

Home Institution COVID-19 Resources

This document is a compilation of resources to assist with managing your institution's applications during the COVID-19 pandemic.

Limiting Student Ability to Apply to Electives Abroad [jump to page](#)

In case of a disruption in operations, home institutions may temporarily restrict the ability of their students to apply for opportunities abroad.

This job aid provides guidance to home institutions on how to update students' access to apply to elective opportunities abroad.

Marking an Application to not be Released [jump to page](#)

Home institutions may want or need to mark student applications that should not be released to a host institution. This may be a temporary step or may be the final home decision. Applications that are marked Not to be Released can still be released by the home institution, in most instances.

This job aid provides guidance to home institutions on how to mark an application as Not to be Released.

Limiting Student Ability to Apply to Electives Abroad

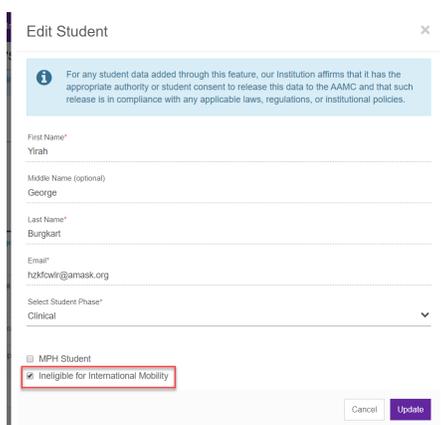
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Home Institutions

Home institutions who are in both the U.S. and Global networks and wish to limit their students' ability to apply to global opportunities will need to make their students **Ineligible for International Mobility**.

- 1) Edit an individual student's eligibility for International Mobility
 - a. Navigate to the **Student Roster** page
 - b. Select the **Class Year** or **Expected Graduation Date** to view the students you wish to update
 - c. The International Mobility column will display which of the students can apply to international opportunities
 - d. Select **Edit** in the **Actions** column for the student you wish to update.
 - e. In the **Edit Student** window, click "**Ineligible for International Mobility**"

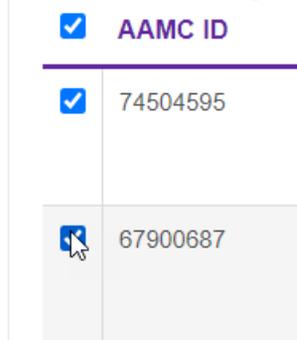


Note: A check mark indicates the student is not eligible for international mobility.

- f. Click **Update**.

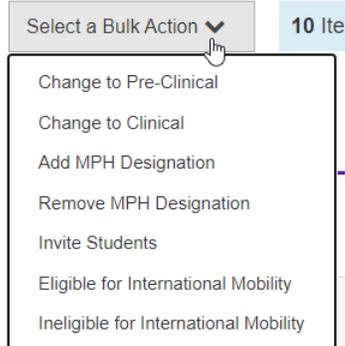
2) Bulk edit student eligibility for International Mobility

- Navigate to the **Student Roster** page
- Select the **Class Year** or **Expected Graduation Date** to view the students you wish to update
- Check the box to the left of the student name and AAMC ID, or check the box to select all students on the page



<input checked="" type="checkbox"/>	AAMC ID
<input checked="" type="checkbox"/>	74504595
<input type="checkbox"/>	67900687

- Select a **Bulk Action** menu, and select **Ineligible for International Mobility**



Select a Bulk Action ▼ 10 Ite

- Change to Pre-Clinical
- Change to Clinical
- Add MPH Designation
- Remove MPH Designation
- Invite Students
- Eligible for International Mobility
- Ineligible for International Mobility

- Review the Manage Students message and click **Yes- I'm sure**

Please note:

- The bulk eligibility update will only update students who have already accepted an invitation to VSAS (listed as Applicant).
- Students listed as Invited will need to have their eligibility updated after they accept the invitation and are listed as an Applicant
- Students listed as Not Invited, or with Expired invitations will have their eligibility set when invited or re-invited to VSAS.
- If you have students who have recently submitted applications for international opportunities, you will need to work with those students to discuss the next steps. These applications are still valid and can be processed.

Mark Application(s) to Not Be Released

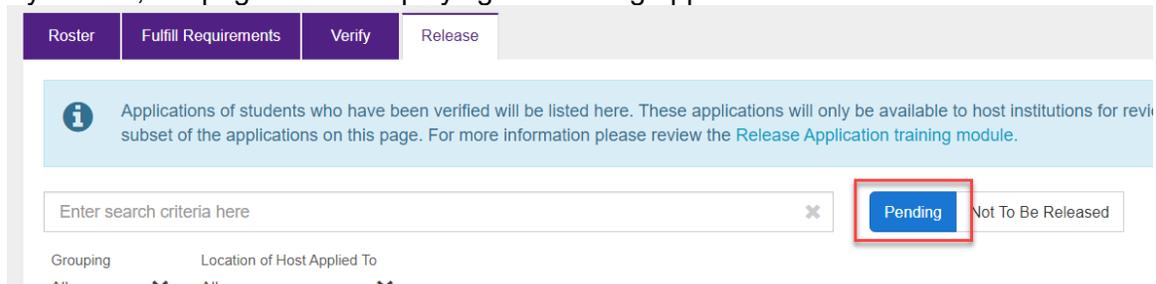
Home institutions may want or need to mark student applications that should not be released to a host institution. This may be a temporary step or may be the final home decision. Applications that are marked Not to be Released can still be released by the home institution, in most instances.

This job aid provides guidance to home institutions on how to mark an application as Not to be Released.

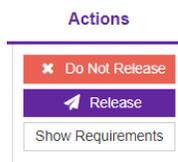
Not to be Released

Home institutions who wish to move an application that is Pending Release from their work flow because it will not or should not be released will need to mark the application(s) as **Do Not Release**.

- 1) Navigate to the Release page
- 2) By default, the page will be displaying all Pending applications that need to be reviewed



- 3) Find the application that should not be released, and select **Do Not Release** in the **Actions** column



- 4) Review and edit if necessary, the Do Not Release message. This email will be sent to the student.

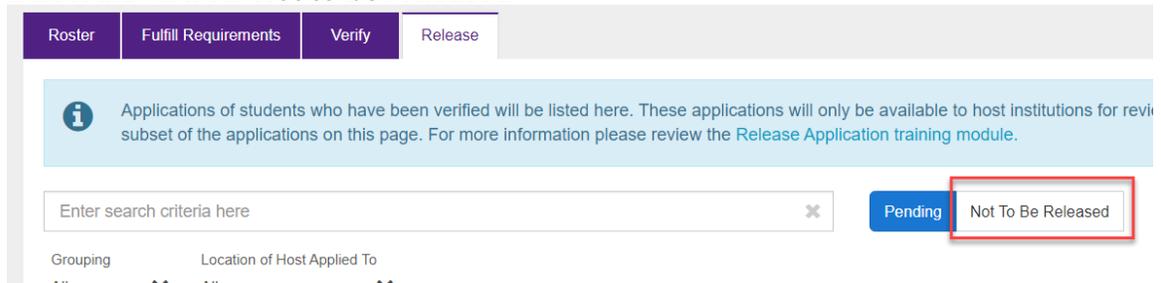


- 5) Select **Do Not Release and Notify**
- 6) The application will be moved to the **Not to be Released** page

Release a Not to be Released Application

Home institutions may wish to release an application that has previously been marked as Not to be Released.

- 1) Navigate to the **Release** page
- 2) Select the view for **Not to be Released**



The screenshot shows a web interface with a navigation bar containing tabs for 'Roster', 'Fulfill Requirements', 'Verify', and 'Release'. Below the navigation bar is an information banner with an 'i' icon and text: 'Applications of students who have been verified will be listed here. These applications will only be available to host institutions for review. For more information please review the [Release Application training module](#).' Below the banner is a search bar with the placeholder text 'Enter search criteria here' and a close button 'x'. To the right of the search bar is a dropdown menu with two options: 'Pending' and 'Not To Be Released'. The 'Not To Be Released' option is highlighted with a red box. Below the search bar and dropdown are two columns of headers: 'Grouping' and 'Location of Host Applied To', each with a dropdown arrow.

- 3) Find the application you wish to release.
- 4) Select **Release**
- 5) Review message and click **Yes – I'm sure**.
- 6) Application will be released to the host for review.

Please note: Certain applications may not be able to be released. These include:

- Applications with requested dates in the past.
- Applications to electives that have been canceled.
- Applications to electives that have been closed.