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/](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.  
** 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](#).

Updated 5/2/2017
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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