Visiting Student Application Service (VSAS)

2017 Student Overview
The VSAS Application includes:

**Your Contact Information**
- Full Name
- AAMC ID
- Address
- Phone Number
- Email Address
- Emergency Contact
- Citizenship and Visa, if applicable

**Your Core Clerkships**
Includes dates core clerkships have been/will be completed.

**Your Elective Requests**
The electives and dates you are requesting

**Your Identification Information** *
- Last four digits of SSN
- Date of Birth
- Gender

* This is only displayed to a host if you accept their elective offer

**Your Verification Data**
Supporting verification data is supplied by your home school *(i.e. indicating you’re in good academic standing and the amounts of your liability insurance coverage)*

**Your Supporting Documents**
- Transcript
- Photograph
- Curriculum Vitae (CV)
- Immunization Form
- Other Supplemental Documentation
How do I use VSAS?

1. Receive Access to VSAS
2. Complete Application Profile
3. Review Host Requirements
4. Upload & Assign Documents
5. Search for & Apply to Electives
6. Track Applications
Step 1: Receive VSAS Authorizations

Request authorizations from your visiting student coordinator or student affairs office. 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.

Each host institution will make their electives available for application on a date of their choosing. You may review 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 (this is not your AAMC password)

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

FORGET YOUR PASSWORD?
1. Go to http://services.aamc.org/dsportal/index.cfm?fuseaction=login.request_password&thread=accounts.availableSystems
2. Enter your AAMC username
3. Enter your AAMC registered e-mail address
Note: this is the email 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/
Host Institution Application Requirements - access through your VSAS 'Institutions' tab

AUTHORIZATIONS
School of Medicine has issued you 10 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) 478-9878 if you have any questions or concerns.

Sincerely,

VSAS

To: Melissa
Subject: VSAS: New User Instructions
**Step 2: Complete Application Profile**

Provide core clerkship and contact information.

<table>
<thead>
<tr>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
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<tr>
<td><strong>AAMC ID</strong></td>
</tr>
<tr>
<td><strong>SSN</strong></td>
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<tr>
<td><strong>Birth date</strong></td>
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<tr>
<td><strong>Gender</strong></td>
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<tr>
<td><strong>School</strong></td>
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<tr>
<td><strong>Email Address</strong></td>
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<td><strong>Home Phone</strong></td>
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<td><strong>Mobile Phone</strong></td>
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<tr>
<td><strong>Emergency</strong></td>
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<tr>
<td><strong>Contact</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Clerkships</th>
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</thead>
<tbody>
<tr>
<td><strong>Internal Medicine</strong></td>
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<tr>
<td><strong>Surgery</strong></td>
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<tr>
<td><strong>Pediatrics</strong></td>
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<tr>
<td><strong>Ob/Gyn</strong></td>
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<tr>
<td><strong>Psychiatry</strong></td>
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<tr>
<td><strong>Family Medicine</strong></td>
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<tr>
<td><strong>Neurology</strong></td>
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<table>
<thead>
<tr>
<th>Verification Status</th>
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</thead>
<tbody>
<tr>
<td>Your school verifies your data only after you submit your VSAS application(s).</td>
</tr>
<tr>
<td><strong>Status</strong></td>
</tr>
</tbody>
</table>

[VSAS logo]
**Step 3: Review Host Requirements**

Review host application requirements, institution information, and when each will begin accepting applications.

### Institution Information - University College of Medicine

**Additional Application Requirements**

In addition to the VSAS application, we require:

- **Personal Statement**
- **Fingernail and Hand Hygiene Form** - [Download form here](#)

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

**Important Dates**

- Catalog Published: April 5
- Applications Accepted: May 1
- Applications Processed: June 1 for Aug-Oct electives and Aug 1 for Nov-Mar electives

**Sign up for Alert**

**Documents**

- Immunization Form

**VSAS Application Requirements**

- **X** Photograph
- ✔ Curriculum Vitae
- ✔ Transcript
- ✔ Immunization Form
Step 4: Upload & Assign Documents

Upload your CV, photo, immunization forms, and supplemental documentation. Assign those documents to a specific host institution or elective application.

*Only your medical school can upload transcripts.*
Step 5: Search for & Apply to Electives

Search through electives and save those you are interested in. When ready, select from your saved electives and submit an application.

Note for Students: You cannot apply to a host institution's 2012-2013 electives until they make them available for application. Use your Institutions tab to review each institution's application date.
### Step 6: Track Applications

Accept or decline received offers and monitor application statuses through your *Tracking* tab.

#### Applications

**View by:** Status  ●  School  ●  Date

<table>
<thead>
<tr>
<th>Date Applied</th>
<th>Date Released</th>
<th>Course Code</th>
<th>Order</th>
<th>Preferred Date</th>
<th>Scheduled Date</th>
<th>Status</th>
</tr>
</thead>
</table>

Accept or decline each elective offer by clicking the appropriate button. Please note the date on which each offer expires.