

# 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.

**VSAS**  
Visiting Student  
Application Service



From: vsasnotifications  
To: Allison Rafti  
Cc:  
Subject: VSAS: New User Instructions

Sent: Fri 12/10/2010 12:57 PM

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/dsportal2/index.cfm?fuseaction=login.request\\_password&thread=accounts.availableSystems](https://services.aamc.org/dsportal2/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 after login

**AUTHORIZATIONS**  
Albany Medical College has issued you 13 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 and Certify your Profile

Provide general contact information including your Core Clerkship completion dates.

**VSAS**  
Visiting Student  
Application Service



<b>Main</b>	<b>Institutions</b>	<b>Application</b>	<b>Documents</b>	<b>Electives</b>	<b>Tracking</b>
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### 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:araffi@aamc.org">araffi@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: Upload Documents

Use the "Documents" tab to upload required and optional documents, including CV, photograph, supplemental documentation and immunization forms. Immunizations can only be uploaded after you have submitted an application to that host institution.

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Application Service



**\*\*The ability to upload supplemental documents will become available by early February 2011\*\***

Main	Institutions	Application	Documents	Electives	Tracking
<b>Documents</b>					
<b>Photo</b>					
Not Uploaded <span style="float: right;"><a href="#">Upload</a></span>					
Assigned to: N/A					
<b>Curriculum Vitae</b>					
StudentCV.pdf Uploaded on 12/01/2010 <span style="float: right;"><a href="#">Edit</a> <a href="#">Delete</a></span>					
Assigned to: 0 of 1 Host Institutions <span style="float: right;"><a href="#">View Details</a></span>					
<b>Transcript</b>					
Uploaded on 12/01/2010 by Univ Tennessee HSC COM <span style="float: right;"><a href="#">Edit</a> <a href="#">Delete</a></span>					
Assigned to: 0 of 1 Host Institutions <span style="float: right;"><a href="#">View Details</a></span>					
<b>Immunization Forms (0 of 1)</b>					
Immunization Forms can only be uploaded <i>after</i> you submit your VSAS application(s). To access a host institution's immunization form ahead of time, use your <a href="#">Institutions tab</a> . Please note only one file can be uploaded per institution. Merge multiple files into one file ahead of time.					
Oregon Health & Science SOM (Optional) <a href="#">Download Host Template</a> Not Uploaded <span style="float: right;"><a href="#">Upload</a></span>					
<b>Supplemental Documents (1)</b> <span style="float: right;"><a href="#">Upload Supplemental</a></span>					
New Document 2 Newdocument2.pdf Uploaded on 12/01/2010 <span style="float: right;"><a href="#">Edit</a> <a href="#">Delete</a></span>					
Assigned to: 0 of 1 Applications <span style="float: right;"><a href="#">View Details</a></span>					
<span style="float: right;"><a href="#">Upload Supplemental</a></span>					

# Step 4: Review Host Institution Details

Use the “Institutions” tab to review the application requirements and date on which a VSAS host institution will post their electives and begin accepting applications.

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Application Service



Main	Institutions	Application	Documents	Electives	Tracking
<b>Institution Information - Health System</b>					
<b>Dates</b>					
When is the course catalog normally loaded?					
<input type="text" value="March 20"/>					
What is the earliest date applications are accepted?					
<input type="text" value="April 1"/>					
What is the earliest date visiting student applications will be processed?					
<input type="text" value="May 2"/>					
What is the maximum number of weeks US students can take electives?					
<input type="text" value="4"/>					
What is the maximum number of weeks international students can take electives?					
<input type="text" value="0"/>					
<b>Important Dates</b>					
▶ Catalog Published: March 20					
▶ Applications Accepted: April 1					
▶ Applications Processed: May 2					
<b>Documents</b>					
<a href="#">Immunization Form</a>					
<b>VSAS Application Requirements</b>					
<input checked="" type="checkbox"/> Photograph					
<input checked="" type="checkbox"/> Curriculum Vitae					
<input checked="" type="checkbox"/> Transcript					
<input checked="" type="checkbox"/> Immunization Form					
<b>Institution Websites</b>					
▶ <a href="#">Institution Website</a>					

# Step 5: Search for Electives

Browse electives at the VSAS host institutions once the institutions post their electives for review and application.

Main
Institutions
Application
Documents
Electives
Tracking

## Elective Search Results (27)

Click on an elective or school name to view more detailed information. Save an elective, for application later, by clicking "save elective".

**Note for Students:** You cannot apply to a host school until they make their electives available for application. Use your [Schools tab](#) to review each school's application date.

### Refine Search

**Keywords**

**Specialty**

**State**

**School**

**Campus**

Osteopathic Students?

International Students?

Processing/Tuition Fees?

**Elective Starts In**

[Start New Search](#)
Refine

Elective ▲	Specialty	School	Availability	Duration	Catalog Year	
<a href="#">13-15: Medical Gene</a>	Medical Genetics	<a href="#">Any College of Medicine</a>	MD	4 weeks	2011 - 2012	<a href="#">save elective</a>
<a href="#">13-16: Research in</a>	Medical Genetics	<a href="#">Smith Teaching Hospital</a>	MD	4 weeks	2011 - 2012	<a href="#">save elective</a>
<a href="#">15-01: Diagnostic R</a>	Radiology-Diagnost	<a href="#">College of Medicine</a>	MD	4 weeks	2011 - 2012	<a href="#">save elective</a>
<a href="#">18-01: Urology</a>	Urology	<a href="#">College of Medicine</a>	MD	4 weeks	2011 - 2012	<a href="#">save elective</a>
<a href="#">18-02: Urology Rese</a>	Urology	<a href="#">Smith Teaching Hospital</a>	MD	4 weeks	2011 - 2012	<a href="#">save elective</a>
<a href="#">CAR: Cardiology</a>	Internal Medicine	<a href="#">Smith Teaching Hospital</a>	MD	4 weeks	2011 - 2012	<a href="#">save elective</a>
<a href="#">CCU: Cardiac Intens</a>	Internal Medicine	<a href="#">Any College of Medicine</a>	MD	2 weeks	2011 - 2012	<a href="#">save elective</a>
<a href="#">EM: Emergency Med</a>	Emergency Medicin	<a href="#">Any College of Medicine</a>	MD	4 weeks	2011 - 2012	<a href="#">save elective</a>
<a href="#">EM: Emergency Med</a>	Emergency Medicin	<a href="#">Any College of Medicine</a>	MD	2 weeks	2011 - 2012	<a href="#">save elective</a>
<a href="#">IM: Advanced Clinic</a>	Internal Medicine	<a href="#">Smith Teaching Hospital</a>	MD	4 weeks	2011 - 2012	<a href="#">save elective</a>

print
 export
 rows:27

# Step 6: Apply to Electives

Review each institution's application requirements (through the "Institutions" tab) and then submit your applications.

Main | Institutions | Application | Documents | **Electives** | Tracking

## Apply for Electives

- Step 1: Order & Verify**
- Step 2: Upload Documents
- Step 3: Billing Information
- Step 4: Review
- Step 5: Receipt

### Step 1: Order & Review

To indicate your preferences, order each school's electives by "dragging and dropping"\* and answer the school specific questions. This elective ordering and your answers are editable after submission. Click "save for later" to place the elective back in your saved electives list.

Electives listed in gray, and which cannot be dragged and dropped below, indicate electives to which you've already applied. You may change their order by using your "Applications" tab.

\*To "drag and drop", place your mouse on top of an elective, click when you see the plus sign, and drag above or below your other electives. Release mouse.

#### Johns Hopkins University School of Medicine

##### What are your Intentions?

How many elective experiences would you like to be assigned at this host school?

1

In obtaining elective experiences at this school, which of the following is most important to you:

None

# 1	Neur 640: Advanced Pediatric Neurology Subinternship	04/10/2009 - 05/15/2009	<a href="#">edit dates</a>	<a href="#">save for later</a>
# 2	Neur 640: Advanced Pediatric Neurology Subinternship	06/19/2009 - 07/24/2009	<a href="#">edit dates</a>	<a href="#">save for later</a>

Exit Next

# Step 6: Track Offers

Log in to VSAS to review your pending applications and accept or decline received offers.



**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: Emergen Any Medic	2	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 Any Medic	1	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