Host Institution Requirements

This is one of a series of Job Aids to make it easier for you to navigate the VSLO Application Service. To see a complete list of job aids, please visit our training page. If you have questions, please don't hesitate to contact our customer support team for assistance by calling (202) 478-9878 (8:00 am -6:00 pm ET), or by email.

Requirement Levels

There are three levels of requirements: Institution Level Requirements, Catalog Level Requirements, and Elective Level Requirements.

Institution Level Requirements

These are the most encompassing level of requirements. Institution Level Requirements will need to be fulfilled by all applicants to your institution. Examples of these may include: Transcript, CV/Resume, or Immunization Records.

Catalog Level Requirements

These requirements will only apply to applicants applying to a specific catalog. This may be helpful if you have multiple catalogs for different networks or various types of students. Examples of these may include: Background checks, ID Badge Request Forms, or Board Scores.

Elective Level Requirements

These requirements are the most detailed level and will only apply to applicants applying to a specific elective. These requirements should be used if there are requirements a specific elective or department may need from applicants. Examples of these may include: Personal Statements, Letters of Interest, or Acknowledgements.
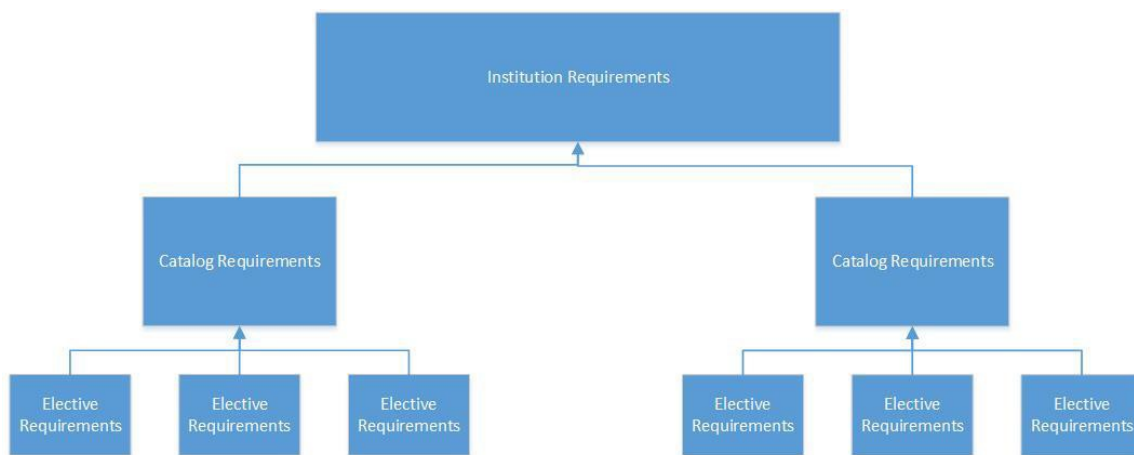
Requirement Types

There are two types of requirements available: Standard Requirements, and Non-Standard Requirements. Standard Requirements are requirements that have information pre-populated and are some of the most common requirements types requested by host institutions. Non-Standard Requirements are requirements that institution users will be able to create.

Standard Requirements

These are the most commonly requested requirements and have information pre-populated. The six standard requirements are listed below, along with descriptions. Fields with a green outline are editable when creating the requirement, and fields outlined in red are not editable.

CV/Resume

To be used when requesting a CV/Resume from applicants.

Type of requirement *

CV/Resume

Name of requirement*

CV/Resume

Description of requirement*

This requirement applies to electives that start on or after: *

Applicants are responsible for this requirement.

In which phase of the application process is this requirement fulfilled?

○ Submitted with application   ○ Post application decision

Cancel   **Save**

Immunization Records (AAMC Standardized Immunization Form)

To be used if your institution uses the AAMC Standardized Immunization Form. When applicants view this requirement, they will be able to download the AAMC Standardized Immunization Form.

Type of requirement *

Immunization Records (AAMC Standardized Immunization Form)

ⓘ The AAMC Standardized Immunization Form was announced August 2015 and is designed to improve the process of collecting immunization information from visiting students. More Information

AAMC Standardized Immunization Form

Name of requirement*

AAMC Standardized Immunization Form

Description of requirement*

Please download the AAMC Standardized Immunization Form and have it completed and signed by your health care provider or institutional representative.

This requirement applies to electives that start on or after: *   📅

Applicants are responsible for this requirement.

In which phase of the application process is this requirement fulfilled?

○ Submitted with application   ○ Post application decision

Cancel   Save

Immunization Records (My Institution's Immunization Form)

To be used if your institution uses their own Immunization Form. The form will be uploaded and made available to applicants to download and complete.

Type of requirement *

Immunization Records (My Institution's Immunization Form)

Name of requirement*

Host Immunization Form

Description of requirement*

This requirement applies to electives that start on or after: *   📅

Applicants are responsible for this requirement.

In which phase of the application process is this requirement fulfilled?

○ Submitted with application   ○ Post application decision

Upload your form template

Max File Size: 5MB
Valid File Formats: .png,.jpg,.jpeg,.gif,.pdf,.csv,.bmp,.tiff,.ppt,.pptx,.doc,.docx,.txt,.xls,.xlsx

⬆ Select File   No Document Selected

Cancel   Save

Photograph

To be used when requesting a photograph from the applicant.

Type of requirement *
Photograph

Name of requirement*
Photograph

Description of requirement*

This requirement applies to electives that start on or after: *

Applicants are responsible for this requirement.

In which phase of the application process is this requirement fulfilled?
○ Submitted with application   ○ Post application decision

Cancel   Save

Board Scores

To be used when requesting board scores from the applicant.

Type of requirement *
Board Scores

Name of requirement*
Board Scores

Description of requirement*

This requirement applies to electives that start on or after: *

Applicants are responsible for this requirement.

In which phase of the application process is this requirement fulfilled?

Submitted with application

Cancel   Save

To be used when requesting a copy of the applicant's transcript. This document is the responsibility of the applicant's home institution.

Type of requirement *
Transcript

Name of requirement*
Transcript

Description of requirement*
Please upload a copy of the student's transcript

This requirement applies to electives that start on or after: *

Home Institutions are responsible for this requirement.

In which phase of the application process is this requirement fulfilled?
◉ Submitted with application

Cancel   Save

COVID-19 Vaccination Documentation

To be used when requesting documentation related to an applicant's COVID-19 vaccination record.

Type of requirement *
COVID-19 Vaccination Documentation

Name of requirement*
COVID-19 Vaccination Documentation

Description of requirement*

This requirement applies to electives that start on or after: *

Applicants are responsible for this requirement.

In which phase of the application process is this requirement fulfilled?
○ Submitted with application   ○ Post application decision

Association of
American Medical Colleges

COVID-19 Vaccination Question

To be used when requesting an applicant indicate if they have or will be receiving a COVID-19 vaccine prior to the beginning of the elective.

Type of requirement *

COVID-19 Vaccination Question

Name of requirement*

COVID-19 Vaccination Question

Description of requirement*

This requirement applies to electives that start on or after: *

Applicants are responsible for this requirement.

In which phase of the application process is this requirement fulfilled?

○ Submitted with application   ○ Post application decision

Questions in this requirement

Question	Question Type
By the start of the elective, will you have received your COVID-19 Vaccination?	Multiple Choice • Yes, Full Vaccine • Yes, Partial Vaccine • No

Non-Standard Requirements

These are the five different types of requirements institutions can build. All the fields are editable when creating these requirements. When selecting that the Home Institution is responsible for fulfilling a requirement, the only phase that will be available is "Submitted with application."

Acknowledgement

This requirement type should be used when an applicant or home institution needs to acknowledge something for the host.

Examples may include: An applicant acknowledging that they will have complete a prerequisite before starting an elective rotation, or a Home institution acknowledging that their institution has an Affiliation Agreement on file with the host institution.

Document (for individual to upload)

This requirement type should be used if an applicant or home institution needs to upload a document for the host to review.

Examples may include: An applicant uploading a Personal Statement, an applicant uploading a copy of their Passport or Visa, or a Home uploading a Letter of Recommendation.

Form (for individual to fill out)

This requirement type should be used if an applicant or home institution needs to complete and upload a form provided by the host. The host will upload the document that the applicant/home institution will need to complete and upload to fulfill the requirement.

Examples may include: An ID Badge Request Form, A Housing Request form, or Professional Conduct Statement.

Free text and Document

This requirement type provides a section for the applicant/home institution to provide a brief written response and to upload a document.

Examples may include: An applicant providing proficiency in English language, and supporting TOEFL or IELTS scores, or a home providing confirmation that their students pursuing international rotations will be covered by the home institution's insurance policy and ability to upload the supporting policy documentation.

List of Questions

This requirement type provides an institution the ability to create a list of questions for an applicant/home institution to answer. There are four types of questions that can be created:

- Multiple Choice; Respondent is provided multiple answers and will need to select one
- Free Text: Respondent is provided an open text box to type in a response to the question
- Yes/No: Respondent will respond Yes or No to question
- Multi-Select: Respondent is provided multiple choices and can select multiple answers

Examples may include: Asking applicants if they are interested in on-campus housing opportunities provided by the host.