FAQ’s for externs

When and what fees are due? No money until after an offer of an elective is made to you. The fees are $150 application processing fee, $65 background check fee if needed. In addition to the application processing and background check fees Osteopathic and Foreign applicants do have an additional administrative fee – please see information on these fees separately.

When will I hear? We handle application in order of receipt; after you apply via VSAS your application goes to your school for verification and release. Once they complete this your application will then be received by us and placed in line for processing. We will not process the first application until May and we will continue to work through all of the application as quickly as possible, however you will have an answer at worst 45 days prior to the elective start date.

Respiratory Mast Fit testing, I do not have this done, can I get this done when I arrive and what type do you use-? Yes you can, however it must be prearranged and you must come in a few days early to do so. You will need to get an appointment and pay for the test yourself. The private company we use presently charges $75 to complete a respiratory mask fit test. We will accept mask fit testing for all manufacturers; however we generally use 3M N95 masks.

Do you accept foreign medical graduates? Graduates of any type are not eligible for an externship. You must be an active student in good standing and in your final year of medical school.

What if all my grades are not on my transcript? Submit the transcript as it is, and we will request a new upload if necessary.

Where will I be assigned? This will occur once your clerkship is approved and you are assigned to a course coordinator. In general Pediatric courses are at Children’s Hospital and others are at University of Colorado Hospital unless identified in the title. However you should confirm your assigned location with the course coordinator once assigned.

My schools dates for rotations are different than the University of Colorado; can I come at a time not listed? Unfortunately no, our dates are fixed and inflexible. All electives are 4 weeks in duration, we do not offer 2 week rotations to visiting students.

All USMLE Accredit allopathic (MD) and Osteopathic medical students are required to apply for 4th year electives using VSAS. Foreign student please apply hard copy, see our web site for instructions.

Your school will verify/release your application and this will clear most if not all of our requirements. If you do meet our requirements we will process your application and request documentation to bring into compliance. The additional documents and your $150 processing fee must be received 30 days prior the elective start date.

To complete your application upload your immunization documentation, CV, transcript, and we recommend a USMLE Step 1 or COMLEX score report. Some electives review this before making an offer; also some have a minimum Step 1 score (OB/Gyn requires a score of 210 or greater).

Please direct questions to:
Karina Garlington 303-724-6404 karina.garlington@UCDenver.edu Fax 303-724-6409

Remember when you apply you have the ability to apply to multiple electives and /or multiple time frames. We will go down your rank list and offer you the available opening most preferred on your list. If none are available, you are welcome to check back at a future time to see if an opening has presented itself. We do not have a wait list function. Applications are handled in the order they are received. Acceptance as a visiting student does not guarantee a residency interview.

Our requirements:
Immunizations (see document) + Flu immunization
Respiratory Mask fit testing (Any type is fine - in general we use 3M N95)
HIPPA training
USMLE Step 1 Pass
Personal health insurance
BLS or ACLS certified
Criminal Background Report
Malpractice Insurance $1,000,000/$3,000,000
In Good academic standing
In final year of study
Completion of core course work
Instruction for OSHA safety measures and infection control precautions