

University of Michigan Medical School (UMMS) 2018-19 Visiting Students Program Application Requirements

VSAS APPLICATIONS WILL BE ACCEPTED AS OF 9:00 AM EST ON THURSDAY MARCH 15, 2018.

An application must be submitted at least 60 days prior to the start of the rotation* OR by the first Monday in December, whichever comes first. Apply by the first Monday in December if you are submitting an application for an elective in Periods 10-12. *If applying for an elective offered in Periods 1 or 2 (please refer to our Clinical Calendar for blocks, aka periods), the 60-day cutoff will not apply.

THE FOLLOWING ADDITIONAL APPLICATION REQUIREMENTS pertain to every VSAS application an applicant submits to UMMS during the 2018-19 academic year. An application missing a requirement may not be reviewed.

- **Curriculum Vitae (CV):** PDF or MS Word files only; no page limit.
- **Immunization Form:** PDF only; visit our Institution Information webpage in VSAS to download our 2018-19 form, which is the only form we will review; other records uploaded as supplemental documents will not be considered.
- **Personal Statement:** PDF or MS Word file only; LIMIT ONE (1) PAGE, 8.5"x11". Upload the one-page file as a Supplemental Document in VSAS; answer the following questions: (1) Why you are interested in rotating at UMMS in this specific elective? (2) What separates you from other applicants?
- **Score Report:** PDF only; no page limit; upload the PDF as a Supplemental Document; applicants must have taken and passed the **USMLE Step 1** exam or **COMLEX-USA Level 1** exam prior to applying; ensure your score report is not protected ('SECURED'), as we will ONLY accept printable PDF files: if necessary, print report and then scan it. **If your institution does not require completion of USMLE Step 1 or COMLEX-USA Level 1 prior to applying and/or beginning a rotation, you will be required to submit a Dean's Recommendation Letter for review.**
- **Medical Liability and/or Malpractice Insurance:** Applicant must have Medical Liability and/or Malpractice Insurance that will be covered by their home institution during their elective time; Per Instance Insurance: \$1,000,000.00, Aggregate Insurance: \$3,000,000.00.

IMPORTANT TO NOTE: Your home school must release your application for our office to be able to view it in VSAS.

VIEW ELECTIVE DETAILS IN VSAS TO ENSURE YOU MEET ANY PREREQUISITES. If you fail to meet the requirements posed by an elective, your application will not be submitted to the program for review.

ROTATING OFF-CYCLE OR OFF-BLOCK IS NOT PERMITTED. You must rotate according to the periods (blocks) indicated on our Clinical Calendar. Please inquire with your home school whether an approved vacation or leave can be obtained if your school's calendar does not align with ours. Additionally, our office is not responsible for approving time off during your rotation. Please direct any requests for time off to the program's Clerkship Coordinator. Contact information is provided upon an offer being extended in VSAS and accepted by the applicant.

CONTACTING THE DEPARTMENT OR FACULTY IS HIGHLY DISCOURAGED. If you are informed of availability before being extended an offer in VSAS, please be aware that faculty, clerkship directors, and staff are not necessarily aware of availability. Without an official offer extended to you via VSAS by our office, you may not receive credit for your rotation even if you received a verbal/written offer from a program.

UPON BEING EXTENDED AN OFFER, you have one week from the date of notification to accept or decline the offer in VSAS. If no response is received by 8:00 PM EST on the expiration date, the offer will expire in VSAS.

REMEMBER, AN OFFER IS VALID ONLY IF IT IS MADE IN VSAS. If a visiting student wishes to receive credit for an elective, then the offer of a visiting rotation needs to be generated by our office using VSAS. Arrangements made outside of our office will result in a student not being enrolled and not being provided with a final evaluation.

UPON ACCEPTING AN OFFER, a nonrefundable processing fee of \$100.00 USD is due. We accept checks only, payable to "The University of Michigan," mailed to:

Office of Medical Student Education
Visiting Student Program
5100 Taubman Health Sciences Library
1135 E. Catherine
Ann Arbor, MI 48109

As of 2018-19, the fee is not being waived for any schools. Please see the Fees section of our Institution Information webpage in VSAS for more details.

IF YOU DROP AN ACCEPTED OFFER, please immediately notify the Visiting Students Coordinator in writing (email is preferred, send to umms-vsas@umich.edu). **NOTE:** the processing fee is nonrefundable.

HOUSING OPTIONS ARE LIMITED, thus it is advisable to seek housing as soon as you accept an offer. UMMS does not make housing arrangements for visiting students, nor do we maintain information about availability.

IF YOU HAVE QUESTIONS after reviewing this document and our [Visiting Student Website](#), please contact the [Visiting Students Coordinator](#).