

# How VSAS is transforming the application process

## 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, the ability to pay application fees online, and tracking of offers and schedules.

## Do I need to use VSAS?

The following 63 schools will use VSAS to receive applications during the 2009-10 academic year. If you wish to apply to any of these schools, you will need to use VSAS to submit your application(s) to them.

- Albany Medical College
- Boston University
- Brody School of Medicine at East Carolina University
- Columbia University
- Creighton University
- Dartmouth Medical School
- Emory University
- George Washington University
- Georgetown University
- Loma Linda University
- Loyola University Chicago
- Medical University of South Carolina
- Mercer University
- Mount Sinai
- New York Medical College
- Ohio State University
- Oregon Health & Science University
- Pennsylvania State University
- Southern Illinois University
- State University of New York at Buffalo
- State University of New York Upstate
- Stony Brook University
- Temple University
- Texas A&M Health Science Center
- Tulane University
- University of Alabama
- University of Arizona
- University of Arkansas
- University of California, Irvine
- University of California, San Diego
- University of California, San Francisco
- University of Colorado Denver
- University of Connecticut
- University of Florida
- University of Hawaii
- University of Iowa
- University of Kansas
- University of Kentucky
- University of Louisville
- University of Massachusetts
- University of Miami Miller
- University of Michigan
- University of Minnesota
- University of Mississippi
- University of Missouri - Columbia
- University of Missouri-Kansas City
- University of Nevada
- 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 Southwestern
- University of Vermont
- University of Virginia
- University of Washington
- Vanderbilt University
- Wake Forest University
- Washington University in St. Louis
- Weill Cornell Medical College\*
- Wright State University

\* VSAS host school status pending

If you are *not* applying to one of these 63 schools, please use the Extramural Electives Compendium (<http://services.aamc.org/eec/students/>) for visiting student application information.

# VSAS Student Information

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## 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 school to host school.

## Where can I review application requirements?

Application requirements will vary from host school to host school and some required documents (i.e., letter of recommendation or a personal statement) may need to be submitted outside of VSAS. Use your VSAS “Schools” tab (available in early February 2009) to review each host school’s requirements.

## When can I use VSAS?

You may *log in* to VSAS once your home school issues you VSAS authorizations. These 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 school makes their electives available for application. This application date will vary from host school to host school so please use your VSAS “Schools” tab to research these dates. This “Schools” tab, application dates and requirements will be available in early February 2009.

## 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.

## 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 an e-mail with the information you need to log in to VSAS.

### Step 2. Complete your VSAS Profile

- Provide general and emergency contact information.
- Enter the dates you have or will have finished your core clerkships.
- Upload a photograph and/or CV (may be an optional requirement). Your school may upload your transcript and any required immunization forms on your behalf.

### Step 3. Search for Electives

- Browse electives at the VSAS host schools by using VSAS' search form.
  - Use the "Schools" tab to review the date on which a VSAS host school will post their electives and begin accepting applications through VSAS. These dates will vary from host school to host school.
  - Search by keyword, specialty, state, school name, campus or elective start month.
  - Refine your search by type of applicant accepted, fees charged, or dates offered.
- Save electives and dates in which you are interested. You may save the same elective multiple times with different dates.

### Step 4. Apply to Electives

- Review each school's application requirements through the "Schools" 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 school, in order of preference.
- Enter your credit card information (for 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 schools being applied to, not the number of electives. A fee of \$35 is assessed for the first school and \$15 per school thereafter.

### Step 5. Track Offers

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

### Step 6. 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.