



Visiting Students Program Eligibility and Required Documents

1. Visiting students must be a fourth-year medical student in good standing at the time of your rotation.
2. Visiting students must be 'final year' students (M4 for LCME schools). If an international school is a six-year school, the students applying must be in their sixth year of the program.
3. You must be enrolled in a school that is accredited by the United States Liaison Committee on Medical Education (LCME) or the American Osteopathic Association (AOA).
4. All rotations are four weeks long. No exceptions.
5. All rotations take place during the scheduled rotation dates at the University of Kentucky. No exceptions.
6. You must be current on all of your immunizations, including measles, mumps, rubella, varicella, hepatitis, tuberculosis, and a seasonal flu vaccine. Since flu season is October to March, you must provide proof of a current flu vaccine if you are accepted for a rotation during those months. Please complete and UPLOAD the AAMC Standard Immunizations Form with your application.
7. You must UPLOAD criminal background check results obtained within the past year.
8. You must UPLOAD results of a drug screen done within the past six months. If you are accepted for a rotation that takes place more than six months after you apply, you must provide documentation of a new drug screen at the time of the rotation.
9. You must include emergency contact information in your VSAS Profile.
10. You must UPLOAD a Certificate of Professional Liability Insurance or letter from your Risk Management office that includes the dates and amounts of your coverage (at least \$1,000,000 per occurrence, \$3,000,000 aggregate.)
11. You must UPLOAD a copy of your current health insurance card or policy. If that policy expires before you come to UK, you must bring proof of current health insurance coverage when you arrive for your rotation.
12. You must UPLOAD a copy of your CPR, BLS, or ACLS card.
13. You must have your registrar's office UPLOAD a current transcript.
14. You or your school must UPLOAD your photo.

15. You must UPLOAD any information requested in the course description. Some courses require faculty permission for all students, and there will be required application information described in the course description. This information should be UPLOADED to VSAS rather than emailed to faculty. Do not contact them directly.
16. You must not have been excluded from participating in a federal healthcare program. You would know if you have been. We will check two federal databases to confirm.
- 17. Do not contact any faculty or clinical department prior to your acceptance for a rotation. Doing so is considered a professionalism breach and may disqualify you from doing rotations at UK.**
18. If accepted for a rotation, your days off will be limited to two days outside of weekends for outpatient rotations, four days total for inpatient rotations.
19. **Under no circumstances may you miss the orientation on the first day of your rotation.** If you are instructed by the course director or department to report elsewhere on that morning, please contact [Ashlee Hamilton](#) immediately. If you are not present for the visiting student orientation, your rotation will be cancelled.

Per the information above, the following documents must be UPLOADED to VSAS in order for your application to be considered, please take note of which requirements are Pre-decision and which are Post-decision:

Pre-Decision Requirements (Submitted at time of application):

- AAMC Standard Immunizations Form itemizing your immunizations, including those listed in #5 above.
- Current transcript uploaded by your school.
- Your photo.
- Any information requested in the course description must be uploaded.
- USMLE/COMLEX Score Report

Post-Decision Requirements (Submitted after rotation acceptance):

- Results of criminal background check done within the past year.
- Results of a 9-panel drug screen done within the past six months.
- Certificate of Professional Liability Insurance that states that you will be covered while you are at the University of Kentucky in the amounts of \$1,000,000 per occurrence, \$3,000,000 aggregate.
- Current health insurance card or policy.
- Copy of your CPR, BLS, or ACLS card.

Do not submit your application until it is complete with all documents uploaded. Incomplete applications will be denied.