VSAS Application Process

Step 1. Receive VSAS Authorizations
You will be emailed VSAS login instructions once your school issues authorizations.
- Each elective request requires one authorization
- Additional authorizations may be requested from your school

Step 2. Complete Application Profile
Provide contact information and the dates on which you have or will have finished your core clerkships.

Step 3. Review Host Institution Information
Review the VSAS Institutions tab for host-specific requirements and dates on which applications will be accepted.

Step 4. Upload and Assign Documents
Upload and assign required documents to a specific host institution or elective request.
- Photo, CV, and immunization records are often required
- Additional documentation is required by some hosts
- Transcripts may only be uploaded by your home medical school

Step 5. Search for Electives
Browse electives by keyword, specialty, institution name, state, and/or elective start month. Save electives to apply for later.

Step 6. Apply to Electives
Select saved electives (with preferred dates) for which you are applying and -
- arrange elective requests in order of preference
- review, edit, and upload required documentation
- pay VSAS fees and submit your application

Your medical school will then add additional data about you before ‘releasing’ your applications to host institutions.

Step 7. Track Offers
Review application statuses and host decisions through the VSAS Tracking tab.
- Accept or decline offers before offers expire
- Withdraw pending applications, or drop accepted offers, if necessary

VSAS Tip. Read E-Mails
Make sure the e-mail address on your Application tab is current, as you will receive e-mails notifying you of -
- offers for electives and offers soon to expire
- electives applied for but which are not available
- scheduling conflicts between scheduled electives