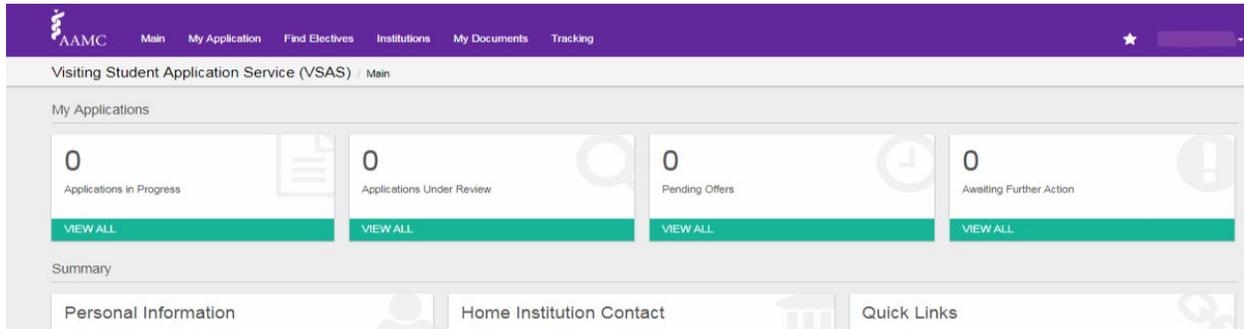




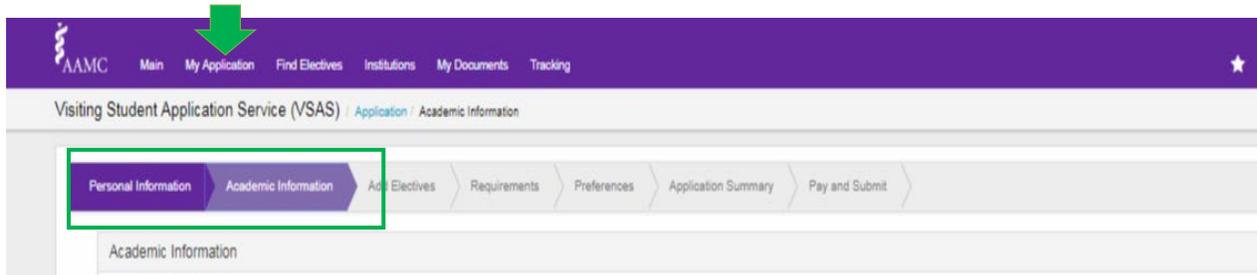
Step 1: Login

- Log into VSAS at: apps.aamc.org/vsas
- When you login you will be directed to the VSAS home page:



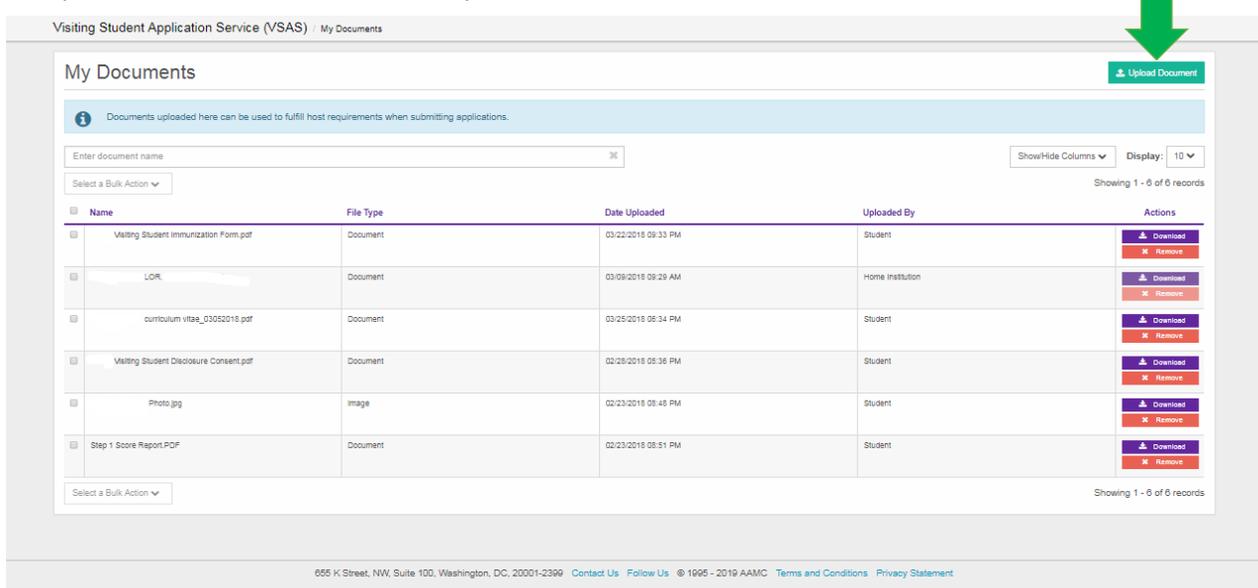
Step 2: Enter Personal Information & Academic Information

- Click on the “My Application” tab
- Fill out your Personal Information and Academic Information:



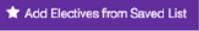
Step 3: Upload Documents

To Upload Documents, click on the “My Documents” tab



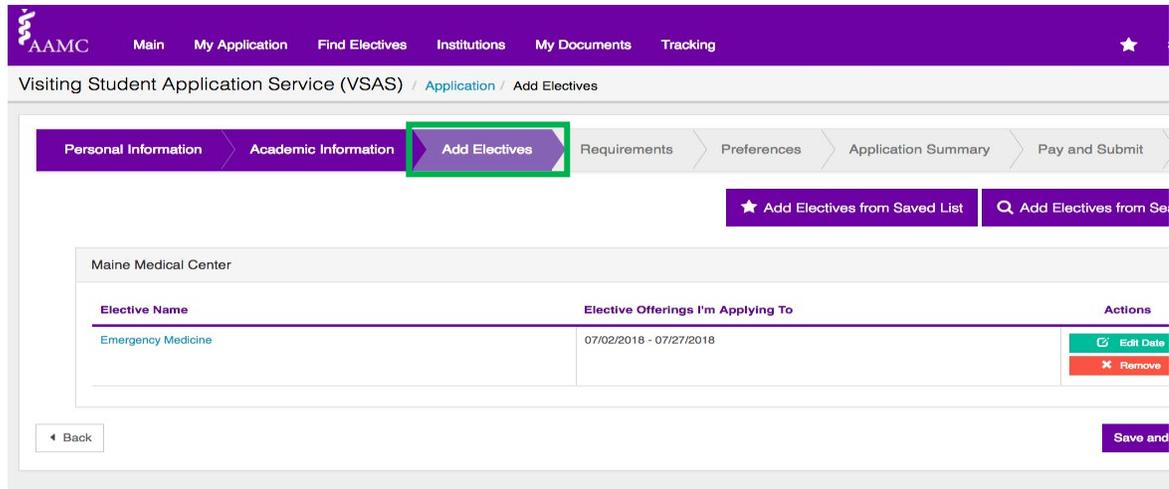
- Click on the  button on the right corner

Step 4: Add Electives

- When adding electives, you have **TWO** options to add from:
 1. Add electives from search: 
 2. 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”

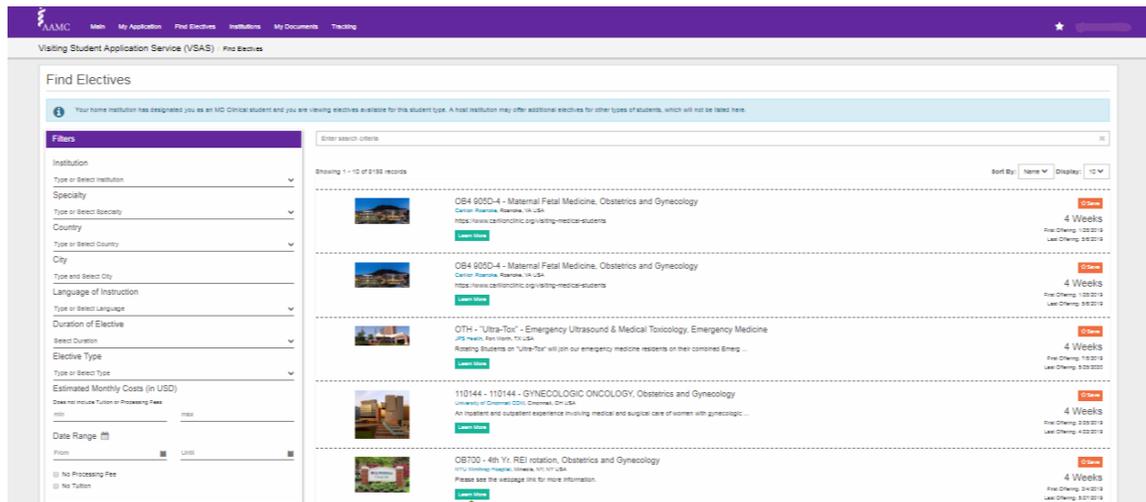


The screenshot shows the AAMC VSAS interface. The navigation bar includes 'Main', 'My Application', 'Find Electives', 'Institutions', 'My Documents', and 'Tracking'. The breadcrumb trail is 'Visiting Student Application Service (VSAS) / Application / Add Electives'. The main content area has a series of tabs: 'Personal Information', 'Academic Information', 'Add Electives' (highlighted with a green box), 'Requirements', 'Preferences', 'Application Summary', and 'Pay and Submit'. Below the tabs, there are two buttons: 'Add Electives from Saved List' and 'Add Electives from Search' (highlighted with a green arrow). The 'Add Electives from Search' button is located in a purple box. Below the buttons, there is a table with the following data:

| Elective Name | Elective Offerings I'm Applying To | Actions |
|--------------------|------------------------------------|---|
| Emergency Medicine | 07/02/2018 - 07/27/2018 | Edit Date Remove |

At the bottom left, there is a 'Back' button, and at the bottom right, there is a 'Save and' button.

- It will then direct you to the “Find Electives” page and you are able to search for electives to add:



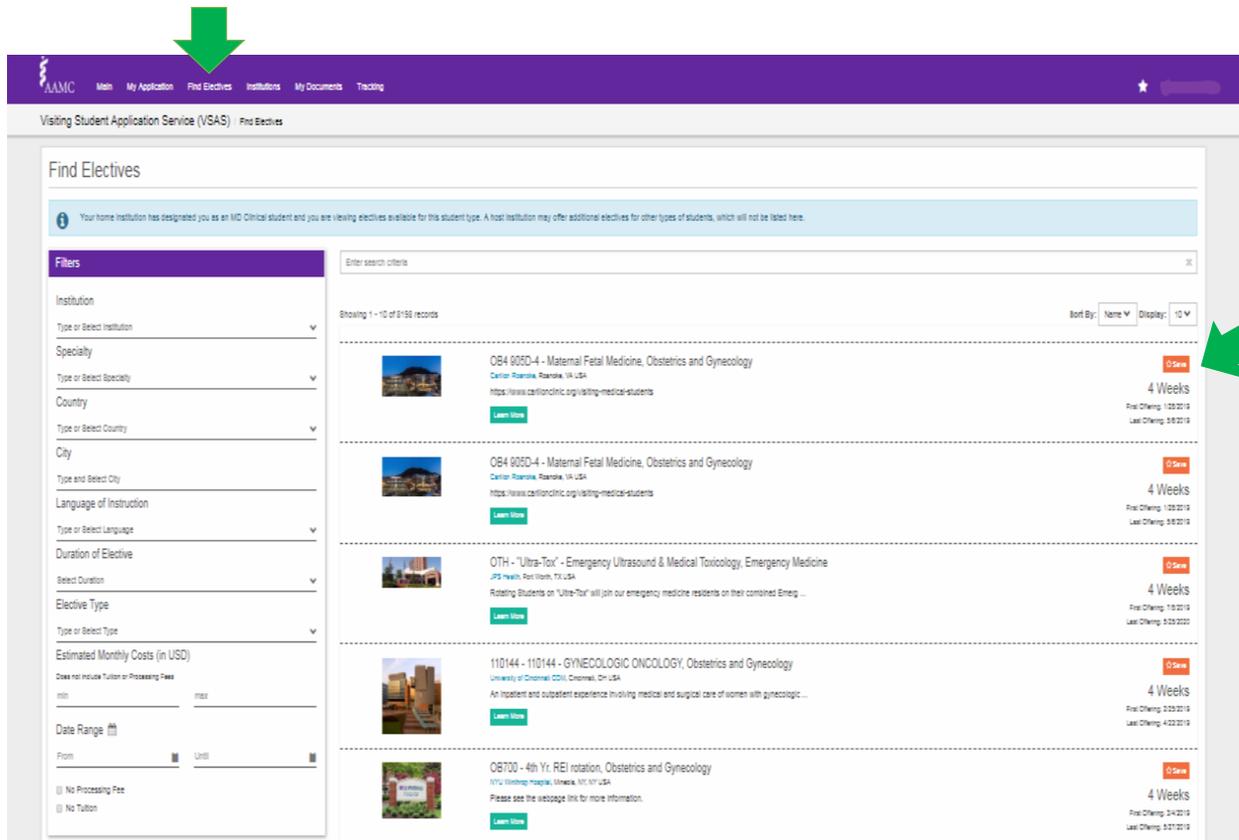
The screenshot shows the AAMC VSAS 'Find Electives' page. The navigation bar includes 'Main', 'My Application', 'Find Electives', 'Institutions', 'My Documents', and 'Tracking'. The breadcrumb trail is 'Visiting Student Application Service (VSAS) / Find Electives'. The main content area has a search bar and a list of results. The first result is:

| Institution | Elective Name | Duration | Actions |
|----------------------------------|--|----------|----------------------------|
| Carle, Roxbury, Roxbury, VA, USA | OB4 900D4 - Maternal Fetal Medicine, Obstetrics and Gynecology | 4 Weeks | Learn More |

A green arrow points to the 'Learn More' button for the first result.

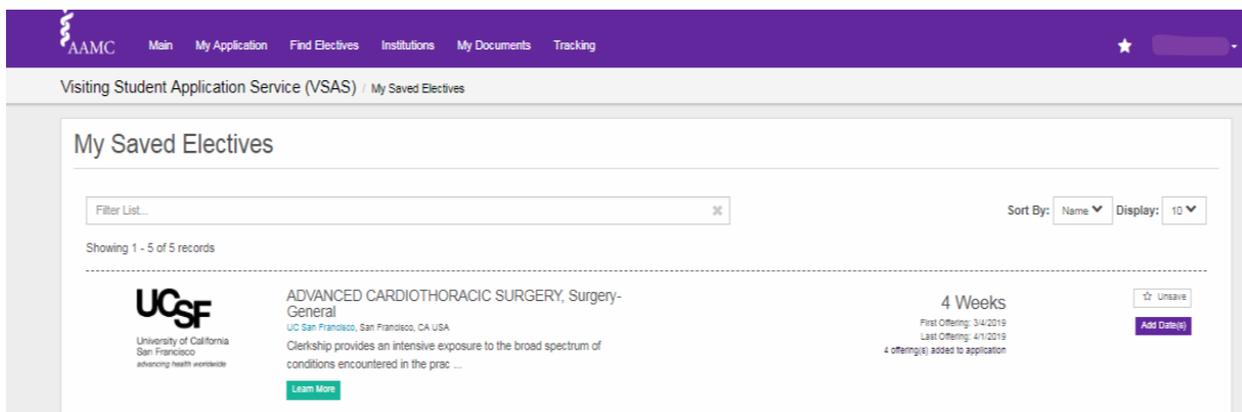
Please note: You can view more information about the elective and the institution by clicking the [Learn More](#) button.

Option 2: To add electives from a saved list, use the “Find Elective” tab to search for the electives and press  to create a saved list of your electives:



The screenshot shows the 'Find Electives' interface. On the left, there are filter categories: Institution, Specialty, Country, City, Language of Instruction, Duration of Elective, Elective Type, and Estimated Monthly Costs. The main area displays a list of elective programs with details such as institution name, specialty, duration, and dates. A green arrow points to the 'Save' button on the right side of the first listing.

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



The screenshot shows the 'My Saved Electives' page. It features a search bar, a filter list, and a list of saved elective programs. The first listing is for UCSF, specifically 'ADVANCED CARDIOTHORACIC SURGERY, Surgery-General'. It shows a duration of 4 weeks and options to 'Unsave' or 'Add Date(s)'. The text below the listing states: 'Clerkship provides an intensive exposure to the broad spectrum of conditions encountered in the prac ...'.

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:

Visiting Student Application Service (VSAS) / Elective Details

EMR409-MM - Emergency Medicine Save

Institution: [Maine Medical Center](#)

Elective Location: Maine Medical Center

Application Requirements:

| Requirement Name | Responsibility | Notes |
|------------------------------|----------------|-------|
| Photograph | Applicant | |
| CV/Resume | Applicant | |
| Transcript | Home School | |
| Host Immunization Form | Applicant | |
| N95 Mask Fit | Applicant | |
| MMC Supplemental Application | Applicant | |

Description:
Description: For blocks 1 through 6 the rotation is open to senior level medical students that are interested in pursuing emergency medicine as a residency and career. For blocks 7 through 12 the rotation is open to all senior level medical students in good academic standing. Space on the elective is limited and advanced notice must be given for any changes. The rotation provides exposure to the Emergency

Elective Information

Department: Emergency Medicine

Specialty: Emergency Medicine

Elective Type: Clinical

Typical Available Slots: 5

Available to: MD Clinical, DO Clinical

Duration: 4 Weeks

Dates Offered

In order to apply for this elective, please choose a set of dates

Select A Date Range

07/30/2018 - 08/24/2018

Apply Now

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 each host institution *per their individual requirements*:

Visiting Student Application Service (VSAS) / Application Requirements

Personal Information Academic Information Add Electives **Requirements** References Application Summary Pay and Submit

Note: Applications listed below may have other requirements 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.

UC San Francisco 3 Electives

Elective Requirements for ADVANCED CARDIOTHORACIC SURGERY Requirements Complete

These requirements only need to be completed once per elective. If you apply to additional dates for this elective, you will not have to complete these requirements again.

| Requirement Name | Attachments | Status | Actions |
|-------------------------------|--|--|------------------------|
| CV | curriculum vita_03052018.pdf | ✓ Complete | Assign |
| Disclosure Consent | UCSF Visiting Student Disclosure Consent.pdf | ✓ Complete | Assign |
| Institution Immunization Form | UCSF Visiting Student Immunization Form.pdf | ✓ Complete | Assign |
| Photo | _Photo.jpg | ✓ Complete | Assign |
| Transcript | | (to be completed by your Home Institution) | |

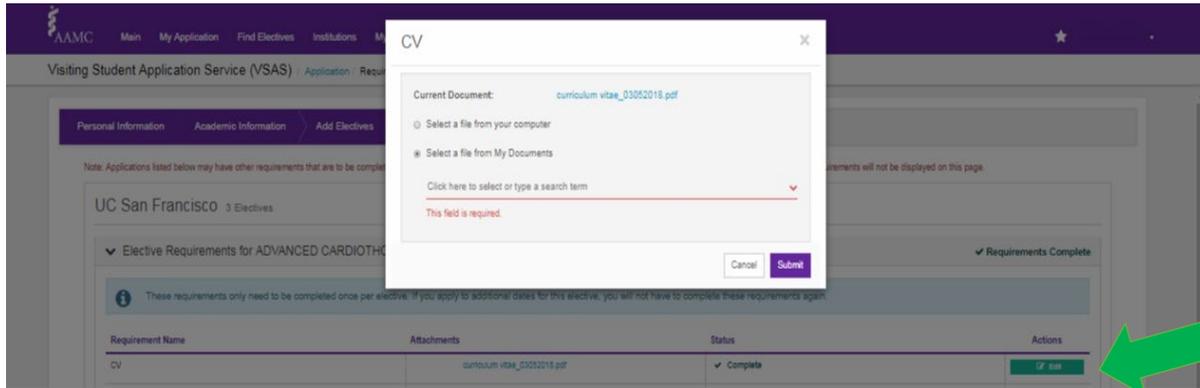
Elective Requirements for ADVANCED GENERAL SURGERY -- RED Requirements Complete

These requirements only need to be completed once per elective. If you apply to additional dates for this elective, you will not have to complete these requirements again.

| Requirement Name | Attachments | Status | Actions |
|--------------------|--|------------|------------------------|
| CV | curriculum vita_03052018.pdf | ✓ Complete | Assign |
| Disclosure Consent | UCSF Visiting Student Disclosure Consent.pdf | ✓ Complete | Assign |

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

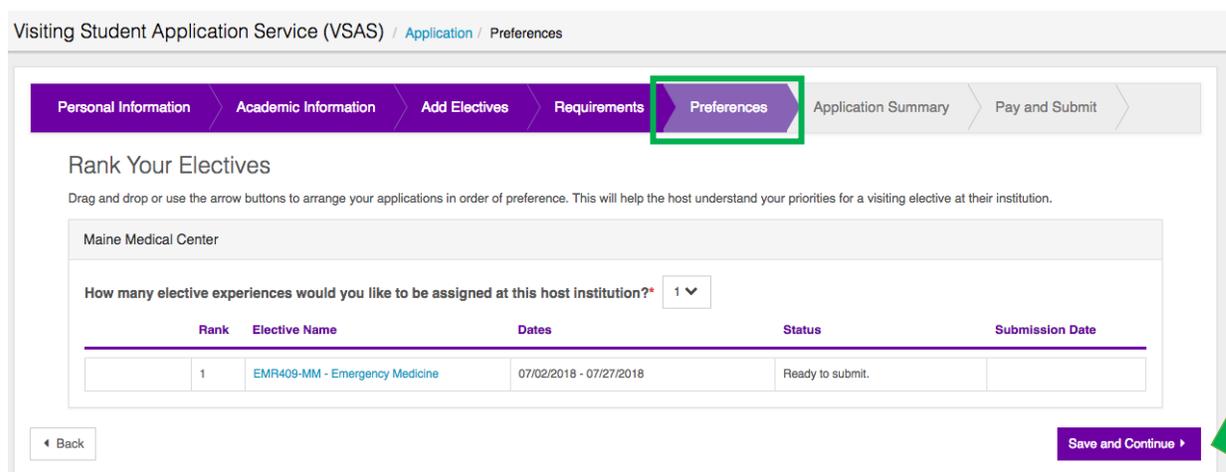
- Click **“Edit”** to upload documents
- When you select edit, you will be able to select to upload a document from your computer OR if you select “My Documents” it will retrieve your documents from your profile that you uploaded in step 3:



- Once you’ve uploaded your documents the requirement status will change from **✗ 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:



- 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**”

The screenshot shows the AAMC VSAS interface. The top navigation bar includes 'Main', 'My Application', 'Find Electives', 'Institutions', 'My Documents', and 'Tracking'. Below this, the breadcrumb trail reads 'Visiting Student Application Service (VSAS) / Application / Application Summary'. The main content area has a horizontal menu with tabs: 'Personal Information', 'Academic Information', 'Add Electives', 'Requirements', 'Preferences', 'Application Summary' (highlighted with a green box), and 'Pay and Submit'. Below the tabs, there are sections for 'Personal Information' and 'Contact Details'. A 'Save and Continue' button is located in the bottom right corner, with a green arrow pointing to it.

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**”.

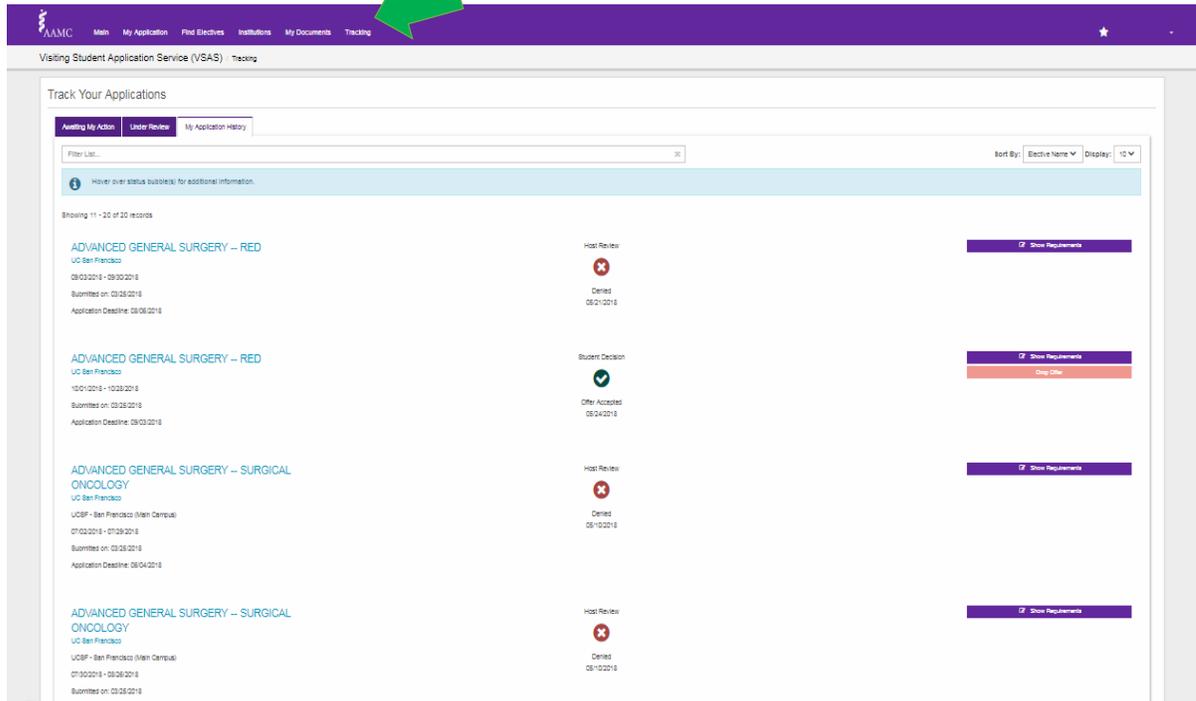
The screenshot shows the AAMC VSAS 'Pay and Submit' page. The top navigation bar is the same as in Step 8. The breadcrumb trail is 'Visiting Student Application Service (VSAS) / Application / Pay and Submit'. The main content area has a horizontal menu with tabs: 'Personal Information', 'Academic Information', 'Add Electives', 'Requirements', 'Preferences', 'Application Summary', and 'Pay and Submit' (highlighted). Below the tabs, the text reads 'Pay for and submit your elective applications.' A blue information box states: 'The \$40 USD base fee includes up to three electives and any quantity of elective dates. Additional electives are \$15 USD each. If you apply for fewer than three electives, you will receive the difference as credits that can be used for up to one year from the date your first application was submitted.' Below this is a table titled 'Additional Electives' with three rows:

| Course Name | Fee |
|--|--------|
| SURG 140.01B - ADVANCED GENERAL SURGERY - COLORECTAL - UC San Francisco Dates: 03/04/2019 - 03/31/2019 04/01/2019 - 04/28/2019 | \$0.00 |
| SURG 140.01G - ADVANCED GENERAL SURGERY -- RED - UC San Francisco Dates: 03/04/2019 - 03/31/2019 | \$0.00 |
| SURG 140.10 - ADVANCED CARDIOTHORACIC SURGERY - UC San Francisco Dates: 03/04/2019 - 03/31/2019 04/01/2019 - 04/28/2019 | \$0.00 |

Below the table, it says 'Total: \$0.00'. At the bottom left, there is a 'Back' button. At the bottom right, there is a 'Pay and Submit' button, with a green arrow pointing to it.

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:



The screenshot shows the AAMC VSAS Tracking page. A green arrow points to the 'Tracking' tab in the top navigation bar. The page title is 'Track Your Applications'. Below the navigation bar, there are tabs for 'Awaiting My Action', 'Under Review', and 'My Application History'. A search bar and sorting options are visible. The main content area displays a list of applications with their status and dates.

| Program Name | Status | Date | Action |
|---|------------------------------------|------------|---------------------------------|
| ADVANCED GENERAL SURGERY – RED UC San Francisco 08/03/2018 - 08/30/2018 Submitted on: 03/18/2018 Application Deadline: 08/06/2018 | Host Review Denied | 08/21/2018 | Show Requirements |
| ADVANCED GENERAL SURGERY – RED UC San Francisco 10/01/2018 - 10/28/2018 Submitted on: 03/18/2018 Application Deadline: 08/03/2018 | Student Decision Offer Accepted | 08/04/2018 | Show Requirements Drop Offer |
| ADVANCED GENERAL SURGERY – SURGICAL ONCOLOGY UC San Francisco UCSF - San Francisco (Main Campus) 07/02/2018 - 07/28/2018 Submitted on: 03/18/2018 Application Deadline: 08/04/2018 | Host Review Denied | 08/10/2018 | Show Requirements |
| ADVANCED GENERAL SURGERY – SURGICAL ONCOLOGY UC San Francisco UCSF - San Francisco (Main Campus) 07/30/2018 - 08/28/2018 Submitted on: 03/18/2018 | Host Review Denied | 08/10/2018 | Show Requirements |