

The Electives Guide



**Schulich School of Medicine & Dentistry
Class of 2012 Edition
(Started in 2009)**

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THE CLASS OF 2012's TIPS

Tips for Electives

- Get blood work done. Be able to prove you are TB skin test negative – most schools require a test within one year of starting the elective. Many schools will require titres for Hep B, Hep C, varicella, measles, mumps, and rubella. Some schools also require you to have an HIV test. Just get everything done at once and worry about where to send it later.
- Have proof of your past immunizations. Many schools will require you to get an influenza vaccine during the elective season (fall 2012) and send in proof of your immunization, so make sure you do it.
- Have a passport-sized photo of yourself available because some schools will require you to bring this with you (you will also need to have one ready for application to the LMCC but that one needs to be within 6 mo of your application to write the exam, deadline usually around early January)
- Get another police record check done (needs to be within 1 yr of the Elective)
- Have proof of N95 Mask Fit testing (you received a card when you did this at the start of clerkship)
 - Realize that electives are expensive. Every school will require you to pay to go there, and many will require you to pay just to apply.
- Travel and accommodations are all out of pocket, so start making contacts. Reconnect with long lost friends and relatives to cut down on expenses.
- Make sure you take time to see the cities you go to on electives – remember that you are thinking about living there for the next 2-5 years, so consider the city in addition to the program. Don't rank a city you cannot see yourself living in because you will be sad if you match there!

Tips for the Next Year

- Have a passport-sized photo of yourself for application to the LMCC but that one needs to be within 6 months of your application to write the exam, deadline usually around early January
- While you are in the city on clerkship, get your passport notarized. Heather Deisley can notarize this for you in London. Your contacts in Windsor are Paula Pavan and Ann Sovan. You will also need your passport notarized for the LMCC, but this has to be done with another form (the one that requires passport-sized photos of you) and that form is not yet available for your year.

- Take into consideration that these LMCC forms need to be received by early January 2013 and that the campus shuts down for Winter Holidays before this date, so plan accordingly to come in sometime between October and December when the forms are available.
- Make a CV earlier rather than later. You will be so busy during electives that you won't want to spend time creating a CV. Also, some schools/preceptors may ask you to send along a CV prior to coming on elective so have one ready. You can always tailor it/adjust it to your program later.
- Take notes about programs as you go. These notes will help with personal letters and the creation of your rank order list.

UNIVERSITY OF BRITISH COLUMBIA

Contact
Visiting Student Electives Coordinator UBC Faculty of Medicine Undergraduate Education Office The Gordon and Leslie Diamond Health Care Centre 2775 Laurel St. Vancouver, BC, Canada V5Z 1M9
Phone
604-875-4111 Ext. 61579 (Visiting Student Electives Program Assistant)
Fax
604-875-5611
Email
elective@exchange.ubc.ca or Jennifer.Tisdall@ubc.ca <i>Note: Out of Province Phone Calls Cannot be Returned</i> In the SUBJECT line of the email indicate the MONTH that your elective will take place or which your inquiry corresponds with and your FULL NAME. e.g. DEC APPLICATION: SMITH, JOHN If your email is of a general nature, please try to be as specific as possible in the subject line e.g. RADIOLOGY INQUIRY: SMITH, JOHN
Website
http://www.med.ubc.ca/education/md_ugrad/clerkship_electives.htm

Application deadlines:

Application forms + fees must be received in our office a minimum of 16 WEEKS PRIOR to the elective start date. Applications are accepted up to 9 months in advance.

Min/Max times:

Our electives are either 2 or 4 weeks and students can only do a maximum of 8 weeks per academic year.

Application fees and Elective fees:

An application fee of \$100 per 2 or 4 week elective must be paid by money order/bank draft, payable to the University of British Columbia. We do not accept payment by personal cheque or credit card. Please ensure that your name is indicated on your payment. A receipt for tax purposes will be sent you shortly after receiving your application.

Application Form:

One page application form found at:

http://www.med.ubc.ca/education/md_ugrad/clerkship_electives.htm,

Programs Available and Exclusion Dates:

Students should be directed to the "Official Electives List" which can be found on our website at:

[http://www.med.ubc.ca/education/md_ugrad/clerkship_electives/Electives Offere
d.htm](http://www.med.ubc.ca/education/md_ugrad/clerkship_electives/Electives_Offered.htm) for a list of all the electives offered and for the specific durations they must be.

Supporting documents:

- Proof of immunizations is NOT required, however students are expected to be up to date with their school's/provincial immunization requirements.

- 2 page application form.

UNIVERSITY OF ALBERTA

Contact
Megan Hurley Administrator, Clinical Education 1-002 Katz Group Centre for Pharmacy and Health Research Edmonton, Alberta, Canada, T6G 2E1
Phone
780.492.1514
Email
VisitingElectives@med.ualberta.ca
Website
http://ume.med.ualberta.ca/CurrentMDStudents/VisitingStudentElectives/Canadian/Pages/default.aspx

Application deadlines:

Complete applications must be received EIGHT WEEKS prior to your elective. Any applications received after the eight week deadline will only be processed for an additional fee of \$50.00. Please note that all applications received THREE WEEKS or less prior to the start date of your elective will not be processed. (Please keep in mind the later you apply, the less likely it is that the Department you are requesting will have room to accommodate you.)

Min/Max times:

Program dependant. Typically minimum of 2 weeks with no more than 12 weeks total at the University of Alberta.

Application fees and Elective fees:

\$100.00 non-refundable application fee, payable to the University of Alberta. Personal cheque or money order accepted.

Application Form:

Application available online. Only clinical electives are arranged by this office; i.e. not research or observational electives.

Students must complete and submit the following three forms to the following address:

Administrator Clinical Education, Visiting Student Electives
1-002 Katz Group Centre for Pharmacy and Health Research
Edmonton, AB T6G 2E1

[Application for Visiting Medical Students](#)

[Immunization Clearance Form](#)

[Immunization Checklist](#)

Programs Available and Exclusion Dates:

<http://www.med.ualberta.ca/electives/year34.cfm>

Supporting documents:

- Undergraduate Medical Education Application for Visiting Medical Student
- \$100.00 non-refundable application fee (payable to the University of Alberta)
- At some sites in Alberta a Criminal Record check might be required.
- Evidence of N95 face mask testing, using 3M company products (to be carried with visiting student)

Other info:

- Clinical jackets and stethoscopes are also student's responsibility.
 - Some accommodation information is available and will be provided once your elective is confirmed.
 - At some sites in Alberta a Criminal Record check might be required.
 - Only clinical electives are arranged by this office; i.e. not research or observational electives.

UNIVERSITY OF CALGARY

Contact
Visiting Electives Program Coordinator University of Calgary, Undergraduate Medical Education HSC - G701 3330 Hospital Drive NW Calgary, AB, Canada T2N 4N1
Email
visiting.elective@ucalgary.ca
Website
http://www.ucalgary.ca/mdprogram/visitingelectives

Application deadlines:

If you would like to book electives up to March 1, 2013 please contact the Visiting Electives Office by email.

Registration deadline: receipt of registration form 8-weeks prior to start of elective.

Min/Max times:

There is an 8-week maximum length of elective time per student. Please see Visiting Electives Catalogue for min/max for individual specialties.

Application fees and Elective fees:

Fee: \$100.00 non-refundable administration fee in the form of a bank draft, certified cheque or money order payable to the University of Calgary per elective requested. Personal cheques will not be accepted.

Application Form:

To arrange your elective, please e-mail the Visiting Electives Assistant to get contact information for specific departments. The Visiting Electives Office does not have details about availability of dates or placements with the departments. Once you have arranged your elective with the department/preceptor, please forward by e-mail the confirmation of your elective, as well as your mailing address, and an application package will be sent to you.

Programs Available and Exclusion Dates:

NO electives available over the 2-week Christmas/New Year's break.

The visiting electives catalogue is available at:

<http://www.ucalgary.ca/mdprogram/visitingelectives>

Scroll to the bottom of the page and click on the link provided under the heading, "Electives Catalogue."

Supporting Documents:

- The application form will be emailed to you by the Visiting Electives Office once they receive confirmation of your acceptance from the department/preceptor (you forward this email to them).
- Part A of the form is completed by you.
- Part B of the application form must be signed and stamped by the Dean's office
- Immunization Record must be submitted. Go to <http://www.ucalgary.ca/mdprogram/visitingelectives>. Under the heading "Registration Guidelines" and subheading, "Students attending Canadian universities" you will find the link to the immunization form.
- A Police record check, including the Vulnerable Sector search, must be completed within 12 months of the start of the elective
- An accommodations package is sent out with the application with a list of private individuals who are renting out a room in their houses.

Other info:

- Do not contact physicians directly without permission from the Undergraduate Medical Education Visiting Electives Assistant.
- Electives arranged directly with physicians will not be considered. Electives must go through the electives office.

UNIVERSITY OF SASKATCHEWAN

Contact
Clinical Clerkship Elective Program College of Medicine, Room 2.8.01 St. Paul's Hospital Saskatoon, SK S7M 0Z9
Email
janine.corbett@saskatoonhealthregion.ca
Website
http://www.medicine.usask.ca/education/medical/undergrad/electives/canadian-electives/index.html

Tip: Download and read the Canadian Electives Guidelines before the Canadian Elective Application

Application deadlines:

Applications for elective must be received no later than six months prior to the time of the proposed elective (unless otherwise noted).

Min/Max times:

Electives are for a minimum of 2 weeks and maximum 12 weeks duration based on availability.

Application fees and Elective fees:

A non-refundable placement fee of \$100 must accompany your elective application. Only a certified cheque or money order in Canadian Funds will be accepted and should be made payable to "University of Saskatchewan".

The College of Physicians and Surgeons of Saskatchewan requires that you complete the application for the Educational Register (the electives office will supply you with the necessary form for registration). There is a \$25.00 registration fee (subject to change), which must be paid at the time of registration.

Application:

Application available online at:

<http://www.medicine.usask.ca/education/medical/undergrad/electives/canadian-electives/index.html>

Note that Section I of the application form must be completed by you.

Section II of the application form must be completed by the Dean or designate of Schulich.

Programs Available and Exclusion Dates:

No electives students will be accepted from January 1 to April 30 inclusive each year.

Supporting documents:

- Must supply proof of student status by having your Dean or designate complete Section II of the application form.
- Immunization requirements for an elective at the University Saskatchewan include the following:
 - Proof of recent mantoux testing
 - Proof of Hepatitis B immunization

Other info:

The College of Physicians and Surgeons of Saskatchewan requires that you complete the application for the Educational Register (our office will supply you with the necessary form for registration). This is a medical-legal requirement for training in the hospitals and students may **NOT** take any kind of hospital training without this registration.

To register with the College of Physicians and Surgeons of Saskatchewan, it will be necessary for you to go in person to their office before beginning any clinical instruction. They are located at 211 - 4th Avenue South in Saskatoon. There is a \$25.00 registration fee (subject to change), which must be paid at the time of registration.

If you are taking your elective in Regina, you will have to report to the College of Medicine Office in Regina who will assist you in completing the above requirements.

UNIVERSITY OF MANITOBA

Contact
Electives Administrator 260 - 727 McDermot Avenue Winnipeg, MB, Canada R3E 3P5
Phone
(204) 977-5675 (e-mail preferable however)
Fax
(204) 789-3929
Email
Electives_Administrator@umanitoba.ca
Website
http://umanitoba.ca/faculties/medicine/education/undergraduate/electives.htm

Application deadlines:

Applications must be received at least three months prior to the requested start date, not more than nine months prior. The electives office will try to notify applicants within eight weeks of the requested start date about whether or not their application has been successful.

Min/Max times:

Electives of up to a total maximum of eight weeks duration can be arranged, with no one elective extending longer than a maximum of four weeks duration and no elective shorter than a minimum of two weeks duration. Students may request up to two electives at a time.

Application fees and Elective fees:

Do not send in money until instructed to do so, as fees are subject to change without notice. Currently the fees are as follows:

- Registration fee of \$178.08 per elective
- \$75.00 charged by The College of Physicians and Surgeons of Manitoba

Application:

Go to

<http://umanitoba.ca/faculties/medicine/education/undergraduate/electives.html>

Scroll to the bottom of the page and where it says, “Canadian Medical School Applicants,” click on “Application form” to download the pdf.

Programs Available and Exclusion Dates:

Go to the following website for information about available electives.

<http://umanitoba.ca/faculties/medicine/education/undergraduate/electives.html>

Supporting Documentation:

- The Dean or a Designate must complete section 6 on page 2 of the application form.
- You must complete an immunization form. Go to <http://umanitoba.ca/faculties/medicine/education/undergraduate/electives.html>

Scroll to the bottom of the page and where it says, “Canadian Medical School Applicants,” click on “Immunization form” to download the pdf.

- Temporary registration with The College of Physicians and Surgeons of Manitoba is mandatory if a student accepts the elective placement offered
- Police check
- Vulnerable Persons Search (this document is sent out only if the student accepts the elective)
- Passport size photo
- Proof of N95 Mask Fitting

NORTHERN ONTARIO SCHOOL OF MEDICINE

Contact
Elise Rheume, Clinical Placement Coordinator, Ontario Visiting Undergraduate and Postgraduate Learners
Phone
705-662-7109, Toll Free: 1-800-461-8777
Fax
705-662-6913
Email
elise.rheume@nosm.ca
Website
http://www.nosm.ca/electives/

Contact
Jeannette Salmi, Manager – Clinical Placements
Phone
705-662-7119
Fax
705-662-6912
Email
jeannette.salmi@nosm.ca
Website
http://www.nosm.ca/electives/

Application deadlines:

For clinical rotation requests between September 1–December 31, applications must be submitted by July 15th

**Undergraduate applications are not accepted less than 4 months prior to the anticipated start date, no exceptions.

Min/Max times:

All placements must be a minimum of 4 consecutive weeks in order to participate in the elective program.

Application fees and Elective fees:

Not listed on website

If required, fully furnished accommodations are provided at no charge. Please refer to the NOSM Learner Housing Protocol.

Travel funding is provided based on one round trip to and from the learning site. Please refer to the Learner Travel and General Expenses Protocol.

Application Form:

https://normedlive.nosm.ca/PaNDaPublic/PortalSite.aspx?page=Default.NOSMApplications.PGF001_ApplicationWelcome

Programs Available and Exclusion Dates:

Refer to online application

https://normedlive.nosm.ca/PaNDaPublic/PortalSite.aspx?page=Default.NOSMApplications.PGF001_ApplicationWelcome

Supporting documents:

- A Letter of Good Standing from the Dean of the Undergraduate Program, which should include his/her approval of the elective request.
- A recent photograph.
- A recent copy of the learner's immunization records including Mask Fit size and testing date.

The letter of good standing will be requested once your application has been acknowledged. The remaining documents will be requested once your application has reached the processing phase.

Other info:

- Although some learners may contact preceptors directly to discuss placement learning objectives, learners who discuss or arrange possible elective dates with a preceptor will NOT be accepted through the program, nor receive funding assistance. This process is in place to assure that all learners have equitable access to the available placement opportunities in Northern Ontario.

UNIVERSITY OF TORONTO

Contact
Name: Sheila Binns-Visiting Electives Administrator
Email
medicine.electives@utoronto.ca
Website
http://www.md.utoronto.ca/students/visiting.htm

Application deadlines:

- Submit your application form to the Faculty of Medicine at least four (4) months prior to the desired starting date. A \$50.00 late fee along with the administrative fees must accompany applications arriving after the four-month deadline.
- Applications received later than six (6) weeks prior to the starting date will NOT be accepted.
- The earliest date that an application will be processed is nine (9) months prior to the elective starting date.

Min/Max times:

Electives are available for a maximum of eight (8) weeks in one academic year. There are no exceptions to this maximum duration.

Application fees and Elective fees:

1-2 weeks	\$220.00
3-4 weeks	\$290.00
5-6 weeks	\$360.00
7-8 weeks	\$440.00

A \$50.00 late fee will be charged on applications submitted less than four months prior to the start of the first elective.

Application Form:

http://admin.med.utoronto.ca/utme/visiting/application/index_javascript.cfm

Programs Available and Exclusion Dates:

“Descriptions still to come”

<http://admin.med.utoronto.ca/utme/visiting/programs.cfm>

Supporting documents:

A complete application is required for processing and must include the following:

1. Application form (online)
2. Administrative fees
3. A recent, clear, passport size photograph (scanned) must be uploaded electronically after you have submitted your on-line application and payment. PLEASE NOTE that all documents must be scanned using a standard 200-300 dpi resolution or above to ensure quality.
4. If your home school is unable to verify your immunization status a scanned or faxed copy is required.

Other info:

An elective evaluation form must be completed after the elective is done:

http://admin.med.utoronto.ca/utme/visiting/Student_Evaluation_form.doc

MCMASTER UNIVERSITY

Contact
Name: Cathy Oudshoorn, Program Manager, Undergraduate Medical Education Mailing Address: McMaster University, Michael G. DeGroote School of Medicine 1280 Main Street West, MDCL - 3107 Hamilton ON L8S 4K1 Canada
Phone
(905) 525-9140 ext. 22141
Fax
(905) 546-0349
Email
mdelect@mcmaster.ca
Website
http://fhs.mcmaster.ca/mdprog/electives.html

Application deadlines:

- Application forms must be submitted to the Michael G. DeGroote School of Medicine, McMaster University at least four (4) months prior to the desired starting date or a \$50 late fee will apply.
- The earliest date that an application will be processed is nine (9) months prior to the elective starting date.

Min/Max times:

Electives are available for a maximum of eight (8) weeks in one calendar year. There are no exceptions to this maximum.

Application fees and Elective fees:

2 weeks	\$150.00
3-4 weeks	\$200.00

5-6 weeks	\$250.00
7-8 weeks	\$300.00

If we cannot find you a placement your fee will be returned with the exception of the \$50 non-refundable administration fee.

Application Form:

http://macmdelectives.ca/utme/visiting/application/index_javascript.cfm

Programs Available and Exclusion Dates:

Program descriptions not yet on website:

<http://macmdelectives.ca/utme/visiting/programs.cfm>

See online application for available electives.

Current Limitations:

NO ELECTIVES AVAILABLE BETWEEN DECEMBER 16, 2012 and JANUARY 5, 2013.

See http://macmdelectives.ca/utme/visiting/current_limitation.cfm for all limitations pertaining to specific electives.

Supporting documents:

A complete application is required for processing and must include the following:

1. Application form (online)
2. Administrative fees
3. A recent, clear, passport size photograph (scanned) must be uploaded electronically after you have submitted your online application and payment:

Other info:

- Please note – the application is now online only
- Immunization forms are not required if you are enrolled in an Ontario Medical School. If out of province, you must provide immunization forms.

QUEEN'S UNIVERSITY

Contact
Mailing Address: Undergraduate Medical Education Office 80 Barrie Street Kingston, ON K7L 3N6
Email
Program-specific contacts can be found at: http://meds.queensu.ca/education/undergraduate/visiting_medical_electives/elective_opportunities
Website
http://meds.queensu.ca/education/undergraduate/visiting_medical_electives

Application deadlines:

Application must be forwarded to this office at least four months prior to the beginning of the requested elective. The earliest date applications will be accepted is 6 months in advance of the requested elective date.

Min/Max times:

Elective period requested must not be longer than 12 weeks.

Application fees and Elective fees:

There is a nonrefundable administrative fee of \$100.00 per elective. A certified cheque or money order (Canadian funds) made payable to Queen's university must accompany the application.

Application Form:

<http://meds.queensu.ca/assets/applnform.pdf>

Programs Available and Exclusion Dates:

Descriptions of programs, available dates, and contact information for each available at:

http://meds.queensu.ca/education/undergraduate/visiting_medical_electives/elective_opportunities

Supporting documents:

Your clerkship elective application must include:

- Objective outline and delineation of clinical experience to date.
- Complete the “Clerkship Electives Application” for Visiting Students. This form must be completed in full, including Part B, which is to be completed by your Dean's office. Go to the following website and click on the highlighted link: http://meds.queensu.ca/education/undergraduate/visiting_medical_electives
- Complete the form entitled “Communicable Disease Screening Form – Visiting Medical Electives Students”. This form must be completed in full as individual copies of your immunization records will not be accepted. Find this form by going to the following website and clicking on the highlighted link: http://meds.queensu.ca/education/undergraduate/visiting_medical_electives
- A passport sized photo of yourself
- Proof of N95 Mask Fit Testing
- A Recent Criminal Record Check

UNIVERSITY OF OTTAWA

Contact
Name: Julie Clavelle, Electives Coordinator Mailing Address: Faculty of Medicine-University of Ottawa 451 Smyth Road, Room 2046 Ottawa, ON K1H 8M5
Phone
613-562-5800, ext. 8552, or Toll Free: 877-868-8292, ext. 8552
Fax
613-562-5651
Email
elective@uottawa.ca
Website
http://www.med.uottawa.ca/electives/eng/guidelines_visiting_medical_students.html

Application deadlines:

- Application will be processed 4 months prior to the requested dates
- Exception: For Dermatology, applications can be accepted 6-8 months in advance
- If any documents are missing, applications will not be processed

Min/Max times:

Electives are available for a maximum of eight (8) weeks in one calendar year. You can choose up to three (3) electives

Application fees and Elective fees:

- \$150 per elective
- Online payment once application received
- Non-refundable even if elective placement not found

Application Form:

<http://www.med.uottawa.ca/electives/assets/documents/VMS%20Application%20Form-ENG.pdf>

Programs Available and Exclusion Dates:

http://www.med.uottawa.ca/electives/eng/electives_anglophone.html

- Elective space will be extremely limited between August 13, 2012 and August 31, 2012 due to the large amount U of Ottawa students who will be starting their clerkship during that period.
- Christmas time electives are not recommended due to the holidays, and the hospital shut-downs (December 24, 2012 to January 4, 2013).

Supporting documents:

- A completed immunization form must be submitted with your application:
<http://www.uottawa.ca/services/ehss/CPRM-Immunization.html>
- Registration Form:
<http://www.med.uottawa.ca/electives/assets/documents/VMS%20Elective%20Registration%20Form-Special%20Student.pdf>
- Police Record Check, dated within 12 months of the start of the elective
- A photocopy of your home school student card. You will need to present your student card to the hospital department upon your arrival.

Other info:

- Once your elective has been approved, the Electives Coordinator will email a Confirmation of Elective to you. You will be asked to promptly reply to the Electives Coordinator, whether you accept or refuse the elective. You **MUST** notify the Electives Coordinator immediately if you need to cancel your elective.
- Visiting Medical Students **MUST NOT** contact neither the departments nor the hospital coordinators directly to reserve a time for an elective.

MCGILL UNIVERSITY

Contact
Name: Mary Cecere, Student Affairs Coordinator, Visiting Electives Program Mailing Address: McGill University, Faculty of Medicine McIntyre Medical Sciences Building, 6th floor 3655 Promenade Sir William Osler Montreal, Quebec H3G 1Y6 Canada
Phone
514-398-5390
Fax
514-398-3595
Email
electives.med@mcgill.ca
Website
http://www.medicine.mcgill.ca/ugme/electives/visiting_interapp_en.htm

Application deadlines:

- No exceptions will be made with regard to the following:
 - Quebec students are required to submit their on-line applications no less than 2 months (but not more than 9 months) prior to the proposed elective start date.
 - Canadian and American Students are required to submit their on-line applications no less than 3 months (but not more than 9 months) prior to the proposed elective start date.
- The system will not accept applications outside of the above mentioned dates
- Allow up to 8 weeks of processing time for your application.
- A placement is considered final once all supporting documents and fees have been submitted and the student has been issued a formal acceptance letter. No further changes either in elective disciplines or dates are permitted.

Min/Max times:

Electives are available for a maximum of nine (9) weeks in one calendar year. There are no exceptions to this maximum.

Application fees and Elective fees:

- \$75 non-refundable application fee
- Elective fees are determined based upon proposed elective duration, as per the table below:

2 weeks	\$100.00
3-4 weeks	\$200.00
5-6 weeks	\$300.00
7-9 weeks	\$400.00

Refund Policy: Elective fees will be refunded when placement cannot be secured by the electives Coordinator. The fee will not be returned if placement has been confirmed by the Electives Coordinator, but is then cancelled by the student. No exceptions will be made.

Application Form:

https://medoas.medicine.mcgill.ca/pls/mcgfm/bzskugel.p_print_elec_form?apptype in=CANUS

- All elective applications are to be submitted electronically.
- Await e-mail notification of your payment confirmation (may take up to 2 business days)
- Prepare and scan required supporting documentation. Login to the Electives Tracking System and upload required supporting documentation
- Once your documents have been uploaded, the system will automatically send a Home School Certification Form to the elective coordinator at your medical school. The coordinator will be required to electronically confirm the validity of your photograph, your student status, your language abilities, your insurance coverage, and your character.
- Once the Home School Certification Form has been submitted by your school and received at our office, the McGill Visiting Electives Coordinator will begin to process your request
- You can check the status of your application on-line at any time. Procedures for doing so will be provided once you have applied.
 - Tracking:
https://medoas.medicine.mcgill.ca/pls/mcgfm/bzskugel.p_elecapp_status_qry

Programs Available and Exclusion Dates:

- McGill will only allow a total of 4 choices for each elective application. Note that if two electives are requested, the student will only have two choices per elective request. If one elective is requested, the student will have 4 choices per elective. If McGill cannot accommodate all elective choices, the student's application, elective fee and CMQ fee will be returned.
- There is a restriction on the number of electives available during the summer months, and at peak periods. It is recommended that you do not apply for an elective during July or August, and during the Christmas vacation, since it may not be possible to provide you with an elective experience.

Supporting documents:

The following documentation must be uploaded electronically after you have submitted your on-line application and payment. PLEASE NOTE that all documents must be scanned using a standard (200-300 dpi) or above to ensure quality. Only .pdf file format will be accepted.

- A recent, clear, passport size photograph (scanned)
- Signed [Student Acceptance Form](#) (printed, completed, and scanned)
- [Visiting Medical Student Immunization Form/Information sheet](#). Please refer to "Immunization Requirements for Medical Elective Students". The form is to be signed by a physician and scanned. Hepatitis B/Anti-Hbs report MUST be uploaded in the "Additional Immunization Forms" check list.
- A personal curriculum vitae (C.V.) which also includes your full contact information, including e-mail address

Other Information:

- Visiting students must register with the Collège des Médecins du Québec (CMQ). For more information on the CMQ, please see www.cmq.org. Once accepted for an elective, McGill University will forward a copy of the student's acceptance letter to the CMQ. Subsequently the CMQ office will contact you with instructions for registration with them.
- You will be asked to provide your Collège des médecins du Québec registration number by your supervisor/hospital department so that they can bill the Régie d'Assurance Maladie (RAMQ) for teaching activities.

MEMORIAL UNIVERSITY

Contact
Name: Electives Coordinator, Undergraduate Medical Education Mailing Address: Faculty of Medicine, Memorial University of Newfoundland, Room 2743, Health Sciences Centre, St. John's, NL A1B 3V6 CANADA
Phone
709-777-6669
Fax
709-777-8379
Email
ugme.electives-visiting@med.mun.ca
Website
http://www.med.mun.ca/UGradME/Clerkship-Electives/Visiting-Students.aspx

Applications for Charles S. Curtis Memorial Hospital, St. Anthony, must be addressed to:

Contact
Student Elective Coordinator Grenfell Regional Health Services, St. Anthony, NL A0K 4S0 Tel: 709-454-0268
Fax
709-454-0393
Email
Denise.Pilgrim@lghealth.ca

Application deadlines:

Applications for will be accepted by Memorial University no more than nine (9) months before the beginning of the placement and no less than four (4) months before the beginning of the placement

Min/Max times:

None listed

Application fees and Elective fees:

There is a non-refundable administrative fee of \$100 at the time of the application. A certified cheque or money order (Canadian funds ONLY) is to be made payable to Memorial University of Newfoundland. The cheque or money order must accompany the application.

Application Form:

<http://www.med.mun.ca/getdoc/fd615720-afd4-4379-b9da-58cf26dc26db/Visiting-Students-Application.aspx>

Programs Available and Exclusion Dates:

An overlap exists in the schedule from mid-September to mid-April. Requests during this time frame will be considered but only following the successful placement of Memorial students.

Supporting documents:

- Immunizations:
 - Measles and Rubella: Proof of measles and rubella immunity or proof of vaccination with MMRII.
 - Diphtheria, Tetanus, Polio: Proof of full primary course and boosters within the past 10 years.
 - Hepatitis B: Full course of Hepatitis B vaccine.
 - TB Skin Test: Within 12 months of the proposed elective date.

Other information

- You must complete a post elective evaluation form:
<http://www.med.mun.ca/getdoc/251822bb-058f-40da-9c37-6b06ce607a97/VisitingStudentEvaluationElectivePeriod-pdf.aspx>

DALHOUSIE UNIVERSITY

Contact
Name: Electives Coordinator Mailing Address: Undergraduate Medical Education, Dalhousie University 5849 University Ave, Rm. C-125 PO BOX 15000 Halifax NS B3H 4R2
Phone
902-494-3797 (For payment only; inquiries about applications will not be returned)
Fax
(902) 494-8884
Email
electives@dal.ca – for all inquiries
Website
http://undergraduate.medicine.dal.ca/electives.htm

Application deadlines:

- Completed application (with all of the necessary paperwork) must be received four (4) months prior to the start date of the proposed elective and no earlier than nine (9) months
- Remember to include your 4-digit application ID number on all paperwork. You will receive your application ID upon completion of the online application

Min/Max times:

Maximum time allowed at Dalhousie University is four (4) weeks of elective time per calendar year

Application fees and Elective fees:

- \$150.00 application fee; this includes \$50 non-refundable administrative fee
- Payment should be made by credit card (VISA, MasterCard, and American Express) via telephone (902-494-3797) or email (be aware that this is a less

secure option, and we accept no liability). Two separate money orders in Canadian funds, made payable to Dalhousie University will also be accepted.

- Cheques will not be accepted.

Application Form:

https://www.med.dal.ca/medix_public/UME_Electives/index_countries.cfm

There are 3 items that must be complete and/or returned to the Undergraduate Medical Education Office in order for your application to be processed:

- 1) University Confirmation Form
- 2) \$150.00 application fee; this includes \$50 non-refundable administrative fee
- 3) Online application

Guidelines:

<http://undergraduate.medicine.dal.ca/documents/GuidelinesforCanadianSchools.pdf>

Supporting documents:

- University Confirmation: A signature by the University's Dean/Designate containing the official stamp/seal, as verification that the student is who they say they are, and that they are covered by malpractice insurance.
 - For a copy of the form:
http://www.med.dal.ca/medix_public/ume_electives/Canadian%20University%20Trained.pdf
- Immunization Records: Effective May 29, 2008, students studying in Canadian medical schools are NO LONGER required to submit immunization forms.

Other information

- Confirmation of Elective Placement: Please do not contact physicians directly without authorization from the Electives Coordinator. All accepted electives must be "Program Approved", not individual-physician approved. This is to ensure that all criteria have been met and applications have been properly registered for a valid clinical elective.
- Cancellation of Elective Placement: If a student wishes to cancel an elective the Electives Coordinator and the clinical department administration should be notified in writing ASAP. Students must not cancel less than 6 weeks prior to the elective start date.
- Frequently Asked Questions: Review these prior to applying
<http://undergraduate.medicine.dal.ca/electives-faq.htm>