

What is VSAS?

VSAS is a standardized, online application for 4th year clinical away electives and provides:

- a short, standardized application
- a searchable database of electives
- one location for all application materials
- tracking of application statuses
- the ability to transmit supporting documentation

Do I need to use VSAS?

Students submit VSAS applications if enrolled at a U.S. LCME or COCA accredited medical school and applying to a participating VSAS host institution (see www.aamc.org/vsas for participating list).

How does it work?

A step-by-step guide is on page 2.

Where can I review application requirements?

In addition to the standard VSAS application, hosts may have additional supplemental requirements. Each institution's requirements are accessible through the VSAS *Institutions* tab.

When can I log in?

You may log in once your medical school provides you access by issuing you 'VSAS authorizations'. This typically happens January through March.

When can I submit applications?

You may submit applications only when a VSAS host is ready to receive applications. These application dates vary between institutions and are listed on the VSAS *Institutions* tab. Hosts typically begin accepting applications March through May for the upcoming academic year.

Questions?

Please visit our website, www.aamc.org/vsas, for general information or contact our VSAS Help Desk:

Phone: 202-478-9878

Email: vsas@aamc.org

Hours: 9:00am – 5:00pm ET (Monday thru Friday)

Step 1. Receive Access to VSAS

Your school must provide you access to VSAS before you may login. This access will be granted by your school issuing you 'VSAS authorizations' and then you will receive a VSAS login instruction email.

- Each elective request requires one authorization
- Additional authorizations may be requested from your school

Step 2. Complete Application Profile

Provide contact information and the dates on which you have *or will* have finished your core clerkships.

Step 3. Review Host Institution Information

Review the VSAS *Institutions* tab for host-specific requirements and dates on which applications will be accepted.

Step 4. Upload and Assign Documents

Upload and assign required documents to a specific host institution or elective request.

- Photo, CV, and immunization records are often required
- Additional documentation is required by some hosts
- Transcripts may only be uploaded by your home medical school

Step 5. Search for Electives

Browse electives by keyword, specialty, institution name, state, and/or elective start month. Save electives to apply for later.

Step 6. Apply to Electives

Select saved electives (with preferred dates) for which you are applying and -

- arrange elective requests in order of preference
- review, edit, and upload required documentation
- pay VSAS fees and submit your requests (*\$35 for first host applied to and \$15 for each host thereafter*)

Your medical school will then add additional data about you before releasing your applications to host institutions.

Step 7. Track Offers

Review application statuses and host decisions through the VSAS *Tracking* tab.

- Accept or decline offers before offers expire
- Withdraw pending applications, or drop accepted offers, if necessary

VSAS Tip. Read E-Mails

Make sure the e-mail address on your *Application* tab is current, as you will receive e-mails notifying you of -

- offers for electives and offers soon to expire
- electives applied for but which are not available
- scheduling conflicts between scheduled electives