

**University of Michigan Medical School (UMMS)  
2019-20 Visiting Student Program Application Requirements**

**VISITING STUDENT APPLICATIONS WILL BE ACCEPTED BEGINNING AT 8:00 AM (EST) ON MONDAY, MARCH 18, 2019.**

Applications must be submitted via the Visiting Student Application Service (VSAS) on the AAMC Visiting Student Learning Opportunities (VSLO) [website](#). Applications must be received at least 60 days prior to the start of a rotation month. If you are applying to rotation months February 2020, March 2020, or April 2020, please submit your applications by Monday, December 2, 2019.

**THE FOLLOWING APPLICATION REQUIREMENTS** pertain to every VSAS application an applicant submits to UMMS during the 2019-20 academic year.

- **Curriculum Vitae (CV):** PDF or MS Word file only; no page limit. Uploaded by applicant.
- **Immunization Form:** AAMC Standard Immunization Form completed and signed by a licensed health care provider. Uploaded by applicant.
- **Personal Statement:** PDF or MS Word file only; limit one page. Please address the following questions: **(1)** Why you are interested in rotating at UMMS for this specific elective? **(2)** What separates you from other applicants? Uploaded by applicant.
- **Photo:** A current photo of yourself. Uploaded by applicant.
- **Transcript:** PDF only. Your current medical school transcript. **NOTE:** Uploaded by your home institution.
- **Score Report(s):** PDF only; no page limit. Visiting student applicants must have taken and passed the **USMLE Step 1** exam and/or the **COMLEX-USA Level 1** exam prior to applying. **NOTE 1:** Many departments that accept DO students require the USMLE Step 1 score – please check the individual elective requirements regarding acceptable exams. **NOTE 2:** 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. Uploaded by applicant.
- **Supplemental Documentation:** One file, no page limit. We realize not all applicants have supplemental documents to upload. Due to limitations in the VSAS system functionality and the need to keep supplemental documents with the applications, we had to make this a requirement. Therefore, even if you have no supplemental documents to upload, you will need to upload a blank page or a page that states you have no supplemental documents to upload. We regret any inconvenience this may cause. **NOTE: LORs are optional.** Host institutions do not have access to documents uploaded to your "My Documents" tab and we will not be able to access LORs that are stored in your "My Documents" tab. If you want us to be able to see your LORs, you will need to upload them as a supplemental document. Uploaded by applicant.
- **Individual Elective Requirements:** There are some individual electives that have Elective Requirements. Please check the individual elective to see if there are any additional Elective Requirements. Uploaded by applicant.

**IMPORTANT:** Your home institution must release your completed application for our office to be able to view it in VSAS.

**ROTATING OFF-CYCLE IS NOT PERMITTED.** You must rotate according to the 4-week rotation dates indicated on the 2019-20 Visiting Student Calendar. If your home institutions academic calendar does not align with ours, please inquire with your home institution whether an approved vacation or leave can be obtained.

**TIME OFF DURING A ROTATION.** The Visiting Student Program 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 will be provided upon an offer being extended in VSAS and accepted by the applicant.

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

**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 and will no longer be valid. **NOTE:** Completing a rotation at UMMS does not guarantee an interview for residency.

**UPON ACCEPTING AN OFFER,** a nonrefundable processing fee of \$100.00 USD is due. We only accept personal checks, Cashier's checks, and money orders made payable to "The University of Michigan" and mailed to:

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

**IF YOU DROP AN ACCEPTED OFFER,** please edit your decision in VSAS and notify the Visiting Student Coordinator by sending an email to [umms-vsas@umich.edu](mailto:umms-vsas@umich.edu). **NOTE:** The processing fee is nonrefundable.

**HOUSING OPTIONS ARE LIMITED,** thus it is advised that you 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. Housing is the full responsibility of the visiting student. You can find housing resources at [Med School Housing](#) and [Summer Housing for Interns](#). Also, if you know one of our current med students, you could have them send an email to our class email groups on your behalf.

**IF YOU HAVE QUESTIONS,** please send an email to Visiting Student Coordinator at [umms-vsas@umich.edu](mailto:umms-vsas@umich.edu).