



EMORY
UNIVERSITY
SCHOOL OF
MEDICINE

APPLICATION FOR VISITING PA STUDENTS - CLINICAL ELECTIVE

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Visiting students may spend a maximum of ten weeks (two electives) at Emory.

1. ALL STUDENTS or their Home Schools must provide official transcripts. There is a list of required documents following the application online.
2. The visiting student should complete the application & required documentation, then return it by **mail** to:

Isaiah Kettles – Academic Electives Program Coordinator
Office of Student Affairs
Emory University School of Medicine
49 Jesse Hill Jr. Drive SE
Atlanta, GA 30303

For questions – contact by phone or email:
ikettle@emory.edu - Phone: (404) 778-1371

3. Documentation of the following vaccines must be received by Emory Student Health prior to acceptance and registration (See Emory Health Forms). Also include copy with your application to Isaiah Kettles.

Proof of MMR documentation (Two doses MMR or titers)
Full Hepatitis-B Vaccine series
Negative PPD within the last year
Td within the last ten years
Varicella status
Flu Vaccination (for current flu season)
Proof of Covid Vaccinations & Booster

4. Applications for clinical rotations will not be reviewed by the program office until student health has received the health forms.

Return the health forms/documentation directly to:
Emory University Student Health Service
1525 Clifton Road
Atlanta, Georgia 30322

5. A non-refundable application fee of \$100 must accompany the application (check or money order, absolutely NO CASH/CREDIT/DEBIT CARDS) Students who are accepted must pay a matriculation fee of \$260.00 upon acceptance (U.S. checks or money orders only – no international checks accepted). A student who is on full tuition scholarship may request a waiver of the application fee by attaching a letter from his/her Dean confirming full scholarship status. Instructions will be sent to all accepted students on how to pay this matriculation fee online a couple weeks before the rotation begins.
6. Applications must be received by Grady Campus office a minimum of 60 days prior to the beginning date of the elective requested. Late applications will not be processed.
7. After acceptance for a particular elective has been granted, no request of a date or clerkship change will be considered unless it is received in writing at least 30 days before the confirmed date of the elective and approved by the PA Program Director.
8. A list of housing offered in the Atlanta area will be e-mailed along with the acceptance letters.
9. Students are to bring their white coats and school ID's.
10. If your rotation is at Grady, you may obtain a monthly parking pass by presenting your Grady identification badge at the parking office in the Jesse Hill Jr. Dr. Parking Deck. If your rotation is at Emory, you may obtain a parking pass by going to the Parking Office located at the Clairmont Campus. If you are not sure of the hospital that you will rotate in, wait until you've spoken with your attending physician.
11. Free shuttle bus service is available between Grady and Emory. The shuttle leaves the front of the Woodruff Research building located next to Emory Hospital every hour, on the half hour and leaves Grady at 35 Jesse Hill Jr. Dr. every hour on the hour.
12. Emory does not provide pagers for visiting students.
13. You will have access to the Physical Education Facility (404 727-6547), but you must have an Emory Prox card, which is available from the EmoryCard Office located in the B. Jones Center on campus after you have paid your registration fee.
14. You are responsible for ensuring that an evaluation form is completed by your evaluator before the last day of the rotation. If your school has requested that their evaluation form also be completed, it must be attached with the Emory evaluation form. Return form to the address provided. This is very important!

15. You are required to attend orientation with Isaiah Kettles at 8 a.m. on your first day before reporting to your elective rotation assignment. Also required is an Exit Interview on your last day to check out, turn in all ID/access badges and exit survey.

16. If you have any questions, please do not hesitate to contact Isaiah Kettles at (404) 778-1371.