

- **February 3**  
  Authorizations created for VSAS

- **March**  
  Programs may begin to accept applications

- **March 27**  
  Class Meeting - Constructing your senior schedule

- **June 5**  
  Detailed class meeting on residency application process

- **August – November**  
  Schedule Away Electives
Questions

- Visit the Office of the Registrar website - Class Meeting Materials - for links to these slides and other important information!

  http://sls.downstate.edu/registrar/

- Email Registrar@downstate.edu

- Make an appointment to see Ms. Anne Shonbrun, College Registrar