

# Step 1: Login

- Log into VSAS at: <a href="mailto:apps.aamc.org/vsas">apps.aamc.org/vsas</a>
- When you login you will be directed to the VSAS home page:

ly Applications				
O Applications in Progress	O Applications Under Review	O Pending Offers	O Awaiting Further Action	
VIEWALL	VIEWALL	VIEW ALL	VIEW ALL	

## Step 2: Enter Personal Information & Academic Information

- Click on the "My Application" tab •
- Fill out your Personal Information and Academic Information: •

AAMC Main My Applica	tion Find Electives Institutions I	My Documents Tracking	
risiting Student Application	Service (VSAS) / Application / Acad	Semic Information	
Personal Information A	cademic Information Ad Electives	Requirements Preferences Application Summary	Pay and Submit

## **Step 3: Upload Documents**

#### To Upload Documents, click on the "My Documents" tab

Documents uploaded here can be used to	fulfill host requirements when submitting applications	5.		
Enter document name		30		Show/Hide Columns 🗸 Display: 10 🗸
Select a Bulk Action 🗸				Showing 1 - 6 of 6 record
Name Name	File Type	Date Uploaded	Uploaded By	Actions
Visiting Student Immunization Form.pdf	Document	03/22/2018 09:33 PM	Student	Le Downlood
LOR.	Document	03/09/2018 09:29 AM	Home Institution	Download     Kemove
curriculum vitae_03052018.pdf	Document	03/25/2018 06:34 PM	Student	🛓 Download 🗙 Remove
Usiting Student Disclosure Consent.pdf	Document	02/28/2018 05:36 PM	Student	± Download ★ Remove
Photo.jpg	Image	02/23/2018 08:48 PM	Student	± Download ★ Remove
Step 1 Score Report.PDF	Document	02/23/2018 08:51 PM	Student	2 Download
Select a Bulk Action 🗸				Showing 1 - 6 of 6 record

button on the right corner

#### **Step 4: Add Electives**

- When adding electives, you have **TWO** options to add from:
  - 1. Add electives from search: Q Add Electives from Search
  - 2. Add electives from saved list: \* Add Electives from Saved List

**Option 1**: Add Electives from Search, see below on how to search for electives:

• Click on the "Add Electives from Search button"

golddoni Appliodi		Application / Add El	lectives			
Personal Information	Academic Information	Add Electives	Requirements	Preferences Applicatio	n Summary Pay a	and Submit
				★ Add Electives from Sav	ved List Q Add Ele	ectives from Sea
Maine Medical Center				-		
Elective Name			Elective Offerings I'm	Applying To		Actions
Emergency Medicine			07/02/2018 - 07/27/2018			🕑 Edit Date
						× Remove

• It will then direct you to the "Find Electives" page and you are able to search for electives to add:

ng Student Application Service (VSAS) / Pint Electives		
nd Electives		
Your home institution has designated you as an MD Clinical student and you are viewing elec	ies available for this student type. A host institution may offer additional electives for other types of students, which will not be lated here.	
ters Enter so	ch oferia	
stitution		
pe or Belect Institution	-10 of a 199 records	son sy: Name V Display: 10
recialty	OB4 905D-4 - Maternal Fetal Medicine. Obstetrics and Gynecology	
e or Belect Bpecialty 🗸 🗸	Carlos Roansia, Roansia, VA USA	4 Week
untry	https://www.ceriforcinic.org/visiting-medicel-students	+ VVCCN Frai Diene, 12222
te or Belect Country	Lawn More	Last Ofwing, 5620
γ	ORA 0050 A Material Estal Medicine, Obstation and Guageslanu	
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nguage of Instruction	https://www.carlioncinic.og/i/siting-medicai-students	4 Week
pe or Belect Language	Laam More	Led Offering 5620
ration of Elective		
iect Duration	UTH - Utra-Tox - Emergency Utrasound & Medical Toxicology, Emergency Medicine	0 Sec
antivo Tuno	Rotating Bludents on "Ultra-Tox" will join our emergency medicine residents on their combined Emerg	4 Week
	Learn More	Lest Offering, 525/22
firmated Manthly Costs (in USD)		
and include Tullen or Deservice Sea	110144 - 110144 - GYNECOLOGIC ONCOLOGY, Obstetrics and Gynecology	Q.5ex
max	An inpatient and outpatient experience involving medical and surgical care of women with gynecologic	4 Week
	Laun Nov	First Offering 20320 Last Offering 40220
ke Kange 🔟		
om M Until M	OB700 - 4th Yr. REI rotation, Obstetrics and Gynecology	0344
No Processing Fee	NYU Tinding Regist, Mineta, NY, NY USA	4 Week
No Tutton	Piese see ne wegege ink tor more instruction.	First Offering, 3420
	Learn Nore	Last Offering, 527/201

**Please note:** You can view more information about the elective and the institution by clicking the Learn More button.

**Option 2**: To add electives from a saved list, use the "Find Elective" tab to search for the

ing Student Application Service (VSAS) / Pro Bec	thes	ena neuling		
ind Electives				
Your home institution has designated you as an MD Clinical	student and you are	viewing electives evallable for this stude	nt type. A host institution may offer additional electrics for other types of students, which will not be lated here.	
iters		Enter search ofteria		x
nstitution 1 ype or Belect Institution	v	Showing 1 - 10 of 8158 records		Borf By: Name Y Display: 10 Y
Specialty Type or Beect Baecelly Dountry Type or Belect Country	*		OB4 9000-4 - Matemail Fetal Medicine, Obstetrios and Gynecology Certor Names, Names, III (JA Mosiliums celloncinic significant escuences (certificant)	e See 4 Veeks Paul Divery 102010 Laur Divery 55210
Dity Sjoe and Belect City anguage of Instruction Sjoe or Belect Language			OB4 9000-4 - Matemai Fetal Medicine, Obstetrios and Gynecology Entro Ruman, Amera, III Jah Mas Ruma cellorothic significan-residentia	Estim 4 Veeks Paul Divers 132013 Last Divers 55219
Duration of Elective Seeks Duration Elective Type Type or Seeks Type	~		OTH - "Ultra-Tox" - Emergency Ultrasound & Medical Toxicology, Emergency Medicine 27 year, Animer, N. U.S. Rostry Bulets on Ultra-Tox" will pin our energency medicine restents on their consister Emerg Least Toxic	6000 4 Weeks Not Charge 503000 Latt Charge 503000
Estimated Monthly Costs (in USD) teen ni nicle Tuller or Pressure Press inin			110144 - 110144 - GYNECOLOGIC ONCOLOGY, Obstetrios and Gynecology Unwerky of Science: COX, Chernel, CH, CHA An ingeletic are objected experience in childing medical and surgical care of women with gynecology	
From M Lind			OB700 - 4th Yr, REI rotation, Obstetrics and Gynecology NYU When may lines, IV. NYUSA Pesses set in the most information.	dises 4 Weeks Fred Share 2 42013

electives and press create a saved list of your electives:

You will be able to view your saved electives under "My Saved Electives"

AAMC Main My Applicat	ion Find Electives Institutions My Documents Tracking			*
Visiting Student Application	Service (VSAS) / My Saved Electives			
My Saved Elective	es			
Filter List Showing 1 - 5 of 5 records		36	Sort By: Name	✓ Display: 10 ✓
Lineralty of California Bar Francisco adverces haven workings	ADVANCED CARDIOTHORACIC SURGERY, Surgery- General UC san Francisco, San Francisco, CA USA Cleriship provides an intensive exposure to the broad spectrum of conditions encountered in the prac Learn More		4 Weeks Pirit Offering: 34.2019 Last Offering: 41.2019 4 offering(it) added to application	t∰ Unsave Add Date(6)

#### **Step 5: Applying to Electives**

• Select the elective you want to apply to, select a date range and click on the "Apply Now" button located on the bottom right of the screen:

1R409-MM - Eme	rgency Medicine		් Save	Elective Information
itution: Maine Medical Cent	er			Department: Emergency Medicine
ctive Location: Maine Medic	al Center			Specialty: Emergency Medicine
lication Requirements:				Elective Type: Clinical
				Typical Available Slots: 5
Photograph	Applicant	Notes		Available to: MD Clinical, DO Clinical
CV/Resume	Applicant			Duration: 4 Weeks
Transcript	Home School			
Host Immunization Form	Applicant			
N95 Mask Fit	Applicant			Dates Offered
MMC Supplemental Application	Applicant			In order to apply for this elective, please choose a set of dates
				Select A Date Range

Please note: each elective will have a description of the requirements, deadline and dates offered.

### **Step 6: Assign Required Documents**

• For this section, you must assign your uploaded documents to <u>each</u> host institution *per their individual requirements*:

ng Student Application Service (VSAS	S) / Application / Requirements		
Personal Information Academic Information	n Add Electives Requirements Preferences Applica	tion Summary Pay and Submit	
Note: Applications listed below may have other require	ments that are to be completed by your Home Institution, or have additional requirements	you will fulfill if an offer is extended. Those post-decision requirements will	not be displayed on this page.
LIC San Francisco, a student			
✓ Elective Requirements for ADVA	ANCED CARDIOTHORACIC SURGERY		✓ Requirements Complete
These requirements only need to I	be completed once per elective. If you apply to additional dates for this elective,	rou will not have to complete these requirements again.	
Requirement Name	Attachments	Status	Actions
Requirement Name	Attachments ourriouum vitae_03052018.pdf	Status Complete	Actions (2° Edit
Requirement Name CV Disclosure Consent	Attachments currioulum vtae_00050118.pdf UCSF Veting Student Declarate Context.pdf	Status Complete Complete	Actions (2 tost
Requirement Name CV Disclosure Consent Institution Immunization Form	Attachments annoum vise_0005018.pdf UC57 Visiting Student Declosers Consent.pdf UC57 Visiting Student Instruction Prim.pdf	Status Complete Compl	Actions Of the Of the Of the
Requirement Name CV Disclosure Consent Institution Immunization Form Photo	Attachments  Attachments  UCSP Vetrog Subert Decover Consent pd  UCSP Vetrog Subert Decover Consent pd  UCSP Vetrog Subert Immunation Pom pdf  _Photo pg	Status  Complete  Complete	Actons C and C
Requirement Name CV Disclosus Consert Institution Immunization Parm Pitoto Transcript	Attachments currisoum vise_0005018.pdf UC6F visiting Budent Declosure Consent.pdf UC6F Visiting Budent immunation Prom.pdf Photo.jtg	Status  Complete  Complete Complete Complete Complete Co	Actons
Requirement Name CV Disclosure Consent Institution Immunization Form Photo Transcript	Attachments aurouum vtak_0002018.pdf UCSF Veting Student Desource Consent.pdf UCSF Veting Student Desource Consent.pdf UCSF Veting Student Immunitation Prom.pdf	Status  Compete  Compete  Compete  Compete  Compete  (b be competed by your Home Institution)	Actions C test C test C test C test C test
Requirement Name CV Discissure Consert Institution Immunization Form Photo Transcript  Elective Requirements for ADVA	Attachments Attachments ucSP Vetry Student Discourse Consert pdf uCSP Vetry Student Discourse Consert pdf uCSP Vetry Student Immutation Pom.pdfPrints.jpg UNCED GENERAL SURGERY RED	Status	Actions C ess C ess
Requirement Name CV Discissure Consent Institution Immunization Form Photo Transcript  Elective Requirements for ADVA	Attachments  Attachments  ucSP Visiting Student Discourse Consert part UCSP Visiting Student Discourse Consert part UCSP Visiting Student Immunication Form partPhoto pg  NNCED GENERAL SURGERY RED	Status	Actions C 600 C 600
Requirement Name Cv Disclosure Consert institution Immunization Form Photo Transcript    Elective Requirements for ADVA To Trese requirements only need to 1	Attachments           undown vise_0000016 pdf           UCSF Visiting Student Descene Consent pdf           UCSF Visiting Student Immuntation Point pdf          Photo pg           wNCED GENERAL SURGERY RED           be completed once per elective. If you apply to additional dates for this elective.	Status	Actions C an C a
Requirement Name CV Disclosure Consent institution immunization Form Photo Transcript    Elective Requirements for ADVA These requirements only need to I	Attachments           unrokum Visk_D002018.pdf           UCSF Visiting Busient Deroseve Consert pdf           UCSF Visiting Busient Immunation Prom.pdf          Photo.jtg          Photo.jtg	Status	Actions

Please note: each institution may have different requirements/forms. Please double check the visiting student web page on each school's web site.

- Click "Edit" to upload documents
- When you select edit, you will be able to select to upload a document from your computer <u>OR</u> if you select "My Documents" it will retrieve your documents from your profile that you uploaded in step 3:

Personal Information Adademic Information Add Electives Note Applications Issed below may have other requirements that are to be complet	Current Document: currioulum vitae, 03052018 pdf O Select a file from your computer  B Select a file from My Documents	comments with	not be displayed on this page	
UC San Francisco 3 Electives	Click here to select or type a search term This field is required.	Carros School	✓ Requirements Complete	
These requirements only need to be completed once per electronic	over if you apply to additional datas for this electric, you will not have to con	plete these requirements spain.		

- Once you've uploaded your documents the requirement status will change from X Incomplete to Complete
- Upload all the required documents for each institution, then click **save and continue**.

### **Step 7: Elective Preferences**

- For this section, you will be able to rank your electives in order of preference
- You will also be able to choose how many elective experiences you would like to be assigned to at a host institution:

rsonal Information	) <i>i</i>	Academic Information Add Election	ves Requirements	Preferences	Application Summary	Pay and Submit	
Rank Your E	lectiv	/es					
rag and drop or use t	he arrow	buttons to arrange your applications in order	r of preference. This will help th	e host understand you	ur priorities for a visiting elective at	their institution.	
Maine Medical Ce	nter						
How many electi	ve expe	riences would you like to be assigned	d at this host institution?*	1 🗸			
	Rank	Elective Name	Dates		Status	Submission Date	
	1	EMR409-MM - Emergency Medicine	07/02/2018 - 07/27/2018		Ready to submit.		

• Click "Save and Continue"

## **Step 8: Application Summary**

• Review all of the information on the "Application Summary" page and if everything is correct, click "Save and Continue"

monal information	Academic Information	Add Electives	Requirements	Preferences	Application Summary Pay	and Submit			
Remonal Informs	ation								
Contrast Deleter	0000						Common Landaura		
Contact Details							Corrent Address		

# Step 9: Pay and Submit Application

- This section will provide an overview of your selected electives and the base fee. If you have selected more than 3 electives, an additional fee will be added.
- Once you pay, click on "Pay and Submit".

rsonal Information Academic Information Add Electives Requirements Preferences Application Summary	Pay and Submit
/ for and submit your elective applications.	
The \$40 USD base fire includes up to three electives and any quantity of elective dates. Additional electives are \$15 USD each. If you apply for fever than application was submitted.	three electives, you will receive the difference as credits that can be used for up to one year from the date your first
itional Electives	
URG 140.01B - ADVANCED GENERAL SURGERY - COLORECTAL - UC San Francisco	\$0.00
tes: 03/04/2019 - 03/31/2019 04/01/2019 - 04/28/2019	<ul> <li>Base for Later</li> </ul>
URG 140.01G - ADVANCED GENERAL SURGERY RED - UC San Francisco	\$0.00
ntes: 03/04/2019 - 03/31/2019	Bave for Later
URG 140.10 - ADVANCED CARDIOTHORACIC SURGERY - UC San Francisco	\$0.00
ates: 03/04/2019-03/31/2019 04/01/2019-04/28/2019	Ease for Later
	Total: \$0.00

## **Step 10: Tracking Applications**

• Once you have submitted your application, you will be able to view and check the status of your applications by clicking on the **"Tracking"** tab:

