

## What is VSAS?

VSAS is a standardized, online application for 4<sup>th</sup> 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 page 3 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](http://www.aamc.org/vsas), for general information or contact our VSAS Help Desk:

**Phone:** 202-478-9878

**Email:** [vsas@aamc.org](mailto: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

## Northeast Institutions

Albany Medical College  
Albert Einstein COM  
Albert Einstein Medical Center  
Anne Arundel Medical Center  
Baystate Medical Center  
Berkshire Medical Center  
Boston University  
Brooklyn Hospital Center  
Cooper Medical School of Rowan Univ.  
Danbury Hospital  
Drexel University  
Geisinger Health System  
Geisel School of Medicine at Dartmouth  
George Washington Univ.  
Georgetown University  
Hofstra Northwell SOM at Hofstra University  
Hospital for Special Surgery  
Howard University  
Icahn School of Medicine at Mount Sinai  
Jacobs SOM & Biomedical Sciences at Univ of Buffalo  
Lehigh Valley Health Network  
Lewis Katz School of Medicine at Temple University  
Maimonides Medical Center  
Maine Medical Center  
Memorial Sloan Kettering  
NIH Clinical Center  
New York Medical College  
New York Methodist Hospital  
Pennsylvania State University  
Rutgers New Jersey Medical School  
Rutgers, Robert Wood Johnson Medical School  
State University of New York Downstate  
State University of New York Upstate  
Staten Island Univ. Hospital  
Stony Brook University  
St. Francis Hospital and Medical Center  
St. Luke's Hospital  
Tufts University  
United Health Services Hospitals (Wilson Med. Ctr)  
University of Connecticut  
University of Maryland  
University of Massachusetts  
University of Rochester  
University of Vermont  
Warren Alpert Medical School, Brown University  
Weill Cornell Medicine  
Winthrop University Hospital  
Yale School of Medicine

## Western Institutions

Cedars-Sinai Medical Center  
David Geffen School of Medicine at UCLA  
HonorHealth Scottsdale Osbourne Medical Center  
Kaiser Foundation Hospitals, Northern CA  
Kaiser Permanente Southern California  
Keck School of Medicine, Univ of Southern CA  
Loma Linda University  
Long Beach Memorial Medical Center  
Maricopa Medical Center  
Oregon Health & Science University  
University of Arizona  
University of Arizona - Phoenix  
University of California, Davis  
University of California, Irvine  
University of California, Riverside  
University of California, San Diego  
University of California, San Francisco  
University of Colorado Denver  
University of Hawaii  
University of New Mexico  
University of Nevada, Reno  
University of Utah  
University of Washington  
Valley Children's Healthcare

## Central Institutions

Akron Children's Hospital  
Akron General Medical Center  
Central Michigan University  
Cleveland Clinic Health System  
Cook County Hospital  
Creighton University  
Hennepin County Medical Center  
Henry Ford Hospital  
Indiana University  
Loyola University Chicago  
Medical College of Wisconsin  
MetroHealth System  
Michigan State University  
Northwestern University, Feinberg SOM  
OhioHealth, Doctors Hospital  
Ohio State University  
Regions Hospital  
Rush Medical College  
Saint Louis University  
Southern Illinois University  
Summa Health Center  
Trinity Health  
University of Chicago, Pritzker SOM  
University of Cincinnati  
University of Illinois, Peoria and Chicago  
University of Kansas  
University of Michigan  
University of Minnesota  
University of Missouri - Columbia  
University of Missouri - Kansas City  
University of Nebraska  
University of Toledo  
Washington University in St. Louis  
Wayne State University

Western Michigan University  
William Beaumont Hospital System  
Wright State University

## Southern Institutions

Baylor University COM  
Baylor University Medical Center  
Brody SOM at East Carolina University  
Carilion Medical Center  
Duke University  
East Tennessee State University Quillen COM  
Emory University  
Florida Atlantic University Charles E Schmidt COM  
Florida Hospital Orlando  
FIU Herbert Wertheim COM  
Greenville Health System/USCSOM Greenville  
Gwinnett Medical Center  
Houston Methodist  
LSU School of Medicine in New Orleans  
LSU School of Medicine in Shreveport  
Marshall University Joan C Edwards SOM  
Mayo Health System, Mayo Clinic in FL  
Medical College of Georgia at Augusta University  
Medical University of South Carolina  
Mercer University  
Methodist Dallas Medical Center  
Miami Children's Hospital  
Mount Sinai Medical Center  
Mountain States Health Alliance  
Orlando Health  
Ochsner Health System  
Our Lady of the Lake Regional Medical Center  
Texas A&M Health Science Center  
Texas Tech University HSC  
Texas Tech University HSC Paul L. Foster SOM  
Tulane University  
University of Alabama  
University of Arkansas  
University of Florida  
University of Kentucky  
University of Louisville  
University of Miami Miller  
University of Mississippi  
University of North Carolina at Chapel Hill  
University of Oklahoma  
University of South Alabama  
University of South Carolina  
University of South Florida - Morsani COM  
University of Tennessee  
McGovern Medical School at UTHSC at Houston  
University of Texas HSC, San Antonio  
University of Texas MB, Galveston  
University of Texas Rio Grande Valley SOM  
University of Texas Southwestern  
University of Virginia  
Vanderbilt University  
Virginia Commonwealth University  
Wake Forest University  
Wellstar Atlanta Medical Center  
West Virginia University

**Additional host institutions will use VSAS in the 2017-2018 academic year.**

**Please view the current list at [www.aamc.org/vsas](http://www.aamc.org/vsas) !**