

# Instructions for applying to external electives using Visiting Student Learning Opportunities (VSLO)

## Step 1: Login to VSLO

- ❖ You will receive an email from VSLO with your login information on February 1st. If you have not received this email, please contact Enrollment Services at [enrollment.services@utmb.edu](mailto:enrollment.services@utmb.edu).
- ❖ Instructions for using VSLO can be found on the AAMC website by going to Student > Visiting Student Services > Attending Medical School > For Students: How to use VSLO, or by following this link: <https://students-residents.aamc.org/attending-medical-school/article/how-use-vslo-application-service/>

## Step 2: Complete and Certify your VSLO Profile

- ❖ Once you are signed in, you will complete the Profile section of the VSLO application.

## Step 3: Review Host Institution Application Dates and Requirements

- ❖ Review the host institutions' application requirements, fee information, and dates on which they will begin accepting and processing applications on the "Institutions" tab. You must meet all the requirements to be considered for an elective rotation at that institution. If any of the items listed are missing from your application, it will be denied.

## Step 4: Search for and Save Electives

- ❖ Utilizing the VSLO search form, you can use any of the following search criteria to locate electives: keywords, specialty, institution and/or location, and start month of the rotation.
- ❖ You can "save" different electives you are interested and can save each selective multiple times with different dates. The "Save" button will only be available on electives that the institution is currently accepting applications for and that you are eligible to apply for.
- ❖ Note: Not all host institutions will have their electives available for viewing at the same time. Use your VSLO "Institutions" tab to review when electives will be made available to you by the host institution.

## Step 5: Upload and Assign Documents

- ❖ Documents must be assigned to an application under their requirements tab in order for the host institution to have access to the documents.

## Step 6: Apply to Electives

- ❖ To complete the application process, select one or more of your saved electives and arrange them in order of preference. During the checkout process, you will be given the opportunity to upload additional documentation. Documents will only be available to the institution after you have submitted the application.
- ❖ Enter your credit card information to pay the VSLO service fee and submit your applications. VSLO charges a flat fee of \$15 per application. Application fees are per elective regardless of the number of requested dates for that elective.

## Step 7: Verification

- ❖ Once submitted, the applications are transmitted to UTMB Enrollment Services. We will upload your transcript and any additional documentation that is required by the home institution. At this time, Enrollment Services will also verify various information about your academic medical career.
- ❖ To be verified, you must upload the following information under your Documents tab:
  - ✓ **UTMB Annual Compliance Training certificate**. From the UTMB home page, select Search All Links & Resources > Annual Online Training > Login > My transcripts > Select the course > Click "View Certificate" (VLSO rotations require proof of **OSHA/HIPAA** training, both of which are completed during annual compliance training.)
  - ✓ Current ACLS and/or **BLS Card**
  - ✓ Current proof of **Mask Fit** Test (Contact Environmental Health & Safety at 409-772-8459 for copy of certificate or to schedule a test)
  - ✓ **Proof of Personal Insurance**

- ✓ If the host school requires medical liability insurance of more than \$75,000 aggregate and \$25,000 per instance, you must purchase additional insurance and upload the documentation to VSLO. Please contact **Shaine LeGrand** to purchase this coverage.
- ❖ UTMB only runs background checks on students during matriculation. If the host institution requires a more recent background check, you will need to have one done on your own and upload the documentation to VSLO.

**NOTE: If the above documents are NOT in your document center, the application will still be released but the verification remain incomplete. This could cause a delay in response to your application from the host institution.**

#### Step 8: Track Offers

- ❖ You can keep track of your applications under the "Tracking" tab in VSLO. This is also where you will accept/decline offers, drop previously accepted offers, withdraw pending applications, or modify submitted applications.
- ❖ You will receive a notification if your Host Institution needs you to resubmit a requirement. You can complete this task through the "Tracking" tab as well.

#### Step 9: Read E-mails

- ❖ Make sure that the email address in your VSLO profile is current and that you are checking it often so you do not miss information communications regarding:
  - ✓ Offers for electives
  - ✓ Electives applied for, but which are not available
  - ✓ Scheduling conflicts
  - ✓ Offers made with impending expirations
  - ✓ Canceled electives to which you have applied or been scheduled for
  - ✓ Document notifications alerting you when UTMB has uploaded or modified a document for your application

#### Step 10: Acceptance/Denial

- ❖ If you are **accepted**: Congratulations!
- ❖ Enrollment Services will run weekly reports of "**Offer Confirmed**". These electives will then be added to your schedule. If you are already enrolled in a UTMB course when you are accepted into an elective, please swap the course back to vacation to we can enroll you in your VLSO elective easier. Otherwise, it will cause a delay as we must verify your schedule first. **NOTE: If the rotation is not in "Offer Confirmed" status in VSLO, it cannot be added to your schedule.**
- ❖ If you change your mind about an away elective you have accepted, please let us know so we can remove it from your schedule. We do not receive any kind of notification if a student drops an offer.
- ❖ If you are **denied**: If the denial is due to missing documents, upload them to VSLO and notify the host institution that you have updated your application. If UTMB needs to add/update anything, please contact Enrollment Services at [enrollment.services@utmb.edu](mailto:enrollment.services@utmb.edu).

#### Acting Internship or Emergency Medicine credit:

- ❖ Acting Internship credit – When the rotation has **Sub-internship, Externship, or Acting Internship** in the title, you will **automatically** receive A/I credit for the rotation.
  - If the rotation title does not specify A/I but you want to receive A/I credit, you must reach out to Enrollment Services to let them know that the course description clearly states it is a Sub-internship, Externship, or Acting Internship in VSLO. When the description is not clear, you will need to get approval from Dr. Misha Syed, Assistant Dean of Educational Affairs. A signed C-form will need to be submitted to Enrollment Services to receive A/I credit.
- ❖ Emergency Medicine credit – If you would like to receive Emergency Medicine credit for your away rotation, you will need to have the rotation approved by Dr. Luke Murphy. A signed C-form will need to be submitted to Enrollment Services to receive EM credit.

## Frequently Asked Questions

- **My access to VSLO has expired. How can I get a new invite?**
  - If your access to VSLO has expired, please email Enrollment Services at [enrollment.services@utmb.edu](mailto:enrollment.services@utmb.edu) and request that a new invitation be sent. Invitations to VSLO will expire after 30 days.
- **I need a Letter of recommendation uploaded, how does that work?**
  - The Letter of Recommendation can be from any instructor or physician that mentored you in the past. You can reach out and let them know that you need a LOR for your upcoming away rotations. The letter writer can send the completed document to [enrollment.services@utmb.edu](mailto:enrollment.services@utmb.edu). Please make sure they put your name somewhere in the email, and mention that it is a LOR for VSLO. Once received, we can upload it to VSLO to satisfy your requirements to release the application.
- **Is a C-form required to enroll?**
  - No, a C-form is not required to enroll in a VSLO rotation. Enrollment Services will enroll you in the rotation once your offer is in “Offer Confirmed” status. If you are enrolled in a UTMB course during your rotation dates, we will reach out to you first to make sure you want to swap courses.
- **My status is in post-decision review, but they sent me an email confirming I am accepted, can it be added to my schedule?**
  - No, the rotation cannot be added to your schedule until the rotation is in “Offer Confirmed” status in VSLO. An email is not sufficient for enrollment with VSLO.
- **My offer isn't in “Offer Confirmed” status and my rotation starts soon?**
  - Don't worry too much about this, as most host institutions will change your status within 1 week to 1 month from the start of your rotation. If it has not changed within a week from the start date, please reach out to the host institution to have them update it as soon as possible.
- **I've turned in all my documents but have not heard back from the school. What should I do?**
  - At this time, just take a deep breath and be patient. Most schools take a few weeks to get back with qualified students. They will reach out if additional documentation or information is needed.
- **The institution is needing proof of HIPAA or Blood borne pathogens, where do I find my certification?**
  - **See Step 7 of the VSLO instructions.** Enrollment Services does not have access to your training, so we are unable to get this information for you. If you are having trouble viewing your certificate, please contact the IT department. Once you have your certificate, upload it to your document center. Then, let Enrollment Services know so we can update your verification questions and upload an attestation document.
- **The rotation I applied to is requiring additional insurance beyond what UTMB covers. Who do I contact?**
  - Please contact Shaine LeGrand at [lslegran@utmb.edu](mailto:lslegran@utmb.edu). She will be able to assist you with additional coverage for medical liability insurance.
- **The institution denied me due to missing documents. Is there anything I can do?**
  - Upload the required documents as soon as you can and then contact the host institution to let them know you've done so. Most schools will re-evaluate your standing once all documents have been received.
- **The host institution needs a completed background check, where do I get one?**
  - Most institutions will accept the background check that was done at matriculation. If you need a copy from CastleBranch, please reach out to Shaine LeGrand.
  - If the institution needs a background check done within the past 12 months, you can use any reputable 3<sup>rd</sup> party service & upload the completed results to VSLO. This will be at your own cost.