

FREQUENTLY ASKED QUESTIONS (FAQs)

1. How do I apply?

VSLO (VSAS) for LCME accredited schools. Paper applications for International/Caribbean schools. UQ Ochsner students please contact Ms. Melissa Johnson for a copy of the application.

2. What dates can I apply for?

UQ Ochsner, Caribbean and International Students are only eligible to apply for blocks 5-11. LCME students please check availability on VSAS. Our block dates are published on our website. Please refer to the Visiting Student course manual.

3. When can I apply? When will you process applications?

Applications on VSAS will be accepted beginning May 1, 2019 for all blocks. We will begin processing applications on May 6, 2019.

Applications for UQ Ochsner, Caribbean and International students:

Applications will be accepted for **blocks 5-6 postmarked May 1, 2019 and after**. We will begin processing them on **June 3, 2019**. Applications will be accepted for **blocks 7-11 postmarked August 1, 2019 and after**. We will begin processing them on **September 3, 2019**. Applications **postmarked prior to May 1st for blocks 5-6 and prior to August 1st for blocks 7-11 WILL NOT BE PROCESSED**. We cannot receive faxed or email submissions of your application. Applications are processed by the Office of the Registrar for review. If your application is complete, it is then forwarded to the department for their review. You will receive notification of denial or acceptance via email from the Office of the Registrar a minimum of 4 weeks before the elective start date.

Please check our website for updated information before sending in your application packet.

4. What is required with the application?

All Applicants Must Submit:

1. Application (pages 1-5)
2. Photograph – *Must be in color, must not exceed 2 x 2-inches in size.*
3. Curriculum Vitae
4. Documented proof of passing USMLE Step 1 score; this is mandatory no exceptions!
5. Official transcript from medical school, in sealed envelope.
6. **International students: TOEFL/IELTS:** A copy of score report for TOEFL or IELTS or official Letter from Dean confirming English language proficiency.
7. US Money Order for \$300.00

5. How are applications processed? Are electives offered on a first come, first serve basis?

Selection is based on medical school transcript grades, USMLE Step 1 score, space availability and competitiveness. Applications will be processed in the order received, **HOWEVER THE DEPARTMENTS DECIDE WHICH CANDIDATES WILL BE OFFERED ELECTIVES. IT IS A HIGHLY COMPETITIVE PROCESS.**

6. What happens after I am offered an elective offer?

For UQ Ochsner, Caribbean and International students: If Accepted, Students Must Submit All required documents within 2 weeks of accepting offer.

- International Students must provide proof of valid visa status (must be up to date).
- Documented Proof of personal health insurance (copy of insurance card with coverage dates is accepted).
- Documented Proof of Professional Liability Insurance (\$1,000,000 per claim/\$3,000,000 aggregate)

All required documents must be received within 2 weeks of accepting offer or the elective will be cancelled.

7. What rotations are available?

Available rotations are posted in the Visiting Student Course Manual. These are the only available rotations for visiting students to choose from outlined in this manual.

8. Can you confirm there are spots available for the rotation/dates I want before I submit an application?

No. We are unable to confirm whether there are spots available for certain rotations and time. You must submit an application and determination will be made at that time.

9. Are there any fees or tuition for this program?

Caribbean and International students are required to pay a \$300 [USD] non-refundable application fee. Tuition is not charged. Students from LCME-accredited schools and UQ Ochsner Clinical School are not required to pay this fee. **Students may not switch their course/date once approved.**

10. How many rotations can I complete?

Visiting students may be scheduled for **ONE** rotation totaling no more than 4 weeks.

11. My clerkship dates do not match up with LSU Health Shreveport. What should I do?

We only offer rotations within our published block dates.

12. Can I change my rotation dates once I've been approved?

No. No changes can be made to an application after it has been processed.

13. Can I do an extra rotation after I have already completed my first 4 week rotation?

No. Visiting students are only allowed ONE elective rotation at LSUHSC-S. **There will be no exceptions to this!**

14. Do I need to complete the immunization form, or can I just send a form from my school/personal records?

You must complete the health form included in the application. Do not send a form from your school. Please provide copies of titers and other required supporting documents, if applicable. There are no exceptions.

15. I have submitted my application and have not heard back, what is going on?

Please be patient. It takes time to process applications and receive the denial or approval from the departments. You will receive communication via email. Incomplete applications will not be processed!

16. I'm an international student. Is USMLE Step 1 really required? Can I send proof that I have passed the basic science curriculum instead?

Proof of a passing score on Step 1 is required to be eligible for our program. No exceptions.

17. I am an international student. Is the TOEFL exam required?

The student must provide a copy of TOEFL exam with a score of **at least 100**; or the International English Language Testing System (IELTS) with a score of **at least 7**; Or an official letter from the Dean of your school confirming your English language proficiency may be used in place of either exam.

18. Does LSU Health Shreveport provide housing or transportation for accepted visiting students?

No. Housing, meals, transportation, etc. is entirely the student's responsibility. We will provide you information on housing; however you must obtain it on your own.

19. What if I need to cancel my rotation?

All cancellations must be made in writing to the Office of the Registrar either through mail or email. Notification of cancellation must be received at least 30 days prior to the start date of the clerkship. If notification is not received, the student's school will be contacted. Fees are non-refundable.

20. Who should I contact if I have any questions?

Please email the Office of the Registrar at shvreg@lsuhsc.edu. Our office makes every effort to process applications in a timely manner and all communication will be conducted via email. While applicants are welcome to check on their application status, we respectfully ask that repeated emails/inquiries be kept to a minimum. Disrespectful and unprofessional inquiries will not be tolerated. All communication and processing of applications will be conducted through the Office of the Registrar. Due to privacy concerns, all inquiries should come directly from the applicant not a family member, friend or co-worker. Please do **NOT** directly contact LSU Health faculty or administrative staff in an attempt to arrange clinical/research experiences. The Office of the Registrar is responsible for processing and scheduling **ALL** elective requests for visiting students. All students must follow established guidelines and procedures (no exceptions).

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