What Is VSLO?

VSLO (Visiting Student Learning Opportunities) is the system used by 4th year medical students to apply for away rotations at other institutions across the country.

Think of VSLO as your one-stop shop to:

- Search for away rotation opportunities
- Submit applications
- Upload required documents
- Track application status
- Receive and accept rotation offers

Getting Started with VSLO

Step 1: Set Up Your VSLO Profile

Before applying, log into VSLO and review your profile information. Make sure all personal and academic information is accurate.

Step 2: Search for Electives

Browse opportunities based on:

- Specialty
- Institution
- Rotation dates
- Location

Carefully review each institution's requirements and application deadlines.

Step 3: Gather Required Documents

Each institution may require different documents. Some documents are uploaded by **you**, and others are uploaded by the **Registrar's Office**.

What You Are Responsible For

As a student, you will:

✅ Complete and maintain your VSLO profile

✅ Search for and apply to electives

✅ Upload student-responsibility documents

✅ Monitor application deadlines

✅ Track application status

✅ Review and respond to offers

✅ Keep all compliance requirements current in MyRecordTracker

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What the Registrar's Office is responsible for

As your Home Institution, the Registrar's Office will:

✅ Upload your medical school transcript

✅ Upload Letters of Good Standing when required

✅ Upload Letters of Recommendation

✅ Provide insurance and malpractice documentation

✅ Verify compliance requirements

✅ Assist with institutional documentation requests

Compliance Verification Includes:

- OSHA Bloodborne Pathogens
- HIPAA
- Mask Fit
- Basic Life Support (BLS)
- Advanced Cardiac Life Support (ACLS)

Before You Apply

Before submitting any VSLO application, verify that:

☐ OSHA Bloodborne Pathogens training is current

☐ HIPAA training is current

☐ Mask Fit documentation is current

☐ BLS certification is current

☐ ACLS certification is current

☐ MyRecordTracker is up to date

Keeping these items current can help prevent delays in processing your application.

After You Submit an Application

Once you submit an application:

1. The Registrar's Office receives notification.
2. We review your application.
3. We upload any required Home Institution documents.
4. We verify compliance requirements.
5. We release your application to the host institution.

Processing Time

Most applications are released within **24-48 business hours**.

The Registrar's Office reviews VSLO applications multiple times each day, Monday through Friday.

Letters of Recommendation

Students cannot directly upload Letters of Recommendation in VSLO.

What To Do

Ask your letter writer to send the letter directly to:

COMPHX-Registrar@arizona.edu

Once received, the Registrar's Office will:

✅ Upload the letter to VSLO

✅ Notify you when the upload is complete

Frequently Asked Questions

How do I get a Letter of Good Standing?

If the host institution lists this as a Home Institution responsibility, we will upload it after you submit your application.

If the institution requires you to upload it yourself, email:

COMPHX-Registrar@arizona.edu

and request a letter.

How do I verify required clinical training?

Some institutions request proof of scrub training, operating room training, or other clinical requirements.

If this happens, contact the Registrar's Office with the specific request and we will help identify the appropriate documentation.

What if I need a new background check?

Some institutions require a background check completed within a specific timeframe.

If your host institution requires a more recent background check than the one completed when you entered medical school, email:

COMPHX-Registrar@arizona.edu

How do I know my application has been released?

VSLO will send you an email when your application has been released to the host institution.

Most applications are released within 24-48 business hours after submission.

Can the Registrar upload documents for me?

Yes, when the document is designated as a Home Institution responsibility.

This includes items such as:

- Medical school transcripts
- Letters of Good Standing
- Insurance documentation
- Letters of Recommendation

I've Been Accepted. What Happens Next?

Congratulations!

Once accepted, you may still have additional requirements to complete.

The Registrar's Office can assist with:

- Insurance documentation
- Malpractice coverage verification
- Institutional verification forms
- Affiliation agreement questions

- Other post-acceptance administrative requirements

Contact the Registrar's Office

Contact us if:

✅ A host institution requests information from your medical school

✅ You need assistance with insurance documentation

✅ You need help with a background check requirement

✅ You have questions about affiliation agreements

✅ You're unsure whether a document is your responsibility or the Home Institution's responsibility

Registrar's Office

📧 **COMPHX-Registrar@arizona.edu**

Quick VSLO Success Tips

✓ Start searching early.

✓ Read each institution's requirements carefully.

✓ Monitor deadlines closely.

✓ Keep MyRecordTracker up to date.

✓ Give letter writers plenty of notice.

✓ Submit applications well before deadlines.

✓ Contact the Registrar's Office if you're unsure about any requirement.

We're here to help make your away rotation application process as smooth as possible.