General Information

The AAMC Visiting Student Learning Opportunities (VSLO) system is 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.

All AWAB electives require the submission of the Special Project Form to the Office of Admissions and Student Affairs for final approval 30 days prior to the start of the elective. Authorization to apply for an elective through the VSLO does not constitute final approval by the Office of Admissions and Student Affairs. Please notify the Office of Admissions and Student Affairs as soon as you have accepted an elective at another institution. Be aware that applying to a multitude of 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 VSLO

Step-by-step instructions for using VSLO can be found at https://students-residents.aamc.org/attending-medical-school/article/how-use-vslo-application-service/. Once you have applied to one or more programs, the Office of Admissions and Student Affairs will be notified to verify your application information—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 the institution requires higher minimum coverage please contact the Office of Admissions and Student Affairs. There will be an additional fee for higher coverage – see below.)
- 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.
- 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

Schools often require students to upload supplemental documents such as CV, medical school transcript, photo, or criminal background check report. Many of these documents can be uploaded directly by the student with the exception of your medical school transcript, which must be uploaded by the Office of the Registrar.

You must order and pay for your transcript via myUTH. Be sure to confirm there are no HOLDs on your account preventing the release of a transcript.

- Login to myUTH
- Click on Student Center > Other academics > Transcript: Request Official, then click [Go] button
- Special Instructions for Transcript Request Form completion:
  - Select [Paper Hard Copy Transcripts]
  - Choose a Service for this order - Select [Official Transcript Pick Up In Person]
  - Pick up information - Enter "VSLO upload", "ERAS upload" or "SF Match upload"
  - NOTE: There is no need to actually go to the Registrar’s Office to pick up the transcript. They will complete the process and the upload.
  - Email notification is provided once a transcript request is completed

Please note that the medical school does not receive individual USMLE score reports thus 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

You are covered under The University of Texas System Professional Medical Liability Self-Insurance Plan with standard limits for medical students set at $25,000 per claim and $75,000 as the annual aggregate. Some institutions may require malpractice coverage that exceeds our standard limits. To purchase increased limits to meet needs of up to $2,000,000 per claim and $5,000,000 aggregate email the following information to Nicole Dubuque in OASA:

Subject Line: Medical Liability Insurance

- Full Name
- Student ID
- Name of Program
- City and State of Program
- County of Program
- Specialty Area
- Dates of Rotation
- Required Limit Amounts (e.g. 1M/3M)

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. Payment for additional coverage must be made to OASA before away rotation begins if payment is not received prior to the start of rotation a $20 fee will be charged per month.