Visiting Student Application Service (VSAS)
Information for Students

VSAS — Visiting Student Application Service — AAMC

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 U.S. LCME and COCA accredited medical schools are eligible to use VSAS. The following medical schools and teaching hospitals will use VSAS to receive applications during the 2013-2014* 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 Univ Medical Center
- Baystate Medical Center
- Boston Univ SOM
- Brody SOM at East Carolina Univ
- Cedars-Sinai Medical Center
- Cleveland Clinic
- Cook County Hospital
- Cooper Medical School, Rowan Univ
- Creighton Univ SOM
- Detroit Medical Center
- Duke Univ SOM
- Emory Univ SOM
- Florida Hospital Orlando
- Geisinger Health System
- Geisel School of Medicine at Dartmouth
- George Washington Univ SOM
- Georgetown Univ SOM
- Good Samaritan Hospital (TriHealth)
- Herbert Wertheim College of Medicine
- Howard Univ SOM
- Indiana Univ SOM
- Kaiser Foundation Hospital
- Keck School of Medicine
- Lehigh Valley Health Network
- Loma Linda Univ SOM
- Loyola Univ Chicago Stritch SOM
- Maimonides Medical Center
- Maricopa Medical Center
- Medical College of Georgia
- Medical Univ South Carolina COM
- Mercer Univ SOM
- MetroHealth System
- Miami Children's Hospital
- Michigan State Univ CHM
- Mount Sinai SOM

- New York Medical College
- New York Presbyterian Healthcare System
- NIH Clinical Center
- North Shore – LIJ Health System
- Oakwood Hospital and Medical Center
- Ochsner Health System
- Ohio State Univ COM
- Oregon Health & Science Univ SOM
- Orlando Health
- Our Lady of the Lake Regional Medical Center
- Pennsylvania State Univ COM
- Quillen College of Medicine, ETSU
- Regions Hospital
- Rush Medical College
- Saint Louis Univ
- Southern Illinois Univ SOM
- Staten Island Univ Hospital
- Stony Brook Univ SOM
- Summa Health
- SUNY Buffalo SOM
- SUNY Downstate COM
- SUNY Upstate Medical Univ
- Temple Univ SOM
- Texas A&M Health Science Center COM
- Texas Tech Univ Health Sciences Center
- TTUHSC Paul L. Foster School of Medicine
- Tufts Univ SOM
- Tulane Univ SOM
- UMDNJ – New Jersey Medical School
- UMDNJ – Robert Wood Johnson Medical School
- Univ of Arizona COM
- Univ of Arkansas COM
- Univ of California, Davis SOM
- Univ of California, Irvine SOM
- Univ of California, San Diego SOM
- Univ of California, San Francisco SOM
- Univ of Chicago, Pritzker SOM
- Univ of Cincinnati COM
- Univ of Colorado Denver SOM
- Univ of Connecticut SOM

- Univ of Florida COM
- Univ of Hawaii, John A. Burns SOM
- Univ of Illinois COM at Peoria
- Univ of Kansas SOM
- Univ of Kentucky COM
- Univ of Louisville SOM
- Univ of Maryland SOM
- Univ of Massachusetts Medical School
- Univ of Miami, Miller SOM
- Univ of Michigan Medical School
- Univ of Minnesota Medical School
- Univ of Mississippi SOM
- Univ of Missouri - Columbia SOM
- Univ of Missouri-Kansas City SOM
- Univ of New Mexico SOM
- Univ of North Carolina, Chapel Hill SOM
- Univ of Oklahoma COM
- Univ of Rochester SOM and Dentistry
- Univ of South Carolina SOM
- USF Health Morsani College of Medicine
- Univ of Tennessee HSC COM
- Univ of Texas Medical School, Houston
- Univ of Texas Medical School, San Antonio
- Univ of Texas Medical Branch Galveston
- Univ of Texas Southwestern Medical School
- Univ of Utah SOM
- Univ of Vermont COM
- Univ of Virginia SOM
- Univ of Washington SOM
- Vanderbilt Univ SOM
- Wake Forest Univ SOM
- Washington Univ in St. Louis SOM
- Wayne State Univ SOM
- Weill Cornell Medical College
- West Virginia Univ Health Sciences
- William Beaumont Hospital System
- Winthrop-Univ Hospital
- Wright State Univ Boonshoft SOM
- Yale Univ SOM

* Additional host institutions will participate next year, please view the complete list at www.aamc.org/vsas in early 2013!

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.

VSAS Information for Students

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 (i.e. a host might accept applications in March 2013 for the upcoming 2013-2014 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.
    - o 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.
    - o *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.
    - o *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.
    - o 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.

VSAS 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.