SUPPLEMENTAL REQUIREMENTS
These items should be sent directly to the department as per the specific departmental information below.

Anesthesiology: Academic Transcripts, USMLE Step 1 Board Scores, faculty letter and statement from the student, stating why they want to do an elective in anesthesia at Pitt. Mail to: Ms. KATHY LEE FOON, Elective Coordinator, Department of Anesthesiology, 3471 Fifth Avenue, 910 Kaufmann Building, Pittsburgh, PA 15213

Dermatology: Resume or CV. Mail to: MS. CINDY MCINTYRE, Elective Coordinator, Department of Dermatology, Biomedical Science Tower, Suite W1041, 3501 Fifth Avenue, Pittsburgh PA 15260

Internal Medicine: Faculty letter of recommendation. Mail to: MS. THERESA CULLENS, Elective Coordinator, Department of Internal Medicine, 3459 Fifth Avenue, Room N 713 MUH, Pittsburgh PA 15213

Neurological Surgery: Resume/CV & one (1) letter of recommendation from faculty. Mail to: MS. MELISSA LUKEHART, Elective Coordinator, Department of Neurological Surgery, 200 Lothrop Street, Suite B400, Pittsburgh, PA 15213 or email: lukehartml@upmc.edu

Pediatrics: PLEASE NOTE: These supplemental documents ONLY apply to elective requests specifically in the Pediatric Dept (PEDS XXXX course numbers) Copy of students transcript up to current third year grades; statement from student noting the number of times the USMLE step 1 exam was taken and a copy of scores. Mail to: MS. MARLYNN HAIGH, Elective Coordinator, Department of Pediatrics, One Children’s Place, 4401 Penn Avenue, 3rd Floor Faculty Pavilion, Pittsburgh PA 15224 or email: Marlynn.Haigh@chp.edu. Contact Ms. Haigh directly regarding Children’s Hospital Background Check policies.

Surgery Acting Internship: CV, Unofficial transcript, USMLE scores and letter from surgery clerkship director attesting to your performance during the surgery clerkship. Materials must be submitted prior to the evaluation of the application. Mail TO: Giselle G. Hamad, MD, Associate Professor of Surgery, c/o Ms. Kathy Haupt, PO Box 7533, Room F675 PUH, Pittsburgh PA 15213.

PLEASE NOTE: Above surgery requirements are specifically for an Acting Internship in Surgery and not for other Surgery related departments (i.e., Urology, Otolaryngology, etc.)

The Office of Student Affairs is the vetting office for the Medical School. This office verifies that all items are including in the application packet and that they conform to the requirement necessary to be considered for an elective. ALL DECISIONS REGARDING ACCEPTANCE/DENIAL AND ASSIGNMENTS ARE THE RESPONSIBILITY OF EACH CLINICAL DEPARTMENT. Correspondence from our institution will be via email only.