The Visiting Student Application Service (VSAS) is an AAMC application designed for medical students to apply for senior electives at U.S. medical schools (AWAA) and teaching hospitals (AWAB)—please be aware of this distinction when adding courses to your schedule. The application service is located here [https://services.aamc.org/20/vsas/](https://services.aamc.org/20/vsas/). All AWAB electives require the submission of the Special Project Form to the Office of Admissions and Student Affairs for final approval 60 days prior to the start of the elective—authorization to apply for an elective through the VSAS does not constitute final approval by the Office of Admissions and Student Affairs. The Special Project Form can be found at [https://med.uth.edu/admissions/files/2012/04/special_project_form_2013_fields1.pdf](https://med.uth.edu/admissions/files/2012/04/special_project_form_2013_fields1.pdf). Please notify Stephen Jones in the Office of Admissions and Student Affairs when you have accepted an elective at another institution. Authorizations (4) are granted initially, but additional authorizations may be issued upon request. Be aware that applying to many programs and electives will eventually require you to decline many offers so carefully consider to which programs you apply.

**Basic information regarding the use of VSAS**

Step-by-step instructions for using the Visiting Student Application Service (VSAS) can be found here [https://www.aamc.org/students/medstudents/vsas/how_to_use_vsas/117180/how_to_apply.html](https://www.aamc.org/students/medstudents/vsas/how_to_use_vsas/117180/how_to_apply.html). Once you have applied to one or more programs, the Office of Admissions and Student Affairs will be notified so that your information can be verified—you do not need to ask for this to be completed. The automatic verification process includes the following items:

- Academic Standing – you must have a passing grade in all completed coursework
- OSHA safety measures and infection control precautions
- BLS and ACLS (if completed at the time of verification)
- Mask Fit Test
- Elective is for credit only
- Tuition paid at home school
- Standard medical liability coverage of $25,000/incident and $75,000/aggregate (If other institution requires higher minimum coverage please contact the Office of Admissions and Student Affairs. There will be an additional fee for higher coverage.)
- Personal health insurance requirement
- Core clerkships completed – you must enter the date of completion for each clerkship which includes: Medicine, Surgery, Pediatrics, Obstetrics & Gynecology, Psychiatry, Family Medicine, Neurology, and Geriatrics. Your Y3 elective is not considered a core clerkship.
- Student is a senior medical student
- Anticipated graduation date
- Immunization requirements
- HIPAA training
- Completion of a criminal background check (March prior to start of 3rd year). Please note that some schools/hospitals require this to be completed immediately prior to your externship. If you need to complete a new CBC, please contact the Office of Admissions and Student Affairs.
- Pass/Fail status of USMLE Step 1

**Supplemental Documents**

Many schools require the uploading of supplemental documents such as CV, medical school transcript, photo, or criminal background check report. Many of these documents can be uploaded by you with the exception of your medical school transcript, which must be uploaded by the Office of the Registrar.

1. Order and pay for your transcript via myUTH ([https://my.uth.tmc.edu](https://my.uth.tmc.edu)). The “Send To” information should be completed as follows: “For VSAS, print on plain paper”
2. Confirm there are no HOLDs on your account stopping the release of a transcript.

Please note that the medical school does not receive individual USMLE score reports so we are unable to provide a copy of the report to you. If you did not print/save a copy of your report you will need to contact the USMLE for an additional score report if one is required. All other documents can be uploaded directly by you.

**Additional Medical Liability Insurance**

If the outside institution requires higher medical liability limits than our standard limits ($25K/$75K) you need to contact Stephen Jones via email with the following information: name of institution, required coverage amounts, specialty of externship, and the city where the institution is located. There will be a per-month fee for the added coverage which ranges from $42 - $300 depending on the location of the externship and the required coverage limits.