



Tomorrow's Doctors, Tomorrow's Cures

# Visiting Student Application Service (VSAS)

## 2017 Student Overview

---

Learn

---

Serve

---

Lead



Association of  
American Medical Colleges

# The VSAS Application includes:

## Your Contact Information

- ❖ Full Name
- ❖ AAMC ID
- ❖ Address
- ❖ Phone Number
- ❖ Email Address
- ❖ Emergency Contact
- ❖ Citizenship and Visa, if applicable

## Your Core Clerkships

Includes dates core clerkships have been/will be completed.

## Your Elective Requests

The electives and dates you are requesting

## Your Identification Information\*

- ❖ Last four digits of SSN
- ❖ Date of Birth
- ❖ Gender

\* This is only displayed to a host if you accept their elective offer

## Your Verification Data

Supporting verification data is supplied by your home school (*i.e. indicating you're in good academic standing and the amounts of your liability insurance coverage*)

## Your Supporting Documents

- ❖ Transcript
- ❖ Photograph
- ❖ Curriculum Vitae (CV)
- ❖ Immunization Form
- ❖ Other Supplemental Documentation

# How do I use VSAS?

- 1 Receive Access to VSAS
- 2 Complete Application Profile
- 3 Review Host Requirements
- 4 Upload & Assign Documents
- 5 Search for & Apply to Electives
- 6 Track Applications

# Step 1: Receive VSAS Authorizations

Request authorizations from your visiting student coordinator or student affairs office.

You will then receive a *VSAS: New User Instructions* e-mail with login information.

To: Melissa  
Subject: VSAS: New User Instructions

Dear Student User,

Welcome to the Visiting Student Application Service (VSAS)! Please use VSAS when applying for away electives at participating host institutions. A full list of host institutions can be found at <http://www.aamc.org/vsas/students>.

Each host institution will make their electives available for application on a date of their choosing. You may review those institution-specific application dates in VSAS through your 'Institutions' tab.

**USER INFORMATION**  
AAMC username - STUDENT  
AAMC registered email address - [student@medschool.edu](mailto:student@medschool.edu)  
AAMC ID - 11111111 (this is not your AAMC password)

**LOG IN INSTRUCTIONS**  
1. Go to <http://services.aamc.org/20/vsas/>  
2. Enter your AAMC user name  
3. Enter your AAMC password (previously used for AMCAS, MCAT or Careers In Medicine)  
4 Click 'Login'

**FORGOT YOUR PASSWORD?**  
1. Go to [https://services.aamc.org/dsportal/index.cfm?fuseaction=login.request\\_password&thread=accounts.availableSystems](https://services.aamc.org/dsportal/index.cfm?fuseaction=login.request_password&thread=accounts.availableSystems)  
2. Enter your AAMC username  
3. Enter your AAMC registered e-mail address  
Note: this is the email address used when you first created this account for AMCAS, MCAT or Careers in Medicine. If you no longer have access to it, please contact VSAS for assistance.

**RESOURCES**  
VSAS QuickStart card - <http://www.aamc.org/vsas/studentquickstart.pdf>  
VSAS Student web site - <http://www.aamc.org/programs/vsas/students/>  
Host Institution Application Requirements - access through your VSAS 'Institutions' tab

**AUTHORIZATIONS**  
School of Medicine has issued you 10 authorizations. Each authorization allows you to apply for one elective/date combination. Request additional authorizations through your school.

Please do not hesitate to contact us at [vsas@aamc.org](mailto:vsas@aamc.org) or (202) 478-9878 if you have any questions or concerns.

Sincerely,  
VSAS

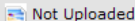

# Step 2: Complete Application Profile

Provide core clerkship and contact information.

<b>Main</b>	<b>Institutions</b>	<b>Application</b>	<b>Documents</b>	<b>Electives</b>	<b>Tracking</b>
-------------	---------------------	--------------------	------------------	------------------	-----------------

## Application

You may edit your profile information at any point by using the "Edit" buttons. If you have already submitted an application, all changes will be sent to your home school and host institutions.

<b>Contact Information</b>		<b>Edit</b>
<b>Name</b>	Galagar Michael Ananary	<b>Photograph</b> 
<b>AAMC ID</b>	12144792	
<b>SSN</b>	*****9999	
<b>Birth date</b>	01/12/1979	
<b>Gender</b>	M	
<b>School</b>	University of Tennessee Health Science Center Coll of Med	
<b>Email Address</b>	<a href="mailto:arafi@aamc.org">arafi@aamc.org</a> 	
<b>Home Phone</b>	123-123-1234	
<b>Mobile Phone</b>		
<b>Address</b>	123 Fake Street Disney, CA 12345	
<b>Emergency Contact</b>	Sam 220.222.2234	

<b>Clerkships</b>		<b>Edit</b>
<b>Internal Medicine</b>	02/15/2009	
<b>Surgery</b>	--	
<b>Pediatrics</b>	--	
<b>Ob/Gyn</b>	--	
<b>Psychiatry</b>	--	
<b>Family Medicine</b>	--	
<b>Neurology</b>	--	

<b>Verification Status</b>	
Your school verifies your data <i>only</i> after you submit your VSAS application(s).	
<b>Status</b>	Verified
<a href="#">View Questions</a>	

# Step 3: Review Host Requirements

Review host application requirements, institution information, and when each will begin accepting applications.

[Main](#) | [Institutions](#) | [Application](#) | [Documents](#) | [Electives](#) | [Tracking](#)

## Institution Information - University College of Medicine

[Return to previous page](#)

### Additional Application Requirements

**In addition to the VSAS application, we require:**

**Personal Statement**  
**Fingernail and Hand Hygiene Form** - [Download form here](#)

Please upload ALL additional requirements into VSAS.

### Availability

Does the institution accept MD students for elective opportunities?

YES

What is the maximum number of weeks MD students can take electives?


8

### Important Dates

- ▶ Catalog Published: April 5
- ▶ Applications Accepted: May 1
- ▶ Applications Processed: June 1 for Aug-Oct electives and Aug 1 for Nov-Mar electives

[Sign up for Alert](#)

### Documents

 [Immunization Form](#)





### VSAS Application Requirements

- ✗ Photograph
- ✓ Curriculum Vitae
- ✓ Transcript
- ✓ Immunization Form

# Step 4: Upload & Assign Documents

Upload your CV, photo, immunization forms, and supplemental documentation. Assign those documents to a specific host institution or elective application.

*Only your medical school can upload transcripts.*

Main	Institutions	Application	Documents	Electives	Tracking
<b>Documents</b>					
<b>Photo</b>					
Acceptable photo file formats include: a JPG, GIF, or PNG image under 1 MB. Only one photo may be uploaded per applicant.					
 <b>ms01.jpg</b> Uploaded on 02/22/2012 <span>Edit</span> <span>Delete</span>					
<b>Assigned to:</b> All (5) Host Institutions <span>View Details</span>					
<b>Curriculum Vitae</b>					
Acceptable CV file formats include: a DOC, PDF or TIFF file under 2 MB. Only one CV may be uploaded per applicant.					
 <b>CV.pdf</b> Uploaded on 02/22/2012 <span>Edit</span> <span>Delete</span>					
<b>Assigned to:</b> All (5) Host Institutions <span>View Details</span>					
<b>Transcript</b>					
Your transcript can only be uploaded by your home school. Assign your transcript to one or more host institutions only after it has been uploaded. Students do not have the ability to view the contents of their uploaded transcript file.					
 <b>Not Uploaded</b> Your transcript can only be uploaded by your home school.					
<b>Assigned to:</b> N/A					
<b>Immunization Forms (2 of 5)</b>					
Immunization forms can only be uploaded <i>during and after</i> submission of your VSAS application(s). To access a host institution's immunization form in advance, use your <a href="#">Institutions tab</a> .					
Acceptable file formats include: a DOC, PDF or TIFF file under 3MB. Only one file can be uploaded per institution, please merge multiple files into one.					
 <b>SOM (Required)</b> <a href="#">Download Host Template</a> Not Uploaded <span>Upload</span>					



# Step 5: Search for & Apply to Electives

Search through electives and save those you are interested in.  
When ready, select from your saved electives and submit an application.

**Elective Search Results**

**Note for Students:** You cannot apply to a host institution's 2012-2013 electives until they make them available for application. Use your [Institutions tab](#) to review each institution's application date.

**Search for electives**

Catalog Year:

Keywords:

Specialty:

State:

Institution:

Campus:

Site:

Elective Starts In:

Available to MD students

Available to DO students

Available to international students

Institution does not charge processing/tuition fees

[Start New Search](#)

**Elective Search Results**

records: 1 - 25 of 356

Elective	Specialty	Institution	Availability	Duration	Catalog
<a href="#">705-544: Clinical Genetics</a>	Medical Genetics	College of Medicine Texas Children's Hsp, BTGH	<input type="checkbox"/> MD <input type="checkbox"/> DO	4 weeks	2011
<a href="#">2: Pediatric Special</a>	Pediatrics	College of Medicine AAMC	<input type="checkbox"/> MD <input type="checkbox"/> DO	4 weeks	2011
<a href="#">410-502: Obstetric Anesthesiology</a>	Anesthesiology	College of Medicine Ben Taub Hosp.	<input type="checkbox"/> MD <input type="checkbox"/> DO	4 weeks	2011
<a href="#">520-516A: Care of the Normal New</a>	Pediatrics	College of Medicine Ben Taub General Hosp.	<input type="checkbox"/> MD <input type="checkbox"/> DO	4 weeks	2011
<a href="#">430-505: Pediatric Dermatology</a>	Dermatology	College of Medicine Texas Children's Hosp.	<input type="checkbox"/> MD <input type="checkbox"/> DO	4 weeks	2011
<a href="#">450-503A: Outpatient Geriatrics at I</a>	Internal Medicine	College of Medicine Ben Taub Hosp.	<input type="checkbox"/> MD <input type="checkbox"/> DO	4 weeks	2011
<a href="#">450-526F: VAMC Academic Clinical</a>	Internal Medicine	College of Medicine Veteran's Affairs Hosp.	<input type="checkbox"/> MD <input type="checkbox"/> DO	4 weeks	2011
<a href="#">450-515B: Clinical Cardiology</a>	Internal Medicine	College of Medicine Kelsey Seybold Clinic	<input type="checkbox"/> MD <input type="checkbox"/> DO	4 weeks	2011
<a href="#">450-515C: Cardiology Consult (BTC</a>	Internal Medicine	College of Medicine Ben Taub Hosp.	<input type="checkbox"/> MD <input type="checkbox"/> DO	4 weeks	2011
<a href="#">450-515D: Cardiology CCU</a>	Internal Medicine	College of Medicine	<input type="checkbox"/> MD <input type="checkbox"/> DO	4 weeks	2011

print export



# Step 6: Track Applications

Accept or decline received offers and monitor application statuses through your *Tracking* tab.

Main Institutions Application Documents Electives **Tracking**

## Applications

View by:  Status  School  Date

Summary Scheduled Electives (0) **Elective Offers (2)** Pending Apps. (6) Denied/Ineligible Apps. (0) Declined Offers (0) Dropped Electives (0)

Accept or decline each elective offer by clicking the appropriate button. Please note the date on which each offer expires.

Date Applied	Date Released		Course De	Order	Preferred Date	Scheduled Date	Status	
02/09/2009	02/09/2009		EM: Emerge 2 Any Medic		03/11/2009 - 04/08/2009	03/11/2009 - 04/08/2009	Offered Expires: 02/23/2009	<b>Accept</b> <b>Decline</b>
02/09/2009	02/09/2009		Obs 201.3: I 1 Any Medic		03/27/2009 - 04/10/2009	03/27/2009 - 04/10/2009	Offered Expires: 02/23/2009	<b>Accept</b> <b>Decline</b>

print export rows:2



Tomorrow's Doctors, Tomorrow's Cures

---

Learn

---

Serve

---

Lead

Association of  
American Medical Colleges