HOW TO APPLY FOR A DOMESTIC ELECTIVE AT ANOTHER UNIVERSITY OR HOSPITAL

The University of Michigan Medical School’s clinical curriculum provides senior students the opportunity to participate in up to three months of elective clerkship rotations at other medical schools in the United States. The following is a list of steps to follow when setting up a visiting clerkship.

- View the following web page for a listing of schools using the electronic Visiting Student Application Service (VSAS) [http://www.aamc.org/programs/vsas/students/] - not all schools use this service.
- Select a University or hospital that you are interested in visiting. Start by searching the web, asking clerkship directors, your mentors, or current M4 students for their recommendations.
- Select a University, hospital, or program that offers four week rotations. You will not be permitted to do two week rotations.
- Select a University, hospital, or program that is willing to take you during our academic calendar dates. We will not permit you to do rotations that are off schedule unless it overlaps your vacation month.
- Obtain and complete all required host school application materials. If using a school from the VSAS listing, you must complete the VSAS on line application process. If you are applying to a program outside the VSAS listing, you will need to obtain their paper applications. Documents that include a “Dean’s” signature, “Dean’s “letter, or “letter of good standing” are processed by Gretchen Aland, Scheduling Coordinator. Contact Gretchen directly to arrange a time to get any home school section of the forms completed.
- Some non-VSAS schools require an official transcript - you need to order this via wolverine access. For those students applying through VSAS – Gretchen Aland will upload your transcript for you. However, you must contact her directly when your application is ready for the transcript upload.
- Some schools require proof of your Step 1 score. If you no longer have the copy you were sent after you took Step 1, you’ll need to obtain a new document from the National Board of Medical Examiners at [www.nbme.org].
- Most schools will require you to submit verification of health and immunization records. In order to begin the process, please visit the VSAS or Host school website and download the appropriate health record forms. Email the downloaded immunization form to Pamela Beatty Cupitt (pcupitt@med.umich.edu), Administrative Manager for OMSE Student Services; your forms will be completed with the appropriate signature and provided to you as a PDF document to enable you to upload or email them to the visiting school official. Make sure your immunizations are up to date, including your annual TB test.
- Once you have all these materials together, be sure to mail them to the host school prior to their application deadlines.
- Next you will need to complete our M4 elective form for outside institutions available in the M +Box at: [https://umich.box.com/s/h6gqipqlix5ui1e0w1myx4cc3lw89trxm]
- You must also attach a visiting school course description and your acceptance letter from the host program. Be sure to submit everything to Gretchen Aland in OMSE (UM elective form, course description, and any approval letter) 2 months prior to the start of the rotation.

No credit will be given for the experience until the Final Performance Grade Report form has been completed and returned to the appropriate UM Clerkship Department. The Final Performance Grade Report form will be sent to you via email for you to give to the host program.

The deadline dates for having outside rotations approved is 2 months prior to the start of the rotation. The only exception to this rule is the final deadline for periods 6-12 will be August 18th. Please watch your email for specific dates.

- Email or drop off your outside elective form, course description, and host program letter of approval to:

  Gretchen Aland, Scheduling Coordinator
gretchea@umich.edu
  Office of Medical Student Education, 6310 Taubman Health Sciences Library
  1135 Catherine Street, Ann Arbor, MI 48109-5611