

## Checklist of Supplemental Documents to Upload to VSAS:

1. **UW Privacy, Confidentiality, and Information Security Agreement Form (PCISA):** Complete Data Stewardship Training ([review the Power Point slides](#) located on the UW website) and upload both pages of the signed and dated PCISA form to VSAS. Provide handwritten signature or an image of a handwritten signature. Typewritten signatures are not accepted. Leave blank the line starting with “copy provided on”. This is for official use.
2. **UW SOM Essential Requirements for Medical Education Form:** [Review the 13 page document](#) then sign and date the last page of the form (included in this packet) and upload to VSAS. Provide handwritten signature or an image of a handwritten signature. Typewritten signatures are not accepted. Initial each line on the form.
3. **UW SOM Policy on Professional Conduct:** Review the links listed on the top of the page then fill out the form and upload to VSAS. Please remember: typewritten signatures are not accepted.
4. **Temporary Workforce Member/Student HIPAA Self Study:** [Review the 6 page document](#) then sign and date the last page of the form (included in this packet) and upload to VSAS.
5. **UW Self Disclosure, Consent, and Release of Information Form:** Provide handwritten signature or an image of a handwritten signature. Typewritten signatures are not accepted. Upload all 3 pages of the signed and dated form to VSAS.

**Criminal Background Check:** Please complete a criminal background check through the University of Washington School of Medicine portal on the CastleBranch website: <https://portal.castlebranch.com/ur95>. There is a fee of \$48.50. It is not necessary to upload the report to VSAS. We can view the completed report on the CastleBranch website.

6. **Personal Health Insurance Card:** If your school cannot verify on VSAS that you have personal health coverage, upload a copy of your health insurance card to VSAS.
7. **BLS or CPR:** If your school cannot verify your BLS dates on the VSAS application, you must upload a copy of your card to VSAS. Please note: we do not accept ACLS or EMT certifications as a substitute for BLS/CPR training. We do not accept online BLS certifications without an in person skills test. The card must be valid through the end date of your requested elective.
8. **AAMC Standardized Immunization Form:** Students must submit the AAMC immunization form and the requisite lab reports. We do not accept immunization forms from your home school. All required dates must be entered and the form signed by your school official or by your primary care physician. Upload the completed AAMC form and required documentation to VSAS.

\*\*\* Hepatitis B vaccine: Per CDC guidelines, we require quantitative results with a reference range for the hepatitis b titer. All 3 dates of the hepatitis b vaccine series must be documented on the AAMC form, even if your hepatitis b titer is positive. Titer lab reports must be uploaded to VSAS.\*\*\*

9. **Processing Fee:** The \$100 processing fee is due as soon as you are offered a clerkship. If applying to more than one department send in a \$100 fee **for each department**. For instance if you are offered three PEDs electives you owe \$100 and if you are offered 2

PEDS and 1 MEDECK you owe \$200. Fees are non-refundable. Payment may be made by credit card or check. Checks should be made out to the University of Washington. We will notify you when this fee is due. **THIS FEE IS NOT DUE UNTIL YOU ARE OFFERED A CLERKSHIP.**

Once all items have been received your application will then be reviewed by the department(s) where the clinical elective has been requested. **An approved application does not guarantee an elective.** The department will contact you within 6 weeks of the start date of the elective to confirm availability of the requested rotation. If you have questions about clerkship availability contact the departmental coordinator under the **Departmental Course Listings** page on our website.  
<https://www.uwmedicine.org/school-of-medicine/visiting-students-program>

**Additional notes about application processing timelines:**

1. When you submit your application on VSAS, you will receive an automated email generated by VSAS stating that your application has been received.
2. Beginning in May 2019, departments will begin scheduling students with approved eligibility status.
3. Official clerkship offers will be issued via the VSAS software. Any unofficial clerkship offers issued by faculty or staff via email will not be honored by the UW Visiting Student Program. Once you have accepted the clerkship offer via VSAS and paid the UW Processing Fee, your clerkship is guaranteed.

**Common mistakes which delay application processing times:**

1. MOST COMMON mistake: hepatitis b titer result is qualitative, not quantitative.
2. Hepatitis b vaccine dates are not documented on the AAMC form.
3. Tuberculosis screening date expires prior to the requested elective.
4. AAMC immunizations form indicates that documents are attached but the actual documents are not uploaded to VSAS.
5. The documents included in this packet are not uploaded to VSAS, or they are not completed correctly.
6. The documents in this packet are missing pages when they are uploaded to VSAS.
7. The online criminal background check application is not completed prior to submitting the application.
8. The malpractice insurance expiration date will expire prior to the requested elective. Home Schools need to enter "N/A" for the expiration date on the VSAS verification page if the policy automatically renews on a future date (usually July).
9. The Home School does not enter the correct year of graduation.
10. The BLS certification date expires prior to the requested elective.