

Where Do I Go for Non-Established Elective and Sub-Internship Application Requirements?

As you prepare applications and forms for non-established rotations, you will find that each institution has different requirements. Here are some of the common items you may need and the offices you can contact for assistance.

Background Check – Office of Clinical Education

Email: Clinical.Education.Office@Dartmouth.edu

Statement of Liability Insurance Coverage – Geisel Registrar's Office

The **Letter of Good Standing/Away Rotations** confirms liability insurance coverage in the amounts of \$1 MM per occurrence and \$3 MM aggregate. Complete the [Letter Request Form](#).

Certificate of Insurance – Geisel Registrar's Office

This certificate provides more detailed information on liability insurance coverage, including the policy number and effective/expiration dates with limits. The away site is listed as the certificate holder.

Drug Screening – Office of Clinical Education

Email: Clinical.Education.Office@Dartmouth.edu

Immunization Forms – Dick's House: Dartmouth College Health Service

Phone: 603-646-9400

<http://www.dartmouth.edu/~health/>

Letter Requests/Training Date Verifications – Geisel Registrar's Office

Complete the [Letter Request Form](#).

Letters of Recommendation – Geisel Registrar's Office

Our office can upload Letters of Recommendation to VSAS for you if you need them to be marked private so you cannot read the contents.

Mask Fit Test Results – Call DHMC Safety and Environmental Programs at 603-650-7233

OR contact the Office of Clinical Education by email Clinical.Education.Office@Dartmouth.edu

Statement of Personal Health Insurance Coverage – Geisel Registrar's Office

Our office states that you are covered by personal health insurance within the **Letter of Good Standing/Away Rotations**. Complete the [Letter Request Form](#). If proof of personal health insurance is required, you need to make copies of your insurance cards to include with your application.

USMLE Step Examination Scores – Contact the USMLE directly for a copy of your score report.

<http://www.usmle.org/transcripts/>

** The Geisel Registrar's Office does not release USMLE examination scores. **

Transcripts – Geisel Registrar's Office

Students place transcript requests online. Our office uploads transcripts to VSAS. See [Transcript Ordering Guide](#).

VSAS Verification Statements – Geisel Registrar’s Office

Our office is automatically notified to certify statements once you submit your first application within VSAS.

Please remember once an institution approves you for a non-established rotation you are required to request final approval from the Geisel School of Medicine. To obtain this approval you will need to complete the online [Non-Established Elective / Sub-I Application](#). To receive credit and to be covered by liability insurance your application must be submitted 4 weeks before the start date of the elective or sub-internship.

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Fax: 603-650-2244
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