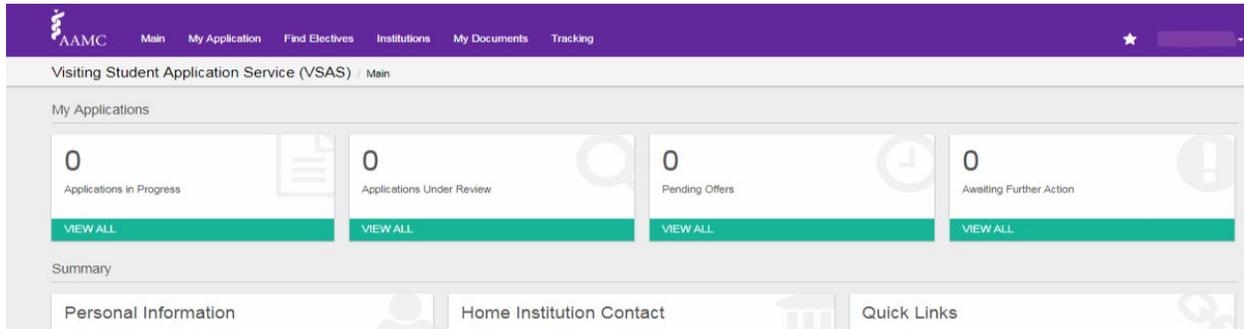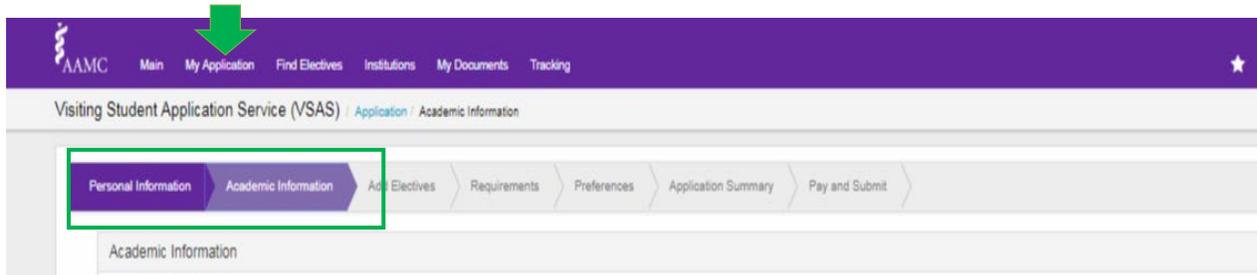# BROWN
Alpert Medical School

Step 1: Login

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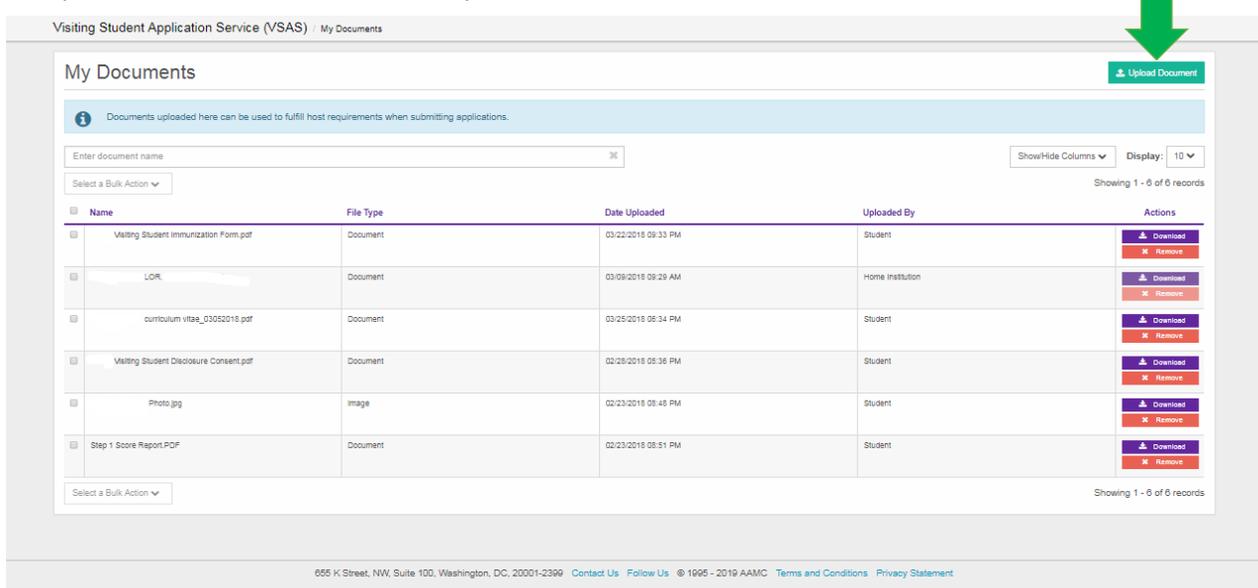- When you login you will be directed to the VSAS home page:

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

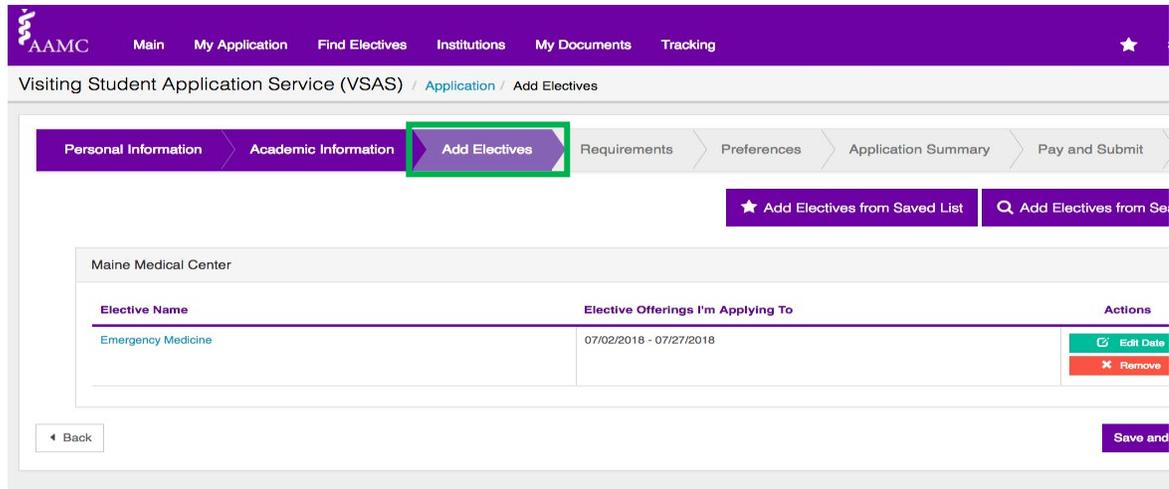To Upload Documents, click on the "My Documents" tab

- Click on the [Upload Document] 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**
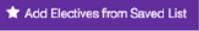
  Option 1: Add Electives from Search, see below on how to search for electives:

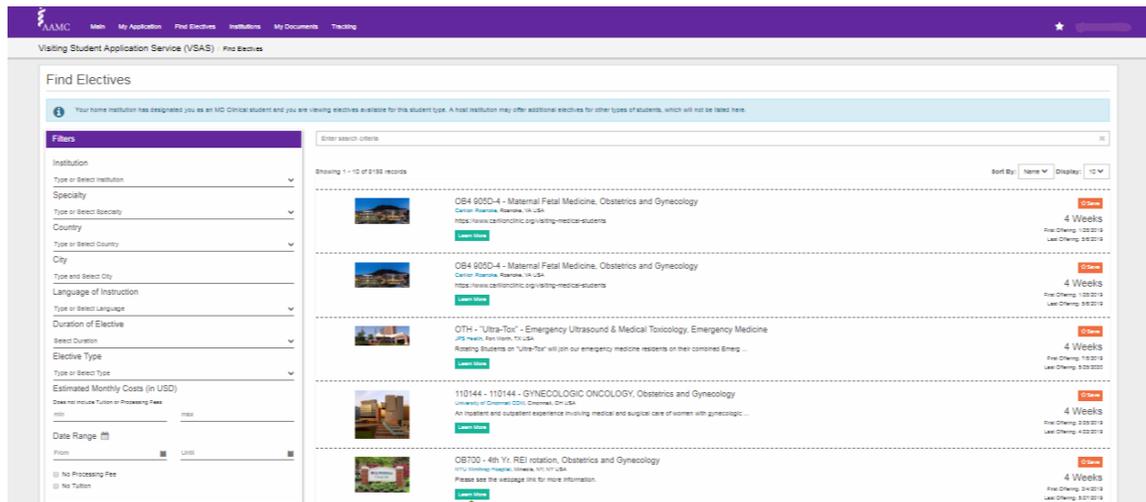- Click on the "Add Electives from Search button"

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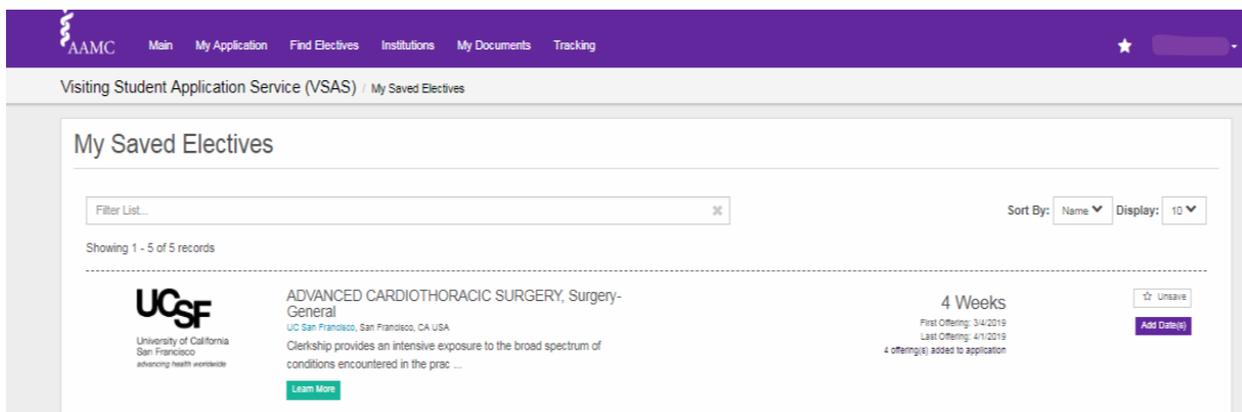

Please note: You can view more information about the elective and the institution by clicking the **Learn More** button.

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

electives and press ☆ Save to create a saved list of your electives:
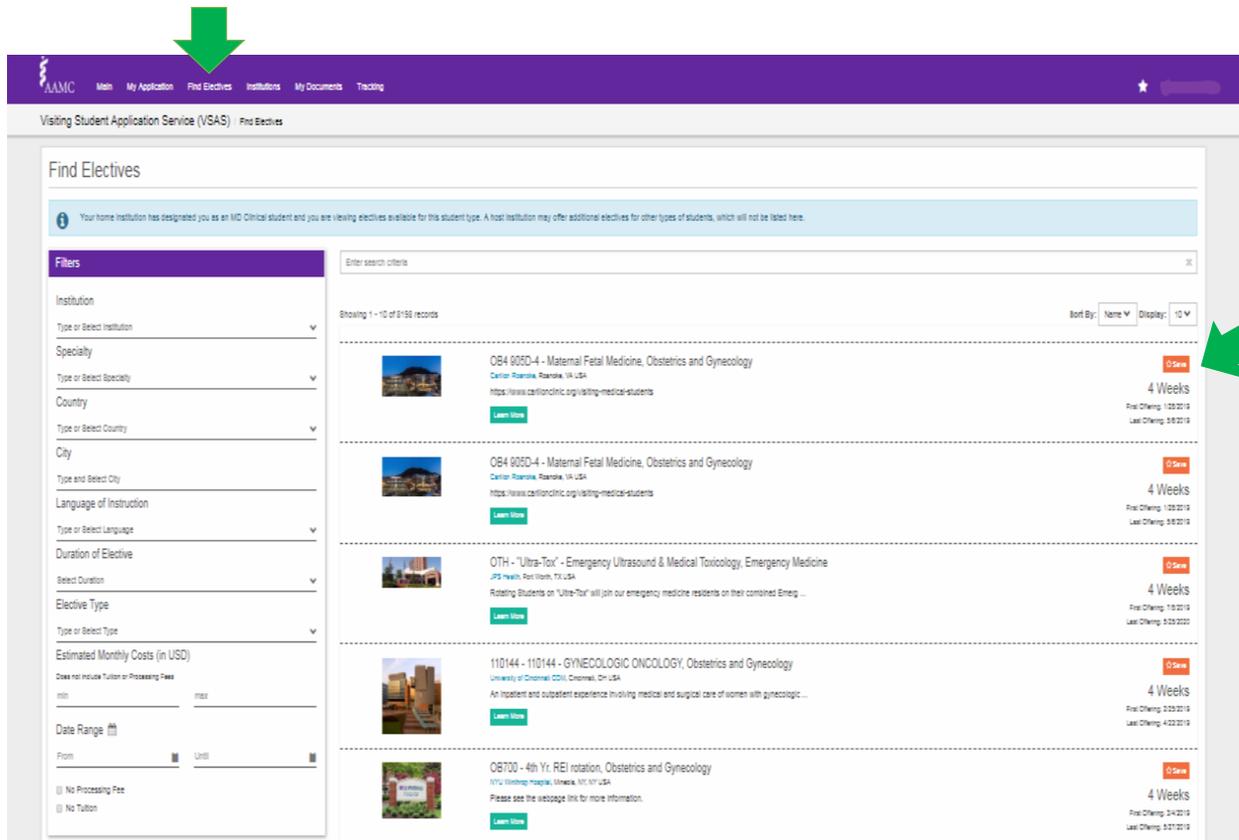
You will be able to view your saved electives under "My Saved Electives"

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:

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*:

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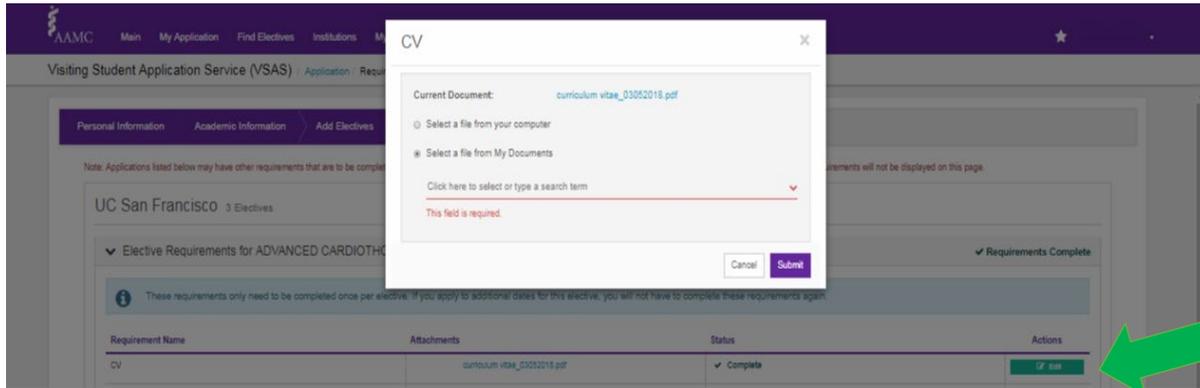
- Once you've uploaded your documents the requirement status will change from ✖ **Incomplete** to ✔ **Complete**
- Upload all the required documents for each institution, then click **save and continue**.

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:
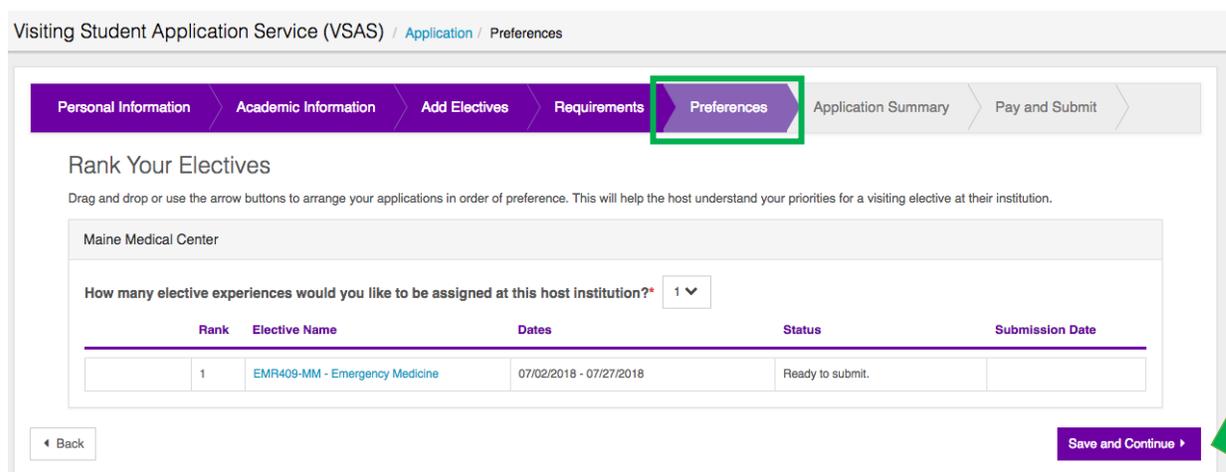
- Click **"Save and Continue"**

Step 8: Application Summary

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

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.
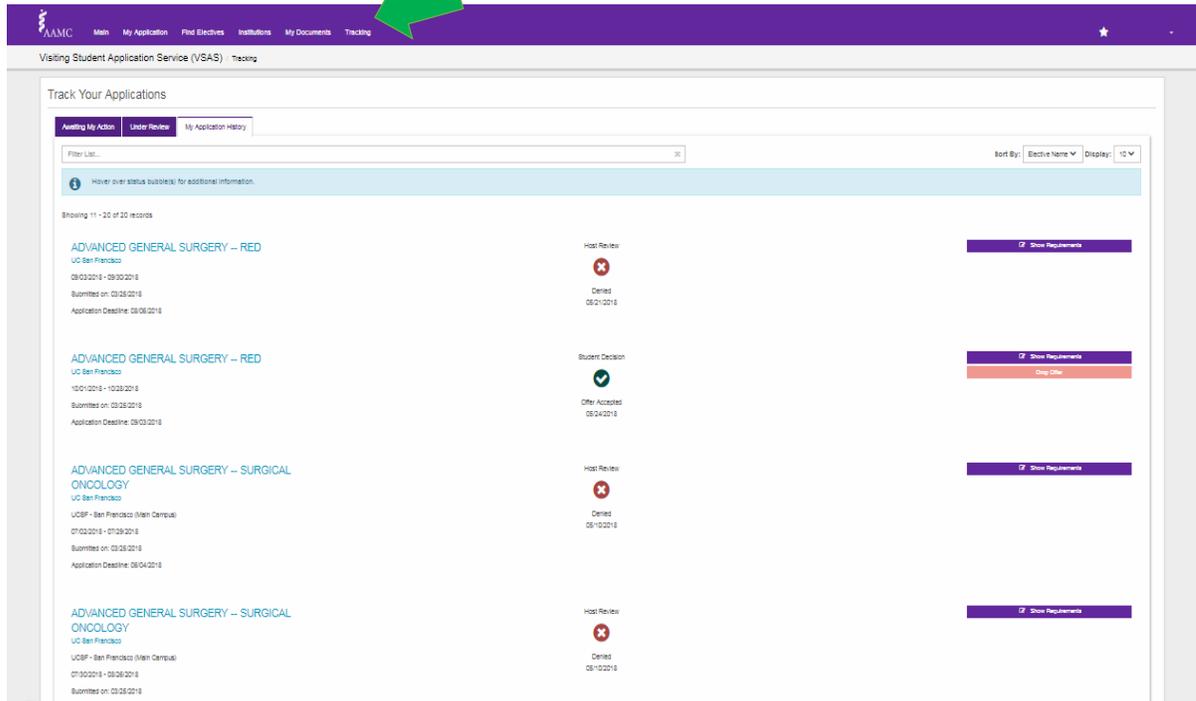- Once you pay, click on **"Pay and Submit".**

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: