

## **STUDENTS ATTENDING CANADIAN MEDICAL SCHOOLS**

Please read the following very carefully. Your application **WILL NOT** be processed until all of the required supporting documentation has been received.

- ❖ It is the student's responsibility to ensure that the completed application (with all of the necessary paperwork) has been received **four (4) months** prior to the start date of the proposed elective and no earlier than **nine (9) months**.

Please remember to include your 4-digit application ID number on all paperwork. You will receive your application ID upon completion of the online application.

- ❖ Year-round clinical electives will be offered to students who are enrolled in their final two years of study (i.e. 3rd or 4th of a 4-year program).
- ❖ Acceptance depends upon the availability of resources at the time of the elective. The maximum time allowed at Dalhousie University is **four (4) weeks** of elective time per calendar year.
- ❖ 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:
  - University Confirmation Form
  - \$150.00 application fee; this includes \$50 non-refundable administrative fee
  - Online application

**PLEASE NOTE:** All required documentation is to be completed on Dalhousie University forms.

- ❖ **PLEASE SEND ALL OF THE ENCLOSED TO THE ADDRESS BELOW**

Electives Coordinator  
Undergraduate Medical Education, Dalhousie University  
5849 University Ave, Rm. C-125  
PO BOX 15000  
Halifax NS B3H 4R2

**ADDITIONAL INFORMATION:**

❖ **Online Application**

Please ensure you have completed the online application form before submitting your supporting documentation. You will automatically receive an email informing you that your online application has been received.

Online Application

- ❖ Please note that changes to requested electives **cannot** be made and require re-application and additional payment of both the application fee and non-refundable administrative fee.

Please select your elective choices carefully as switching electives once they have been confirmed is strongly discouraged. If you do need to switch, you will then be required to submit a new application and associated fees. The four month deadline does apply in this situation.

❖ **Elective Fee**

An elective fee of \$150.00 CAD must be included with your supporting documentation; this includes a \$50.00 CAD non-refundable administrative fee.

Payment should be made by credit card; we accept 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). We will also accept two separate money orders in Canadian funds, made payable to Dalhousie University.

**We DO NOT accept cheques.**

❖ **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:

[University Confirmation Form](#)

❖ **Immunization Records**

Effective May 29, 2008, students studying in Canadian medical schools are NO LONGER required to submit immunization forms.

❖ **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**. As electives are highly desired and involve the time and effort of various parties, we request that students do not cancel less than 6 weeks prior to the elective start date. If a cancellation notice is received with no identified or valid mitigating circumstances less than six weeks before the confirmed start date of the elective, a letter noting lack of professional behavior will be sent to the student's home university. The application fees are non-refundable.

❖ **Questions**

**All inquires are to be submitted to [electives@dal.ca](mailto:electives@dal.ca) . Telephone is for payment information only; any messages regarding status/edits, etc. will not be followed up.**

Please review the website and the **Frequently Asked Questions** section prior to applying.