

## Visiting Medical Student Program – FAQ's

Q: [Whom do I contact to schedule an elective at Duke University School of Medicine?](#)

A: All fourth (final) year scheduling is processed by the Visiting Student Coordinator in the Office of the Registrar at Duke University School of Medicine. The visiting student coordinator is Scott Campbell, [scott.campbell@duke.edu](mailto:scott.campbell@duke.edu).

Q: [How do I apply to the visiting student program?](#)

A: Students from US and Puerto Rico LCME accredited and COCA accredited osteopathic institutions are required to apply through VSAS, <http://www.aamc.org/programs/vsas/>.

Students from Canadian and International institutions may access the application materials online, <https://medschool.duke.edu/education/student-services/office-registrar/visiting-students>

**NOTE:** Please review the program information and application requirements to ensure you provide a completed application packet.

Q: [Whom do I contact to see if my school has an approved affiliation agreement with Duke University School of Medicine?](#)

A: A listing of institutions with approved affiliation agreements is available on the visiting student website,

<https://medschool.duke.edu/education/student-services/office-registrar/visiting-students>

Other inquiries about approved affiliations may be directed to Scott Campbell, [scott.campbell@duke.edu](mailto:scott.campbell@duke.edu), Visiting Student Coordinator in the Office of the Registrar at Duke University School of Medicine.

Q: [My school does not have an approved affiliation agreement with Duke University School of Medicine. Am I eligible to apply to the visiting medical student program.](#)

A: **NO** – the approval of the affiliation agreement is the controlling factor for participation. Applications will only be accepted from applicants who attend institutions with whom an affiliation agreement has been approved.

Q: [Who does my home school representative contact to establish the affiliation agreement with Duke University School of Medicine?](#)

A: Inquiries regarding the establishment of an affiliation agreement may be directed to the Visiting Student Coordinator in the Office of the Registrar at Duke University School of Medicine, Scott Campbell, [scott.campbell@duke.edu](mailto:scott.campbell@duke.edu). Additional information regarding affiliation agreements is available on the visiting student website,

<https://medschool.duke.edu/education/student-services/office-registrar/visiting-students>

Q: [My school does have an approved affiliation agreement with Duke University School of Medicine. Does this guarantee approval / acceptance to the visiting medical student program.](#)

A: **NO** –approval and acceptance are contingent on providing / meeting all program requirements and space availability.

Q: [Am I required to submit an Immunization History](#)

A: **YES** – All applicants **approved and scheduled for electives** are required to establish a profile via Certified Background for processing of mandatory immunizations. Required immunizations are per University guidelines set forth by Duke Student Health.

Q: [Am I required to submit current Basic Life Support certification \(BLS\)?](#)

A: **YES** – All applicants **approved and scheduled for electives** are required to establish a profile via CastleBranch for confirmation of current BLS certification. ACLS may not be substituted for BLS.

Q: [Am I required to submit a current Criminal Background Check?](#)

A: **YES** – All applicants **approved and scheduled for electives** are required to establish a profile via CastleBranch for processing of the criminal background check.

Q: [Am I required to submit a current Drug Screen?](#)

A: **YES** – All applicants **approved and scheduled for electives** are required to establish a profile via CastleBranch for processing of the drug screen. The drug screen outcome should be **negative** results from a 11 Panel Drug Screen; AMP

(amphetamine), BAR (barbiturates), BZO (benzodiazepines), COC (cocaine), THC (marijuana), MTD (methadone), mAMP (methamphetamine), MDMA (ecstasy), OPI (opiate), PCP (Phencyclidine) and OXY (oxycodone).

Q: [May I fax my application materials?](#)

A: **NO** - We require the application and all required supporting documentation to be submitted electronically, (PDF files preferred) to the visiting student coordinator. MD and DO students using **VSAS** are not required to submit documentation electronically as documentation is uploaded to VSAS.

Q: [I have sent in my application but not all requirements were included.](#)

A: Applications are not reviewed until a completed application packet has been provided. If an incomplete application is submitted you **will not** be notified by the visiting student coordinator.

Q: [Do I have to follow the dates of the Duke elective calendar?](#)

A: **YES** - We do require all visiting students to follow the Duke elective calendar.

Q: [May I take a 4<sup>th</sup> year elective for less than 4 weeks?](#)

A: **NO** – all 4<sup>th</sup> year electives are scheduled on a 4 week basis only and you are required to follow the Duke elective calendar. We do not offer 2 and 3 week electives to 4<sup>th</sup> year medical students.

Q: [I have already received permission to enroll in a specific elective by a DUSOM faculty member / course director. Is this allowed?](#)

A: As all scheduling is done on a space available basis through the Visiting Student Coordinator in the Office of the Registrar, rather than through individual faculty. As such, we are unable to guarantee placement in a specified elective. The faculty member may notify the Visiting Student Coordinator regarding the visiting medical student interested in their elective.

Q: [I am from an international medical school and have not yet taken the USMLE Step1 examination. May I still participate in the visiting student program?](#)

A: We require **ALL** applicants to provide proof of successful completion of the Step1 exam at the time of application. If unable to provide the required documentation, the applicant would not be approved to participate.

Q: [My home school does not provide professional liability coverage and/or does not meet the limits of Coverage as required by Duke. May I still apply?](#)

A: We will not review or accept any application which does not provide coverage or is unable to meet our minimum requirements per the approved affiliation agreement with the home institution of the applicant. DUSOM is unable to provide this coverage for visiting students and we do not allow visiting students to purchase the needed coverage through DUSOM.

Q: [May I take more than 8 weeks of electives?](#)

A: Due to the number of requests for space in the visiting student program we are unable to allow students to attend for more than 8 weeks.

Q: [I have not yet completed all my core clerkships \(Medicine, Peds, OBGYN and Surgery\), but will have them completed by the time I start the requested elective. Is this acceptable?](#)

A: **YES** – we will review any application which indicates the student will have successfully completed the required core clerkships at the time of the requested elective. The student may be requested to provide proof of successful completion prior to the start on an approved/schedule elective.

Q: [I have completed all core clerkships but the final grades are not reflected on my transcript. What should I do?](#)

A: We will accept a statement from the home medical school indicating successful completion of all core clerkships, with dates and final grades, and / or we will accept copies of the clerkship evaluation indicating final grade.

Q: [What is Universal Precautions Training? And how do I provide proof of this?](#)

A: This training covers topics such as blood-borne pathogens, transmission of body fluids, needle sticks, etc. (Same training as OSHA.) We will accept a statement or certificate from the home medical school that training has been successfully completed.

Q: [I have completed HIPAA training at my home medical school. Do I have to complete this same training at Duke?](#)

A: **YES:** If approved, you will receive information on Duke Compliance Training with your acceptance information.

Q: [How will I be notified if approved and scheduled for an elective?](#)

A: If approved and scheduled, the student from an LCME or COCA approved medical school will be notified by email of their acceptance and scheduled elective. Students from an international medical school will be notified of their acceptance and scheduled elective information via email only after approval of the appropriate travel documents issued by Duke Visa Services.

Q: [I have been approved and scheduled for an elective. May I change my selection?](#)

A: **NO:** Due to the preparations needed to be in place prior to an elective start, we are unable to make changes in electives once the visiting medical student has been approved and scheduled.

Q: [Is there a registration or tuition fee associated with my scheduled elective\(s\).](#)

A: **YES:** Student from and LCME or COCA approved medical schools will be assessed a registration fee of **\$300.00**. Students from international medical schools will be assessed a registration fee based on the effective date of the approved affiliation agreement on file. **\$2200.00 one-time** registration fee for agreements approved prior to May 1, 2012, or **\$6000.00 per scheduled elective** for agreements approved on/after May 1, 2012. Payment of the assessed registration fee is to be paid prior to the approved elective start date.

Q: [What form of verification and / or evaluation will I receive at the end of my approved elective ?](#)

A: A letter of verification will be available for any visiting medical student completing an approved elective, indicating the dates of attendance and the elective completed. This letter will be provided via email to both the visiting medical student and the home medical school. Once provided to our office, the Duke University School of Medicine academic transcript and clinical elective evaluation form will also be provided to both the student and the home medical school. This is the only evaluation that will be provided. We do not complete evaluations provided by the home medical school.