

## EMORY UNIVERSITY SCHOOL OF MEDICINE

### VISITING STUDENT POLICY AND REQUIREMENTS

The Emory School of Medicine is committed to recruiting highly qualified medical and academic health students. It has been a long-standing tradition to showcase our programs to such candidates through the many electives offered to visiting students.

All visiting students must go through the Office of Medical Education and Student Affairs in order to be considered for an elective. Placement in an elective will depend on space availability after Emory students have been assigned. Visiting students are not allowed to rotate on a core rotation of Emory's curriculum. All visiting students must adhere to the Emory University School of Medicine Calendar for each elective being offered.

Acceptance for an elective will be at the final discretion of the Dean's office and the department responsible for the elective to which the student has applied.

#### VISITING M.D. and D.O STUDENTS

For students within the US and Puerto Rico: Emory University uses VSAS, the Visiting Student Application Service, to receive visiting medical student applications. Students must pay a non-refundable application fee of \$100 to VSAS. If accepted, students must pay an additional registration fee of \$225 to Emory University School of Medicine. To apply for an elective, please complete and submit a VSAS application. Please note that we do have additional institutional requirements as noted in VSAS. For more information visit the VSAS Institution Information page for Emory University School of Medicine or contact VSAS at [vsas@aamc.org](mailto:vsas@aamc.org).

For MD students outside the US and Puerto Rico: Students outside of the US and Puerto Rico must apply for visiting electives through the Office of Medical Education and Student Affairs using the International Visiting Student Application. All completed applications and supplemental materials must be received 90 days prior to the start of an elective. Incomplete and/or late applications will not be accepted. Students must pay a one-time, non-refundable application fee of \$500 to Emory University School of Medicine, in the form of a check, money order or cashier's check in US currency. If accepted, students outside of the US and Puerto Rico will be charged a tuition fee of **\$3,500 per each four-week elective** with a two elective limit. International checks, Credit/Debit cards are not accepted.

#### REQUIREMENTS:

All students outside of the US and Puerto Rico applying for a visiting elective must provide the following requirements in the English language:

1. A completed International Visiting Student Application.
2. A current Official transcript from your school – copies will not be accepted
3. A letter from your Registrar, Dean or Director stating that you are in good standing (this letter also needs to specify that you will be in your final year of study and will have completed and passed the required core clerkships in medicine, pediatrics, obstetrics/gynecology, surgery, and psychiatry)
4. Documentation of the following:
  - a. Full Hepatitis B vaccine series
  - b. Two doses of MMR (or proof of immunity)
  - c. Proof of Tuberculosis screening (interferon-gamma release assay blood test, ppd, chest x-ray)
  - d. Tetanus booster within the last ten years
  - e. Varicella status
  - f. Influenza vaccine

5. Proof of personal health coverage which provides coverage in the United States, and specifically in Georgia
6. Proof of medical liability and/or malpractice insurance covered by your home school during the elective time (minimum of \$1million/\$3 million)
7. A color, passport size/quality photograph
8. Color copy of the main pages of your passport showing: passport number, dates of issue, expiration, photo, date of birth and place of birth.
9. Documentation of an international criminal background check through an Emory preferred background check provider – Advantage Students ([www.advantagestudents.com](http://www.advantagestudents.com))
10. Proof of passing USMLE Step 1 (no other exams can be accepted in lieu of Step 1)
11. Color copy of current B-1 Visa
12. If a student from a non-English speaking country, TOEFL iBT test (Test of English as a Foreign Language) results
13. If from a non-English speaking country, TOEFL iBT test results (Test of English as a Foreign Language)
14. Applicable fees as noted above
15. If accepted, you will need to complete instruction in OSHA safety measures and infection control precautions as well as completion of HIPAA training before starting a clinical rotation. The Office of Medical Education and Student Affairs will provide instructions on how to achieve these requirements.

**VISITING STUDENTS IN ACADEMIC HEALTH PROGRAMS** (Genetic Counseling, Physician Assistant, Physical Therapy, Anesthesiology, Patient Monitoring Systems, Ophthalmic Technology, Medical Imaging).

**For academic health students within the US and Puerto Rico:**

A completed clinical affiliation agreement between Emory University School of Medicine and the applicant's home institution is a requirement.

Academic health students must pay a non-refundable fee of \$100 to Emory University School of Medicine. If accepted, students must pay an additional registration fee of \$225 to Emory University School of Medicine. Students are not permitted on a core rotation unless authorized by the related academic health program.

**REQUIREMENTS:**

Academic Health Students must also complete the following requirements.

1. A completed Academic Health Visiting Student Application
2. A letter from your Registrar, Dean or Director stating that you are in good standing
3. Documentation of the following:
  - a) Full Hepatitis B vaccine series
  - b) Two doses of MMR (or proof of immunity)
  - c) Proof of Tuberculosis screening (interferon-gamma release assay blood test, ppd, chest X-ray)
  - d) Tetanus booster within the last ten years
  - e) Varicella status
  - f) Influenza vaccine
4. Proof of personal health coverage which provides coverage in the United States, and specifically in Georgia
5. Color copy of government issued photo ID (driver's license, passport, etc.)
6. Documentation of a criminal background check through an Emory preferred background check provider. Advantage Students ([www.advantagestudents.com](http://www.advantagestudents.com))
7. Documentation of OSHA safety measures and infection control precautions and HIPAA training

**For Academic Health Students outside the US and Puerto Rico:**

Students outside of the US and Puerto Rico must apply for visiting electives through the Office of Medical Education and Student Affairs using the International Visiting student Application Form. All completed applications and supplemental materials must be received 90 days prior to the start of an elective.

Incomplete and/or late applications will not be accepted. Students must pay a non-refundable application fee of \$500 in the form of a money order, personal check or cashier's check in US currency, to Emory University School of Medicine. If accepted and offered a rotation, students outside of the US and Puerto Rico will be charged a tuition fee of \$3,500 per each four-week elective with a two elective limit. (International checks are not accepted).

Please note that there may be additional requirements and criteria for acceptance by individual departments for visiting students. The final approval of student acceptance is at the discretion of the School of Medicine. **A completed application does not guarantee acceptance.**

FOR FURTHER INFORMATION, QUESTIONS, OR TO SEND IN APPLICATION MATERIALS,

PLEASE CONTACT:

Michele Rutherford  
Academic Electives Program Coordinator  
Emory University School of Medicine,  
Office of Clinical Education  
49 Jesse Hill Jr. Drive SE,  
Atlanta, GA 30303  
[michele.rutherford@emory.edu](mailto:michele.rutherford@emory.edu)