Visiting Student Application Service (VSAS)

2016 Student Overview
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.

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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](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
AAMC ID - 1111111 (this is not your AAMC password)

**LOG IN INSTRUCTIONS**
1. Go to [http://services.aamc.org/20/vsas/](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 Student web site - [http://www.aamc.org/programs/vsas/students/](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 or (202) 478-9878 if you have any questions or concerns.

Sincerely,

VSAS
## Step 2: Complete Application Profile

Provide core clerkship and contact information.

### Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Galagar Michael Anany</td>
</tr>
<tr>
<td>AAMC ID</td>
<td>121445792</td>
</tr>
<tr>
<td>SSN</td>
<td>99999999</td>
</tr>
<tr>
<td>Birth date</td>
<td>01/12/1979</td>
</tr>
<tr>
<td>Gender</td>
<td>N</td>
</tr>
<tr>
<td>School</td>
<td>University of Tennessee Health Science Center Coll of Med</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:acraft@aamc.org">acraft@aamc.org</a></td>
</tr>
<tr>
<td>Home Phone</td>
<td>123-123-1234</td>
</tr>
<tr>
<td>Mobile Phone</td>
<td>123 Fake Street, Disney, CA 12345</td>
</tr>
<tr>
<td>Address</td>
<td>123 Fake Street</td>
</tr>
<tr>
<td>Emergency</td>
<td>Sams</td>
</tr>
<tr>
<td>Contact</td>
<td>220.222.2234</td>
</tr>
</tbody>
</table>

### Clerkships

<table>
<thead>
<tr>
<th>Clerkship</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine</td>
<td>02/15/2009</td>
</tr>
<tr>
<td>Surgery</td>
<td>--</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>--</td>
</tr>
<tr>
<td>Ob/Gyn</td>
<td>--</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>--</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>--</td>
</tr>
<tr>
<td>Neurology</td>
<td>--</td>
</tr>
</tbody>
</table>

### Verification Status

Your school verifies your data only after you submit your VSAS application(s).

Status: Verified
Step 3: Review Host Requirements

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

Institution Information - University College of Medicine

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.*

<table>
<thead>
<tr>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Photo</strong></td>
</tr>
<tr>
<td>Acceptable photo file formats include: a JPG, GIF, or PNG image under 1 MB. Only one photo may be uploaded per applicant.</td>
</tr>
<tr>
<td><img src="" alt="msu1.jpg" /> Uploaded on 02/22/2012</td>
</tr>
<tr>
<td><strong>Assigned to:</strong> All (5) host institutions</td>
</tr>
<tr>
<td><strong>Curriculum Vitae</strong></td>
</tr>
<tr>
<td>Acceptable CV file formats include: a DOC, PDF or TIFF file under 2 MB. Only one CV may be uploaded per applicant.</td>
</tr>
<tr>
<td><img src="" alt="CV.pdf" /> Uploaded on 02/22/2012</td>
</tr>
<tr>
<td><strong>Assigned to:</strong> All (5) host institutions</td>
</tr>
<tr>
<td><strong>Transcript</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><img src="" alt="Not Uploaded" /></td>
</tr>
<tr>
<td><strong>Assigned to:</strong> N/A</td>
</tr>
<tr>
<td><strong>Immunization Forms (2 of 5)</strong></td>
</tr>
<tr>
<td>Immunization forms can only be uploaded during and after submission of your VSAS application(s). To access a host institution’s immunization form in advance, use your Institutions tab. 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.</td>
</tr>
<tr>
<td><img src="" alt="SOM (Required) Download Host Template" /> Not Uploaded</td>
</tr>
</tbody>
</table>

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*VSAS* 
Visiting Student Application Service

*AAMC*
Search through electives and save those you are interested in. When ready, select from your saved electives and submit an application.
Step 6: Track Applications

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

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

<table>
<thead>
<tr>
<th>Date Applied</th>
<th>Date Released</th>
<th>Course Code</th>
<th>Order</th>
<th>Preferred Date</th>
<th>Scheduled Date</th>
<th>Status</th>
<th>Expires</th>
<th>Accept</th>
<th>Decline</th>
</tr>
</thead>
</table>