



CHECKLIST

Please allow up to **3-5 business days for processing**, upon receipt depending on time of year and volume of requests. Submit this form to the Lindsay Buddle via e-mail at lpb53@med.miami.edu.

Please submit document requests at least 1 week prior application deadlines so we may better serve you.

STUDENT INFORMATION

Last Name:	First Name:	Middle Initial:	Student EMPL ID/C#:
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DOCUMENTS TO BE UPLOADED BY THE STUDENT

***Additional Documents may be required by the Host Institution. Please review their requirements and upload your documents accordingly.

- Student Picture
- Curriculum Vitae
- Proof of Health Insurance
- Immunizations - View all instructions listed here [ONLINE](#) and contact the Office of Student Services (RMSB Room 2155) for more information.
- USMLE Step I Scores – The Office of Student Affairs **CANNOT** release USMLE Step I Scores. You will have to contact the AAMC NBME directly. Please note there is a fee.
- Copy of the Respiratory Mask Fit Certification
 - The contact person is Ms. Noelia Estevez De Rosario, 305-243-3267 or visit the UM Environment and Safety Health Office located in the Dominion Towers room 405.
 - Students sign-up through a google doc and the link is here: <https://docs.google.com/spreadsheets/d/1ucVoEyQkiCGc1K4gmPPTaQV9IZo0HpZDaEejpa-QRaQ/edit#gid=2085763012>
- Copy of BLS/ACLS - [ONLINE](#)
- OSHA/HIPAA - Located on Blackboard.
- Copy of Clerkship Narratives – Contact the individual clerkship program coordinator to receive a copy.

The UMMSM refers students to Complio' for Background Check and Drug Testing; however, you are free to use another outside agency if you feel that the cost is more affordable. If you choose to use our recommendations:

- Background Check

Majority of schools will request that you complete a recent background check prior to the start of your away rotation.

 - We recommend that you use The American Databank (Complio) "Florida In-State VECHS only Fingerprinting Package".
 - Background check instructions, fees, and prices are listed here: <http://www.umcompliance.com/>

Please note: You may select the "Florida In-State VECHS only Fingerprinting Package" even if your permanent address is in another state. "Florida **In-State** VECHS only Fingerprinting Package" is processed electronically and "Florida **Out-of-State** VECHS only Fingerprinting Package" is processed through snail mail.

 - Some schools accept a background check from matriculation into Med school. Please request background check authorization form ([CLICK HERE](#))so we have the Certiphi Background Check from matriculation available for when you start uploading/ mailing out your application document.
- Drug Test – To order a drug test visit: <http://www.umcompliance.com/>

Pay and Submit your VSAS Application



PLEASE CHECK OFF THE DOCUMENTS YOU NEED TO HAVE UPLOADED BY THE OFFICE OF STUDENT AFFAIRS.

*Please note: You must "Pay and Submit" before the Office of Student Affairs can upload the requested documents.

DOCUMENTS UPLOADED BY HOME INSTITUTION

- Letter of Good Standing
- Malpractice Medical Liability Insurance
- Transcript
- Copy of the Background Check from Matriculation
Please allow up to 5 – 7 business days for uploading.
- Recommendation Letters (LORs)

Letter writers must send letters directly to Lindsay Buddle at ljb53@med.miami.edu

• Name of the letter writer: _____

The Office of Student Affairs will upload your documents and verify your application. We will e-mail to confirm if you are ready to release your application(s). Please provide your consent via e-mail.

If you apply to additional programs you do not have to resubmit this form, unless there are new documents that need to be uploaded.

Finally, submit your acceptance letters to Lindsay Buddle at ljb53@med.miami.edu. Check your schedule to make sure that you do not have any schedule conflicts. If you see schedule conflicts, please submit your Change of Schedule Request Form online to medicalstudentaffairs@med.miami.edu

FOR OFFICE OF STUDENT AFFAIRS USE ONLY

DATE SUBMITTED:	UPLOADED DOCUMENTS ON:	STUDENT CONFIRMED RELEASE ON:
____ / ____ / ____	____ / ____ / ____	____ / ____ / ____
Processed by:		