



HOW TO APPLY FOR AN EXTRAMURAL ELECTIVE

Contact Person: Tess Kazda, Registration & Records, SSOM Rm. 220

Email: tkazda@lumc.edu; **Phone:** 708-216-3222

Authorizing Dean: James Mendez, Student Affairs

All extramural applications must be approved by Dean Mendez prior to their transmittal to the extramural host school.

It is expected that you have discussed your elective program, content, location and career plans with your faculty advisor and specialty mentors.

All steps of the official registration process for an extramural elective must be completed at least six weeks prior to the start date of any extramural course.

1) Check whether the institution you are applying to is a VSAS (Visiting Student Application Service) school by looking on the aamc.org/vsas website. If the school is using VSAS, skip to step 6.

2) Complete Section I of the Loyola Extramural Application.

To avoid delays in processing, please be certain that your application is filled out completely. Leave no blanks.

3) Submit application materials to TESS KAZDA in Registration & Records.

The following materials **MUST** be submitted *together* before your application will be reviewed:

- 1) Loyola Extramural Application
- 2) Extramural Institution's Application
- 3) Proof of Personal Health Insurance (e.g., copy of insurance card)
- 4) Immunization Records (see processing form for details)

Notes:

- A letter of good standing/statement of liability coverage/general recommendation for the elective experience will be completed *by default* with each application. **There is no need to contact Dean Mendez directly for these materials.**
- Your extramural school may also require additional documents, such as an official transcript, letters of recommendation, photos, an application fee, etc. Please check off any additional requirements on the extramural processing form.
- If your extramural school requires proof of HIPAA training completion, go to the e-learning website (accessible through myLUMEN) and print your transcript of e-learning modules you have completed in the past year. The transcript will list the name of each module, your score and the date you completed it.
- **We cannot process more than three application requests for any one month of study. Exceptions are rarely approved and must be granted by Dean Mendez.**

4) Applications will be reviewed by DEAN MENDEZ for approval and, if approved, will be mailed within three weeks to your extramural institution.

Notes:

- *All supporting documents must be submitted with the application before it will be reviewed.*
- Following completion of Sections I & II, the application will be mailed directly to the extramural institution by our office for approval and completion of Section III. **If the application should be sent to someone other than the elective supervisor, please provide the proper name and address.**
- A memo will be emailed to you on the day your application is mailed, informing you of its transmittal.

5) All extramural electives will be considered as PENDING by the Loyola Registrar until the extramural institution returns the Loyola extramural form indicating their written approval in Section III.

Notes:

- In many cases the extramural institution will send the notice of elective approval only to the student. If you receive paperwork or an email from the extramural school indicating approval of your rotation, bring it in to Registration & Records or forward it to Tess Kazda (tkazda@lumc.edu).

6) Rotations for which Registration & Records has received host school approval will be added to your schedule. Be sure to check myLUMEN periodically to ensure that your approved elective has been added to your schedule.

7) Registration & Records will send an evaluation (grade) form to your elective supervisor approximately ten days prior to the start of your rotation. Retroactive credit will not be granted for electives for which the registration process is not completed prior to the start of the rotation.

It is the student's responsibility to ascertain that his/her paperwork is completed in Registration & Records at Loyola before beginning the extramural rotation.

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CANCELLATION OF AN EXTRAMURAL ELECTIVE

If a student wishes to cancel an approved elective, he/she must inform the extramural institution in writing and submit a copy of that letter to Tess Kazda in Registration & Records (if done by email, forward a copy of the email correspondence to tkazda@lumc.edu).

Cancellations should be made as far ahead of time as possible and **absolutely no later than 4 weeks prior to the start of the elective.**

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INTERNATIONAL ELECTIVES

International electives require additional documentation. See Tess Kazda for these forms.

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ELECTRONIC APPLICATIONS (OTHER THAN VSAS)

A few schools (e.g., Mayo Clinic) require you to complete an online extramural application. You should submit all other necessary documentation to Registration & Records prior to completing the online application. No electronic approvals will be given until we have received your other application materials (including the Loyola application form).

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VISITING STUDENT APPLICATION SERVICE (VSAS)

VSAS is a web-based application service that is run by the AAMC. **If the school you are applying to uses VSAS, you do not need to submit a paper application or any supporting materials to our office for that elective.** *All* application materials will be completed electronically through this service.

See www.aamc.org/vsas for detailed instructions on using the site.

Students must be issued electronic application authorizations prior to registering/logging in to the site. Please contact Julie Steinecker (jsteinecker@lumc.edu) if you have not received an email from vsasnotifications@aamc.org with instructions for setting up your account.

After you have submitted one or more applications on VSAS, Registration & Records will verify your good standing as a student and will also upload a copy of your academic transcript. [You do not have to request the transcript directly from our office, as your authorization for us to upload your transcript is part of the user agreement you sign when you first create your VSAS account.]

Failure to comply with the regulations governing extramural electives & their registration may result in denial or revocation of permission for the rotation.