

## UNIVERSITY OF PITTSBURGH SCHOOL OF MEDICINE DOMESTIC STUDENT APPLICATION PROCESS 2017-2018

### Who is Eligible?

Medical students who will be enrolled in good standing in their final year of medical school at an accredited institution at the time of the elective are eligible to apply.

You may apply for a **maximum of three (3) elective periods** (*separate applications required for each*). On each application, you may indicate a first and second choice of elective, and first and second choice of academic period.

Your home institution must be able to verify that the required prerequisites for your elective at UPSOM will be completed prior to your requested dates. They must also verify that they will award you credit for the elective if completed satisfactorily at UPSOM.

### To Apply:

1. Please add [schedulingrecords@medschool.pitt.edu](mailto:schedulingrecords@medschool.pitt.edu) and [visiting@medschool.pitt.edu](mailto:visiting@medschool.pitt.edu) to your "Contacts" if you use Gmail or you may not receive our emails. If you use another service, add us to your Safe Senders or Contacts. Also, check your spam folder before reporting that you did not receive the application or any other expected communications.
2. Request an application online at:  
<https://ampup.medschool.pitt.edu/VisitingElective/VisitingElective?pm=Zone%20:%20Visiting%20Electives> ON OR AFTER FEBRUARY 6.  
After completing the web-form and paying the \$25 non-refundable application fee via secure online credit card payment, you will receive an official application, checklist, and immunization form to your email (within minutes usually).
3. Your school must sign and place their school seal on the official application form. Original signatures and seal only. Complete application packets will include all documents on the checklist that is included with the application we send to you. Applications must be received by the UPSOM **no later than two (2) months prior** to the start of the elective. Applications are accepted in hard copy via postal mail only.
4. You will receive an email from [visiting@medschool.pitt.edu](mailto:visiting@medschool.pitt.edu) after your application has been received and reviewed for completeness and meeting UPSOM requirements. Allow up to two (2) weeks for an acknowledgement and review. No student may be offered acceptance until their application is verified complete by Student Affairs.
5. Applications verified by Student Affairs will be forwarded to the clinical department for consideration. Student Affairs will notify you and also copy the department's student

coordinator. Departments are responsible for accepting and/or rejecting application requests. They will notify the applicant of their decision. They may accommodate out-of-sync date requests on an individual basis, based on availability; but please be advised that sometimes they may not be able to.

6. The Department will contact directly with their official decision. No acceptance decisions for AY 2017-2018 can be announced before March 20, 2017. Students may continue to be accepted on a rolling basis throughout the year where slots are available. Home (UPSOM) students are given priority in placement.  
Departments are asked to respond to applications in a timely manner. To check on the status of your application that was sent to a department for consideration, contact their student coordinator. Their coordinator can also advise you on the final decision process and timeline.
7. If accepted, notify your home institution. Direct your grade/evaluation form from your school to the departmental contact who notified you of acceptance.  
Affiliation agreement requests or any other signed agreements beyond acceptance should be directed to Student Affairs at [visiting@medschool.pitt.edu](mailto:visiting@medschool.pitt.edu), not to the department. Individual departments are not authorized to enter into agreements for UPSOM visiting electives.
8. If you are accepted, the department will tell you where to report the first day and if anything else must be done before your arrival. Student Affairs will schedule you and provide some general information on conduct, safety, and visiting Pitt.
9. If you were not accepted but had a second choice, your application will be considered for that elective next. See Steps 6-8 for the same review/notification process.

**CANCELLATION OF ACCEPTANCE:** If you are unable to participate in an assigned elective at our institution, a courtesy phone call or email to the department is requested at least 4 weeks prior to the start of the elective. This will make the elective available to other interested students.

**Still have questions? Need help?**  
**Contact the Office of Student Affairs Visiting Student Coordinator at:**  
[visiting@medschool.pitt.edu](mailto:visiting@medschool.pitt.edu)