

# 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 4<sup>th</sup> year clinical away electives. This service includes a searchable database of electives, a short application, and the ability to transmit supporting documentation, pay application fees online, and track elective offers and schedules.

### Do I need to use VSAS?

The following medical schools and teaching hospitals will use VSAS to receive applications during the 2011-2012 academic year from students enrolled at a U.S. LCME accredited medical school. If you wish to apply to any of these institutions, you will need to use VSAS to submit your application(s) to them.

- 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 School of Medicine at East Carolina University
- Cleveland Clinic
- Creighton University
- Dartmouth Medical School
- Duke University
- Emory University
- Geisinger Health System
- George Washington University
- Georgetown University
- Howard University
- Indiana University
- Keck School of Medicine, University of Southern California
- Lehigh Valley Health Network
- Loma Linda University
- Loyola University Chicago
- Maimonides Medical Center
- Medical College of Georgia
- Medical University of South Carolina
- Mercer University
- Mount Sinai
- New York Medical College
- NIH Clinical Center
- North Shore – LIJ Health System
- Ochsner Health System
- Ohio State University
- Oregon Health & Science University
- Orlando Health
- Pennsylvania State University
- Regions Hospital
- Riverside Methodist 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 University Health Sciences Center
- 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 School of Medicine
- University of Cincinnati
- University of Colorado Denver
- University of Connecticut
- University of Hawaii
- University of Iowa
- University of Kansas
- University of Kentucky
- University of Louisville
- University of Maryland
- University of Massachusetts
- University of Miami, Miller School of Medicine
- 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 at Chapel Hill
- University of Oklahoma
- University of Rochester
- University of South Florida
- University of Tennessee
- 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
- Wright State 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.

## Questions?

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

## How do I use VSAS?

The following 6 steps outline the VSAS application process.

### Step 1: Request 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 your Application Profile

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

### Step 3. Upload 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 4. Search for Electives

- Browse electives at the VSAS host institutions by using the VSAS search form.
  - Use the “Institutions” tab to review the date on which a VSAS host institution will begin accepting applications through VSAS and a list of their application requirements.
  - Search by keyword, specialty, state, institution name, campus 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 5. Apply to Electives

- Review each institution’s application requirements through your VSAS “Institutions” tab.
- 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 6. 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.

### Step 7. 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.