

Virginia Tech Carilion School of Medicine (VTCSOM)

Policy: Transfer in Advance Standing
Subject: Enrollment Management/Registrar
Rev.: 1
Original date: September 12, 2017
Revision dates:

1 Purpose

It is incumbent upon the School of Medicine to delineate the circumstances under which a student may transfer in advanced standing from another medical school; the number of transfers that will be allowed so as not to encumber educational resources for currently enrolled students; and to assess the qualification of transfer students to assure that they have had a comparable educational experience at the time of matriculation.

2 Policy

Transfer in Advance Standing

3 Procedures

1. Medical students may only transfer into Virginia Tech Carilion School of Medicine under rare and extraordinary circumstances (e.g., natural disaster that prevents continued education at the student's home institution; loss of accreditation by the home institution).
2. Only students from schools that are currently accredited by the LCME or have recently lost accreditation will be considered for transfer. Osteopathic and international students and those from off-shore medical schools may not transfer.
3. Only U.S. citizens and permanent residents may apply to transfer.
4. Students who transfer must complete all of their required clerkships and advanced clinical experiences at the Virginia Tech Carilion School of Medicine.
5. The Senior Associate Dean for Medical Education will determine by January of each academic year if there are positions for transfer that would not impede on current resources.
6. Students seeking transfer must submit the following information by November 1 of the year prior to transfer:
 - a. A letter of interest delineating the specific circumstances for transferring
 - b. A copy of the original AMCAS application
 - c. An official transcript from their current School of Medicine
 - d. A letter of support from their school's Dean of Medical Education or Student Affairs
 - e. A copy of the USMLE Step 1 verifying that that student has passed the examination
 - f. A non-refundable processing fee of \$100.00

7. Information for transfer should be mailed to:

Senior Dean for Academic Affairs
Virginia Tech Carilion School of Medicine
2 Riverside Circle, Suite M140
Roanoke, VA 24016

8. The Senior Dean for Academic Affairs or his/her designee shall review the transcript and possibly contact the applicant's home school to determine that the educational experience is comparable to that of one of our

students entering Virginia Tech Carilion School of Medicine. In addition, criteria for comparability shall include, but not be limited to GPA, USMLE scores, and MCAT scores.

9. Applicants that have met the above requirements and who are deemed to add value to the current group of students will be offered interviews by the administrative staff of the School of Medicine. Holistic interviews will be completed similar to those seeking initial admission to the medical school.

10. Applicants will be notified of final decision no later than January 31 of the year of transfer.