

GUEST STUDENT SCHEDULING PROCEDURES

Guest applications will be accepted beginning April 1 of each year.

IUSM medical students have first option on elective placement through May 1 of each year.

Guest coordinator will begin scheduling guests into rotations beginning May 15 of each year. The guest coordinator will do all elective approval and setup. Having yourself “penciled in” by a course director or medical education office will not guarantee your request will be approved.

Fully completed guest applications are due in to our IUSM offices at least 8 weeks prior to the beginning of the elective. THERE ARE NO EXCEPTIONS TO THIS POLICY.

Requests for electives are made to the course directors shortly after your application arrives, but final approvals are done in chronological order. Updates regarding application status will be sent via the email account listed on the application.

Final approval can be expected within 30 days of the start of the elective. **DUE TO THE HIGH VOLUME OF APPLICATIONS FOR THE MONTHS OF SEPTEMBER THROUGH NOVEMBER, DELAYS IN PROCESSING MAY BE POSSIBLE, ESPECIALLY FOR INCOMPLETE APPLICATION SUBMISSIONS. STUDENTS REQUESTING MULTIPLE ELECTIVES CAN EXPECT CONFIRMATION 30 DAYS PRIOR TO EACH ELECTIVE.** Thank you in advance for your patience.

Final confirmation of your elective will be sent to you via email and a cc will be sent to the course director, department personnel, and also to your 4th year coordinator and/or dean’s office. No paper confirmation will be sent unless required by the home school.

Thank you for your interest in IUSM electives, departments, and our affiliated hospitals state-wide.