**STEP 1: LOGIN**

- Go to: [https://students-residents.aamc.org/attending-medical-school/article/visiting-student-learning-opportunities/](https://students-residents.aamc.org/attending-medical-school/article/visiting-student-learning-opportunities/)

- When you login you will be taken the AAMC VSAS Landing Page.

**STEP 2: ENTER PERSONAL INFORMATION AND ACADEMIC INFORMATION**

- Click on the “My Application” Tab

- Then, enter your “Personal Information” and “Academic Information”
STEP 3: UPLOAD DOCUMENTS

- To Upload Documents click on the “My Documents” tab.
- Click on the button on the right corner.

![Image of VSAS interface with uploaded documents]
STEP 4: SEARCH FOR ELECTIVES

- To “Find Electives” you have two options:

**OPTION 1:** Go to “Find Electives” through the toolbar located at the top of your screen. Search for electives and press “Save” (Located at the Right Corner)
OPTION 2: Go to “My Application”, “Add Electives”, and you can “Add from Saved List (Option 1)” or “Add Electives from Search” and search for electives following the same steps as “Option 1”

- Add Electives from Saved List
- Add Electives from Search

You will be able to view your electives under “My Saved Electives”
STEP 5: APPLY TO ELECTIVES

- Select the elective you want to apply to, select a date range, click on the “apply now” button located on the bottom right of the screen.
STEP 6: ASSIGNING REQUIRED DOCUMENTS

- Next, assign documents to the host institutions as per their individual requirements.
Select “Edit” next to a requirement, then you can upload something directly from your computer (first option), or something from your saved documents (second option, selected).

If you select from “My Documents” it will retrieve documents that you uploaded in Step 3.
Once you’ve uploaded your document that requirements will switch from **Incomplete** to **Complete**.

![Image of VSAS Guide](image-url)

- Upload all of the Institution Requirements, then click save and continue.
STEP 7: ELECTIVE PREFERENCES

- After you click “Continue” this will bring you to the “Preferences” screen.
- From the drop-down select “How many elective experiences would you like to be assigned at this host institution?”

- Click “Save and Continue”.
STEP 9: SUMMARY REVIEW

- Review the “Application Summary” and if everything is correct, click “Save and Continue.”

STEP 10: PAY AND SUBMIT APPLICATION

- It will then ask you to pay for the elective.
- Once you pay then click on “Pay and Submit”. 
STEP 11: SUBMIT THE EXTERNSHIP CHECKLIST TO STUDENT AFFAIRS

- Checklist: Visiting Student Learning Opportunities (VSAS) – Domestic
  - OR –
- Checklist: Visiting Student Learning Opportunities (VSAS) – International

Once you apply through VSAS, submit the Checklist to the Office of Student Affairs (OSA). OSA will upload the following documents:
  - Transcript
  - Letter of Good Standing
  - Malpractice Insurance

STEP 12: VERIFY AND RELEASE

After all STEPS 1 – 11 have been successfully completed, OSA will fill-out the “Verification Page”.

At this time you will receive an e-mail from OSA. Please confirm that OSA has permission to release your applications.

If you apply to additional externships, e-mail OSA (Ashley.johnson@med.miami.edu) to release the additional applications. You do not have to submit this checklist, unless there are new documents that need to be uploaded.

GOOD LUCK!!!