

VSAS Quick Start Card

for Student Users

Please use this as a general guide while you apply through the Visiting Student Application Service (VSAS).

Log In to VSAS

Go to <http://www.aamc.org/vsas> and click on **Log in to VSAS**. Submit your AAMC username and password.

- **AAMC login**
Your username, or access code, will be sent in the *VSAS: New User Instructions* email.
- **Don't Have an AAMC Login?**
An access code will be emailed to you in the *VSAS: New User Instructions* email which will allow you to create a login.
- **Forgot Your Password?**
Click on the **Forgot Password?** link found on the VSAS login page.

Step 1: Review Host Information

Review the VSAS host schools' application requirements, fee information and dates on which they will begin accepting and processing applications through your **Schools** tab.

Step 2: Complete your VSAS Profile

Use the **My Profile** tab to input the following information and to certify your application data.

- Contact information
- Core clerkship completion dates
These dates may be a time in the future.
- Photograph
- Curriculum Vitae
- Immunization Records (can be uploaded only after applications are submitted)

Step 3: Search for and Save Electives

Browse electives at the participating host schools by utilizing VSAS' search form and save the electives for future application. Use the **Electives** tab.

Search for Electives by

- Keyword, specialty, school name, dates

Save Electives

When reviewing your elective search results,

- Click **Save Elective** and choose a date.
- You may save the same elective multiple times with different dates.

Step 4: Apply to Electives

Use the **Electives** tab to review your saved electives and select those for which you wish to apply.

- Click **Apply to selected electives**.
- Arrange these electives, for each school, in order of preference.
- Enter your credit card information (to cover VSAS application fees).
- Click **Process Payment** to submit your application. It will go first to your home school before being released to the host school.

Step 5: Track Your Applications

Use the **Applications** tab to review your pending applications and received offers.

- Accept or decline offers from host schools. If you don't respond to an offer, it will expire within a timeframe set by the host school.
- Drop already scheduled electives, reorder applications, change preferred dates or withdraw pending applications, if necessary.

Step 6: Read E-mails

Make sure the e-mail address in your VSAS profile is current, as you will receive e-mails notifying you of:

- offers for electives.
- electives applied for, but which are not available.
- scheduling conflicts between offered and/or already scheduled electives. These conflicts must be resolved 30 days before the start of the first elective.
- offers made by host schools with impending expirations.
- cancelled electives to which you have applied or been scheduled.

Your Resources

VSAS Web Site

Located at <http://www.aamc.org/vsas>, the site contains additional information about VSAS, FAQs, and online tutorials.

VSAS Help Desk

Help Desk staff are available to answer your questions Monday - Friday, 9am – 5pm Eastern.

By Phone (202) 478-9878 **By E-mail** vsas@aamc.org