

## SUPPLEMENTAL REQUIREMENTS

The departments listed below have additional visiting student application requirements.

Mail your application packet to the Office of Student Affairs.

Send the supplemental items directly to the department as directed 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: *Kathy Lee Foon, Elective Coordinator, Department of Anesthesiology, 3471 Fifth Avenue, 910 Kaufmann Building, Pittsburgh, PA 15213*

**Dermatology:** Resume or CV

Mail to: *Cindy McIntyre, Elective Coordinator, Department of Dermatology, Biomedical Science Tower, Suite W1150, 3501 Fifth Avenue, Pittsburgh PA 15260*

**Internal Medicine:** Faculty letter of recommendation

Mail to: *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: *Melissa Lukehart, Elective Coordinator, Department of Neurological Surgery, 200 Lothrop Street, Suite B400, Pittsburgh, PA 15213* or email: [lukehartml@upmc.edu](mailto:lukehartml@upmc.edu)

**Pediatrics:**

This information ONLY applies to elective requests specifically in the Pediatric Dept. (PEDS XXXX course numbers)

Copy of student 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: *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](mailto:Marlynn.Haigh@chp.edu). Contact Marlynn Haigh directly regarding Children's Hospital Background Check policies.

**Psychiatry:**

Resume/CV (including information on any gaps in training)

- USMLE Board scores (including all attempts; self-report is fine) **[REQUIRED]**
- Grade Transcript of all clinical rotations (self-report is fine)
- Statement of interest ( <200 words about why you want to take the requested elective)

E-mail to Kathy Molter [molterka@upmc.edu](mailto:molterka@upmc.edu)

**Physical Medicine & Rehabilitation:** USMLE Step 1 Board Scores

Mail or e-mail to: *Sara Brown, Medical Student Coordinator, Department of PM&R, 3471 Fifth Avenue, Suite 210 Kaufmann Building, Pittsburgh, PA 15213* or [browns17@upmc.edu](mailto:browns17@upmc.edu)

**Surgery Acting Internship (AI) SURG 5401 or SURG 9401:**

**Applies to an AI in the Department of Surgery on either the Trauma/Acute Care Surgery, Surgical Oncology or Vascular Surgery service ONLY.** All other surgical specialties are processed through the respective departments and NOT through the Department of Surgery.

Curriculum Vitae, unofficial transcript of all medical school grades-and interpretation key if needed, USMLE Step 1 scores, and letter from the Clerkship Director attesting to your performance during the required third year surgery clerkship.

Materials should be mailed to: *Giselle G. Hamad, MD, Professor of Surgery, c/o Ryan Murray, PO Box*

7533, Room F675 PUH, Pittsburgh, PA 15213. Send questions to: Ryan Murray [murrayra2@upmc.edu](mailto:murrayra2@upmc.edu)