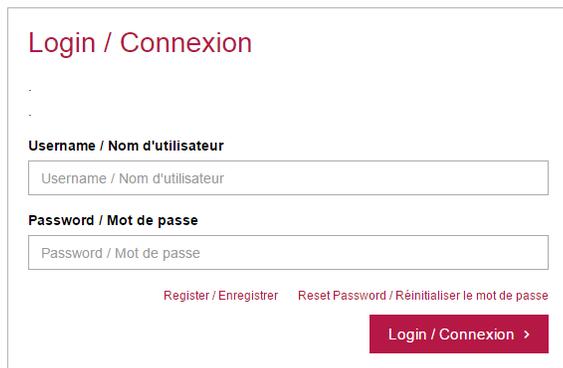


# Applying for an Elective Opportunity

## I. Finding elective opportunities to apply for

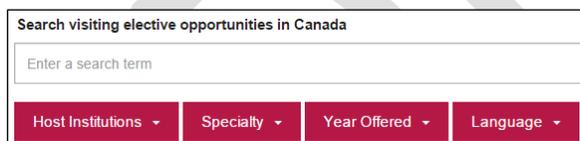
Go to the portal main page (<https://www.afmcstudentportal.ca>) and sign in with your username and password. If you have not yet registered for the portal, you will have to do this first.



You will be taken to the student Home page. Click on the **Visiting Electives Guide** button on the right side of the toolbar



Type your criteria in the search box to look for particular electives. Click on the  button to search. You can use the filter bar to refine your search results.



Once you find an elective that interests you, click on the title to be taken to the elective opportunity page and find out more and confirm your eligibility for the elective before continuing. If you wish to apply for this elective, click the **Add to wishlist** link at the top right . The star should then show up in amber . This elective is now in your wishlist and can be applied to once your search is completed. If you want to remove the elective from your wishlist, click on the star a second time. The star will go back to grey.

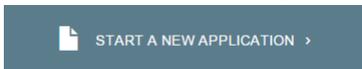
Once the elective has been added to your wishlist, you should visit the university's institution profile (by clicking on the university's logo at the top of the elective opportunity page). Here you can find out which documents the faculty requires with your application. These documents must be added to your student profile (in the **Documents** section) before you can begin an application.

*Note: These steps must be completed before you can create an application.*

## II. Creating the application

There are 2 ways to launch the application process:

1. Click on **Home** in the navigation bar, then click the **Start a new application** button



2. Click on **Elective Wishlist** in the navigation bar, and then on **Apply Now** at the top right



At any time, you may stop the application by clicking the **Save Application as Draft** button at the top right. You can resume draft applications by clicking on **In Draft** under **Applications** in the navigation bar

### Electives

1. On the **Create a New Application** screen, choose from the drop down box which school you would like to apply to. Only schools with electives in your wishlist will appear here.
2. Select your preferred language for the application and click the **Apply** button.
3. On the **Elective Information** page, begin by checking the **Elective 1** box.
4. Select the desired duration of the elective.
5. Choose a specific elective from your wishlist by clicking the **Please Select** button.
6. Pick a start date for your elective (some dates may not be available. See the university's institution profile and the elective opportunity for more details on when the elective is available).
7. Specify your learning objectives for the elective if requested (not all schools will require objectives).
8. Indicate whether or not you have already contacted potential supervisor(s) for this elective, and add their contact details if applicable.  
*Note: Some schools may not require this and will in fact not allow contact with supervisors beforehand*
9. Add any desired comments.
10. If you wish to apply for more electives, repeat steps 3-9.
11. Click the **Next** button at the bottom of the page

### Document Upload

The Document Upload tab will allow you to attach documents in your student profile to your current application. For each required document:

1. Click the **Browse** button on the right.
2. Select a matching document from the list.
3. Click the **Save** button.
4. Once all the required documents are attached, click the **Next** button.

### Academic

The Academic tab will populate with information from your student profile. Fill in any missing details and click the **Next** button.

### Personal

Verify that your personal information and that of your emergency contact are accurate. Click the **Next** button.

### Other

This section will ask for any specific information required by the school you are applying to. The contents of this tab will vary. Click the **Next** button once you have filled out the required information.

## Payment (application)

The payment tab will outline any fees attached to the current application. Enter your credit card details to process payment for the elective (payment information will not be saved if you save the application as a draft).

*Note: This is paid directly to the institution and is separate from the fee paid at registration for the Student Portal.*

Once you have entered your credit card details, click the **Next** button.

## Summary

The summary tab allows you to review your entire application. You can go back and change any part of the application before submitting it.

Carefully review all your information and ensure it is accurate.

Once you are satisfied with your application, check the **I have read and agree to abide by the above statement** box.

If over the course of the application, you entered information that you would like to have saved in your student profile, click the **Submit and update My Profile** button. Otherwise, click the **Submit** button.

You will receive an on-screen confirmation of your application and an email re-iterating this confirmation ( see below). Your application can now be viewed by clicking on **In Progress** under **Applications** in the navigation bar.



## III. Next Steps

Following your submission, the host institution will proceed with verifying your application with your home school and subsequently try to find a placement that matches your request. You will receive an email notification when this happens.

In the meantime, you can check your application status by clicking **In Progress** under **Applications** in the Student Portal (the **Applications** menu also lets you view all your other applications).

Potential statuses are:

- **Under Review:** Since the student submitted the application and no document update is required until the application is either completed or cancelled.
- **Under Review Pending Student Document(s) Update:** This status allows a registrant to update the previously submitted documents. Once the new documents are submitted, the status changes to "Under Review" and the registrant cannot make further updates.
- **Completed:** At least one of the requested electives is confirmed by the student and rest are cancelled, confirmed, or declined by student.
- **Completed With Outstanding Flag(s):** At least one of the requested electives is confirmed by the student and rest are cancelled, confirmed, or declined by student **and** there exists one or more flags with in-progress status.
- **Cancelled:** The entire application has been cancelled (all the requested electives are cancelled or declined by the student) **and** the cancellation email is sent to the Placement Contact for the elective(s) that was previously confirmed.
- **Contact Host Institution:** The applications to host institutions that have activated the limited system use option will have this status as soon as the student submits an application.

## IV. Accepting a placement

Once the host institution has created a placement for you, they will notify you via email and you will be prompted to log into the Student Portal to accept or decline it.



### How to accept the placement

Log in to the Student Portal.

You will have a notification that an application requires action. Click the red circle.



You will see your list of applications.

All Applications						
Applications	Application Status	Elective Status				
All Applications	All Application Status	Pending Student Response	Reset	Search		
Host Institution	Application ID	Language	Submission Date	Application Status	Flags?	
AFMC Sandbox University	95	English	Oct 23, 2014	Under Review	Yes	

Click the magnifying glass at the right to view the application. Partway down the screen, you will see your electives and the option to **Decline** or **Accept**.

Elective one - Pending Student Response Oct 23, 2014				Decline ×	Accept >
Choice	Duration	Start Date	End Date	Specialty/Subspecialty	
Choice 1	4 weeks	Mar 02, 2015	Mar 30, 2015	Emergency Medicine/Cardiovascular ICU	

Clicking **Accept** will confirm your elective with the Host institution. You will be prompted to confirm.

Clicking **Decline** will cancel the application. You will be prompted to confirm. **THIS CANNOT BE UNDONE.**