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.

**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 VSLO 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
   The *Letter of Good Standing/Away Rotations* states that all Geisel students are required to hold personal health insurance. 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 VSLO. See Transcript Ordering Guide.
**VSLO Verification Statements** – Geisel Registrar’s Office

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

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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One Medical Center Drive  
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Fax: 603-650-2244  
[Geisel.Registrar@dartmouth.edu](mailto:Geisel.Registrar@dartmouth.edu)