STUDENT REQUEST FOR VSAS AUTHORIZATIONS

Students can request authorizations for the Visiting Student Application Service (VSAS) by clicking HERE for the request form. One authorization = one application. The SOM Registrar will grant 20 authorizations initially, but you may request additional authorizations when those run out. Please allow 1-3 days for processing.

Though students can start viewing VSAS in the third year, all hosts institutions will not have their electives available for viewing or application at the same time. Programs typically begin accepting applications March through May for the upcoming academic year. Use the VSAS "Institutions" tab to review when electives will be made available by the host institute. Review the VSAS web site to see what is available.

Preparing your VSAS Application

1. Transcript: To have your transcript uploaded to VSAS, submit the Transcript & MSPE Request Form with a $5.00 process fee. Normal processing time is 1-3 days from receipt of payment. If paying by credit card, please send the Request Form first then call 368-6137 with payment information. Do not Email your credit card information.

2. Verification: When your application is ready for verification, complete the VSAS Verification Form and return it to the SOM Registrar. The second page of the Form provides information for checking the status of the items listed on the first page of the Form.

3. Release: The SOM Registrar will automatically release a VSAS application after receiving notice from VSAS that it is ready for release.

4. Enrolled: Once the elective has been arranged and you are confirmed by the host institute, please submit an Unlisted Elective Request form with attachments. The Society Dean must sign University student requests. College student requests are processed through the CCLCM portal. The elective will be added to your transcript after receiving the approved documentation.

5. Grade: Students must use the Clinical Assessment System throughout all clinical rotations. The rotation will be available in CAS 24-hours after being enrolled by the SOM Registrar. Your preceptor must complete the EOR Assessment in CAS to receive credit for completing the rotation.

Please allow 1-3 days for processing. Students will receive an Email directly from VSAS when authorizations have been granted.

For more information about the VSAS process, please view the Away Rotations page on the SOM Registrar web site.

Thank you!