Instructions for Applying for Away Elective Rotations

• The first step is to identify locations and specialties of interest. Resources for this step include FREIDA database available from the M3/M4 web site, personal connections, and individualized searches on the web.

• Explore the institution’s policies (e.g. do they list pre-requisites such as all core clerkships?), timeline and application procedures:
  o If they use VSAS, contact Julie Wyant wyant@illinois.edu for permission to access the program (Julie will automatically send every M-3 student permission to apply to a number of programs in February).
  o If they are not a VSAS Home institution, download their individual application form. Complete your portions of the application (this is NOT Julie’s responsibility) and bring it to Julie to complete our portion. Julie will document your status and required criteria such as malpractice coverage and health insurance. Be sure to include pertinent information such as where Julie is to send the documents, the elective course number, dates desired and alternate dates, and other requirements such as immunization records and a check to cover your application fee!
  o MSP students who matriculated prior to 2006 will have to complete a Criminal Background Check and submit results to Julie as it is required by VSAS. Other individual residency programs have their own requirements such as a mask fit test, recent criminal background check or even a drug test, among other things.

• Once you have received approval from the away institution, take information regarding the elective and an add/drop form to the appropriate clinical department for approval. Debbie Deedrich is the resource for OB/GYN, Linda Stone for Psychiatry, Kirsten Lawhead for Family Medicine.

• Bring the approved add/drop form with department head signature to Julie Wyant. She will see the elective is documented in your record and add the elective to your Banner registration.

• It is likely you will need to apply to more electives than you intend to take as some programs will not have space or not have space available coinciding with your schedule. Students often accept an elective only to cancel it later when other offers come through. Of course, it is best to give as much advanced notice as possible with canceling a scheduled elective. You may still wish to apply to that school for their residency and you want to remain in their good graces.

• We must have an evaluation completed by your attending at the elective. We send a blank evaluation form along with your application materials, but they are often lost. It is a good idea to take another form and deliver it in person as well as follow up after the elective to see that they submit the evaluation to the Student Affairs/MSP Office.