Visiting Student Application Service (VSAS)

Student Software Screenshots
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.
Step 2: Complete Application Profile

Provide general contact information, including core clerkship completion dates.
### 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 - 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 81 each year
- Applications Processed: before start of elective
- Three months

**Documents**

- Immunization Form

**VSAS Application Requirements**

- Photograph
- Curriculum Vitae
- Transcript
- Immunization Form

**Institution Websites**

- Institution Website
- Visiting Student Website
Step 4: Upload & 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.
Step 7: Track Offers

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