

Visiting Student Application Service (VSAS)

Information for Students

What is VSAS?

The Visiting Student Application Service (VSAS) is an Association of American Medical Colleges (AAMC) application for 4th year clinical away electives. This service includes a searchable database of electives, a short application, the ability to transmit supporting documentation, pay VSAS fees online, and track elective offers and schedules.

Do I need to use VSAS?

Students enrolled at a U.S. LCME accredited medical school or a participating COCA accredited AACOM member college are eligible to use VSAS. The following medical schools and teaching hospitals will use VSAS to receive applications during the 2012-2013 academic year from eligible students.

- Akron Children's Hospital
- Akron General Medical Center
- Albany Medical College
- Albert Einstein College of Medicine
- Baylor College of Medicine
- Baylor University Medical Center
- Baystate Medical Center
- Boston University
- Brody SOM at East Carolina University
- Cedars-Sinai Medical Center
- Cleveland Clinic
- Cook County Hospital
- Creighton University
- Dartmouth Medical School
- Detroit Medical Center
- Duke University
- Emory University
- Florida Hospital Orlando
- Geisinger Health System
- George Washington University
- Georgetown University
- Howard University
- Indiana University
- Kaiser Foundation Hospital
- Keck School of Medicine
- Lehigh Valley Health Network
- Loma Linda University
- Loyola University Chicago
- Maimonides Medical Center
- Maricopa Medical Center
- Medical College of Georgia
- Medical University of South Carolina
- Mercer University
- MetroHealth System
- Miami Children's Hospital
- Michigan State University College of Human Medicine
- Mount Sinai
- New York Medical College
- NIH Clinical Center
- North Shore – LIJ Health System
- Oakwood Hospital and Medical Center
- Ochsner Health System
- Ohio State University
- Oregon Health & Science University
- Orlando Health
- Pennsylvania State University
- Regions Hospital
- Rush Medical College
- Saint Louis University
- Southern Illinois University
- State University of New York at Buffalo
- State University of New York Downstate
- State University of New York Upstate
- Stony Brook University
- Summa Health
- Temple University
- Texas A&M Health Science Center
- Texas Tech Univ Health Sciences Center
- TTUHSC Paul L. Foster School of Medicine
- Tufts University
- Tulane University
- UMDNJ – New Jersey Medical School
- UMDNJ – Robert Wood Johnson Medical School
- University of Arizona
- University of Arkansas
- University of California, Davis
- University of California, Irvine
- University of California, San Diego
- University of California, San Francisco
- University of Chicago, Pritzker SOM
- University of Cincinnati
- University of Colorado Denver
- University of Connecticut
- University of Florida
- University of Hawaii
- University of Illinois at Peoria
- University of Kansas
- University of Kentucky
- University of Louisville
- University of Maryland
- University of Massachusetts
- University of Miami, Miller SOM
- University of Michigan
- University of Minnesota
- University of Mississippi
- University of Missouri - Columbia
- University of Missouri-Kansas City
- University of New Mexico
- University of North Carolina, Chapel Hill
- University of Oklahoma
- University of Rochester
- University of South Carolina
- University of South Florida
- University of Tennessee
- University of Texas Houston
- University of Texas HSC, San Antonio
- University of Texas Medical Branch at Galveston
- University of Texas Southwestern
- University of Utah
- University of Vermont
- University of Virginia
- University of Washington
- Vanderbilt University
- Wake Forest University
- Washington University in St. Louis
- Wayne State University
- Weill Cornell Medical College
- West Virginia University
- William Beaumont Hospital System
- Winthrop-University Hospital
- Wright State University
- Yale University

If you are *not* applying to one of these participating host institutions, please use the Extramural Electives Compendium (<http://services.aamc.org/eec/students/>) for visiting student application information.

How does VSAS work?

Step-by-step instructions on using VSAS are on page 3 of this document. Please note that application requirements and the date on which electives are available for application will vary from host institution to host institution.

Where can I review application requirements?

Application requirements will vary from host institution to host institution and may require you upload supplemental documentation through VSAS. Use your “Institutions” tab to review each host institution’s requirements.

When can I use VSAS?

You may *log in* to VSAS once your home school issues you VSAS authorizations. These authorizations typically come from the person or office that assists you with your fourth year schedule (i.e. the Registrars or Student Affairs offices). Authorizations not only grant you access to the software but also determine how many applications you are able to submit.

You may *submit applications* only when a VSAS host institution makes their electives available for application. This application date will vary from host institution to host institution, so please use your VSAS “Institutions” tab to research these dates. Typically, host institutions begin accepting applications in March, April, and May of each year for the upcoming academic year.

Questions?

Please visit our website, www.aamc.org/vsas, for general information. If you have further questions, please contact us at vsas@aamc.org or (202) 478-9878 (Monday – Friday, 9am-5pm ET).

How do I use VSAS?

The following seven steps outline the VSAS application process.

Step 1: Receive VSAS Authorizations

- Ask your visiting student coordinator or student affairs office to issue you authorizations to use VSAS.
- You will be sent a “VSAS: New User Instructions” e-mail with the information you need to log in to VSAS.

Step 2. Complete Application Profile

- Provide general and emergency contact information.
- Enter the dates on which you have *or will* have finished your core clerkships.

Step 3. Review Host Institution Information

- Review a host’s application and applicant requirements and date on which they will begin accepting applications through your “Institutions” tab.

Step 4. Upload and Assign Documents

- Upload any documentation required by a host (i.e. photo, CV, immunization records, or supplemental documentation). Assign those documents to a specific host institution or elective application.
- Your school is responsible for uploading your transcript.

Step 5. Search for Electives

- Browse electives at the VSAS host institutions by using the VSAS search form.
 - Search by keyword, specialty, state, institution name, campus, site, or elective start month.
- Save electives and dates in which you are interested. You may save the same elective multiple times with different dates.

Step 6. Apply to Electives

- Select one or more of your saved electives for which you wish to apply.
- Arrange the electives and dates you are applying, for each institution, in order of preference.
- Enter your credit card information (for VSAS application fees) and submit your application.
 - *Authorizations* – you must have received sufficient authorizations from your home school to cover your chosen electives. Each elective and date combination requires one authorization. If you need additional authorizations, please contact your visiting student coordinator or student affairs office.
 - *Fees* – VSAS application fees are based on the number of institutions being applied to, not the number of electives. A fee of \$35 is assessed for the first institution and \$15 per institution thereafter.

Step 7. Track Offers

- Log in to VSAS to review your pending applications and received offers.
- Accept or decline offers received from host institutions.
 - If you don’t respond to an offer, within a timeframe set by the host institution, it will expire.
- Drop already scheduled electives, reorder electives, or withdraw pending applications, if necessary.

A Tip. Read E-Mails

Make sure the e-mail address in your VSAS profile is current, as you will receive e-mails notifying you of:

- offers for electives and offers with impending expirations.
- electives applied for, but which are not available.
- scheduling conflicts between offered and/or already scheduled electives. These conflicts must be resolved 30 days before the start of the first elective.
- cancelled electives to which you have applied or been scheduled.