

Michigan State University College of Human Medicine - Lansing Campus

Visiting Medical Student Application Requirements

Applications must be submitted via the [AAMC Visiting Student Learning Opportunities \(VSLO\) website](#)

The MSU CHM Lansing Campus will begin **accepting** applications on VSLO on **March 17th at 12 PM**.

We will begin **reviewing** applications in **April**.

Application Requirements:

- ☐ Email Address
 - ☐ Please ensure that the email address listed in your AAMC VSLO account is a current and monitored email address.
- ☐ Photograph
 - ☐ JPG/PNG only. This photo will be used for your ID badge if one is required.
 - ☐ Include your last name at the start of the file name prior to uploading
- ☐ Transcript
 - ☐ Must show successful completion of all Core Clerkships (Family Medicine, Internal Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry and Surgery)
 - ☐ This will be uploaded by your home institution
- ☐ [AAMC Standard Immunization form](#) completed and signed by a licensed health care provider or designee.
 - ☐ [AAMC Immunizations FAQ](#)
 - ☐ Include your last name at the start of the file name prior to uploading
- ☐ [MSU CHM Supplemental Application](#)
 - ☐ Required for all applications.
 - ☐ A different supplemental application should be completed for electives that fall under different departments.
 - ☐ If you are submitting applications for multiple dates/electives within the same department, the same supplemental application may be used.
 - ☐ Include your last name at the start of the file name prior to uploading

Requirements Upon Acceptance:

- ☐ You will be required to pay the \$150 non-refundable VSLO processing fee. Payment can be made through this secure site: https://commerce.cashnet.com/msu_8015
 - ☐ This fee covers two approved rotations with us, for a maximum of 8 weeks
 - ☐ This fee is only required if you have accepted an offer from us, **do not submit payment until your rotation is confirmed**
- ☐ A clinical affiliation agreement must be in place between the Michigan State College of Human Medicine and your institution **before** your rotation start date.
 - ☐ Upon accepting a rotation with us, you must notify your home institution that an affiliation agreement is required. Copy MSU CHM Lansing Elective Coordinator Bryanna Powers (smit1617@msu.edu) in your email to your school and our institutions will verify if there is already an existing agreement and, if not, begin the process to establish one.
 - ☐ We make every effort to ensure an agreement is established, but it is ultimately **your home institution's responsibility to ensure this is executed**. Failure to finalize an agreement ahead of your rotation start date could result in cancellation of your rotation.

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

ROTATING OFF-CYCLE IS NOT PERMITTED. You must rotate according to the rotation dates indicated on the [Visiting Student Calendar](#).

AN OFFER IS VALID ONLY IF IT IS MADE THROUGH THE AAMC VSLO WEBSITE.
Arrangements cannot be made outside of this process.

IF AN OFFER IS MADE, you will have 2 weeks to accept or decline through the VSLO website. If a decision is not made within that time frame, your offer will expire and your spot will no longer be held.

IF AN OFFER IS ACCEPTED, you will have 2 weeks from the date of acceptance to pay the non-refundable \$150 VSLO processing fee through this link: https://commerce.cashnet.com/msu_8015

IF YOUR APPLICATION IS DENIED, you will be offered a chance to join the waitlist if there is waitlist space available. You will need to email Bryanna Powers at smit1617@msu.edu to request to join the waitlist. Please be specific about what elective(s) and date(s) you would like to be waitlisted for.

TO DROP AN ACCEPTED OFFER, please edit your decision in AAMC VSLO and notify Bryanna Powers at smit1617@msu.edu **NOTE:** The \$150 USD processing fee is nonrefundable.

HOUSING IS THE STUDENT'S RESPONSIBILITY MSU CHM does not make housing arrangements for visiting students, but a housing resource guide with some options that have worked for students in the past will be sent to you about 6 weeks out from your rotation start date.

IF YOU HAVE QUESTIONS, please email Bryanna Powers at smit1617@msu.edu