Visiting Student Application Service (VSAS)

Student Software Screenshots
Step 1: Receive VSAS Authorizations

Request authorizations from your visiting student coordinator or student affairs office. You will then receive a “VSAS: New User Instructions” e-mail with login information.

Dear Student User,

Welcome to the Visiting Student Application Service (VSAS)! Please use VSAS when applying for away electives at participating host institutions. A full list of host institutions can be found at [http://www.aamc.org/vsas/students](http://www.aamc.org/vsas/students).

Each host institution will make their electives available for application on a date of their choosing. You may review those institution-specific application dates in VSAS through your 'Institutions' tab.

**USER INFORMATION**
AAMC username - STUDENT
AAMC registered email address - student@medschool.edu
AAMC ID - 1111111 (this is not your AAMC password)

**LOG IN INSTRUCTIONS**
1. Go to [http://services.aamc.org/10/vsas/](http://services.aamc.org/10/vsas/)
2. Enter your AAMC user name
3. Enter your AAMC password (previously used for AMCAS, MCAT or Careers In Medicine)
4. Click 'Login'

**FORGET YOUR PASSWORD?**
1. Go to [https://services.aamc.org/dsportal/index.cfm?fuseaction=login.request_password&thread=accounts.availableSystems](https://services.aamc.org/dsportal/index.cfm?fuseaction=login.request_password&thread=accounts.availableSystems)
2. Enter your AAMC username
3. Enter your AAMC registered e-mail address
   Note: this is the email address used when you first created this account for AMCAS, MCAT or Careers in Medicine. If you no longer have access to it, please contact VSAS for assistance.

**RESOURCES**
VSAS Student web site - [http://www.aamc.org/programs/vsas/students/](http://www.aamc.org/programs/vsas/students/)
Host Institution Application Requirements - access through your VSAS 'Institutions' tab

**AUTHORIZATIONS**
School of Medicine has issued you 10 authorizations. Each authorization allows you to apply for one elective/date combination. Request additional authorizations through your school.

Please do not hesitate to contact us at vsas@aamc.org or (202) 478-9878 if you have any questions or concerns.

Sincerely,
VSAS
Step 2: Complete Application Profile

Provide general contact information, including core clerkship completion dates.
Step 3: Review Host Institution Info

Use the “Institutions” tab to review the application requirements and date on which a VSAS host institution will post their electives and begin accepting applications.
Step 4: Upload & Assign Documents

Use the “Documents” tab to upload your CV, photo, immunization forms, and supplemental documentation. Assign those documents to a specific host institution or elective application.
Step 5: Search for Electives

Browse electives at the VSAS host institutions once the institutions post their electives for review and application.

Note for Students: You cannot apply to a host institution’s 2012-2013 electives until they make them available for application. Use your Institutions tab to review each institution’s application date.
Step 6: Apply to Electives

Submit your applications by indicating your preferred order of elective requests, assign documents to applications, and submit your billing information for VSAS fees.

Apply for Electives

Step 1: Order & Review

To indicate your preferences, order each school's electives by "dragging and dropping" and answer the school specific questions. This elective ordering and your answers are editable after submission. Click "save for later" to place the elective back in your saved electives list.

Electives listed in gray, and which cannot be dragged and dropped, indicate electives to which you've already applied. You may change their order by using your "Applications" tab.

*To "drag and drop" place your mouse on top of an elective, click when you see the plus sign, and drag above or below your other electives. Release mouse.

Johns Hopkins University School of Medicine

What are your intentions?

How many elective experiences would you like to be assigned at this host school?

1

In obtaining elective experiences at this school, which of the following is most important to you:

None

<table>
<thead>
<tr>
<th>#</th>
<th>Course</th>
<th>Description</th>
<th>Dates</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nour 640: Advanced Pediatric Neurology Subinternship</td>
<td>04/10/2009 - 05/15/2009</td>
<td>edit dates, save for later</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Nour 640: Advanced Pediatric Neurology Subinternship</td>
<td>06/19/2009 - 07/24/2009</td>
<td>edit dates, save for later</td>
<td></td>
</tr>
</tbody>
</table>
Log in to VSAS to review your pending applications and accept or decline received offers.

### Step 7: Track Offers

Accept or decline each elective offer by clicking the appropriate button. Please note the date on which each offer expires.

<table>
<thead>
<tr>
<th>Date Applied</th>
<th>Date Released</th>
<th>Course Description</th>
<th>Order</th>
<th>Preferred Date</th>
<th>Scheduled Date</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
</table>