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INTRODUCTION
This guide is intended to assist you in navigating the AFMC Student Portal for Visiting Electives and will provide you with instructions on how to set up your account, apply for electives, view the status of your requests and accept or reject an offer.

Take a few minutes to familiarize yourself with the features of the new portal! If you have any questions once you’ve gone through the guide and followed the steps, please contact us at service@afmcstudentportal.ca. We are always available to help you.

THE AFMC STUDENT PORTAL
The AFMC Student Portal (The Portal) is an online, bilingual service that facilitates applications and placements of medical students for undergraduate visiting electives at the 17 faculties of medicine in Canada.

Our services are available to Canadian and International undergraduate medical students.

The Portal provides the following services:

HOME PAGE
Access the AFMC Student Portal at https://afmcstudentportal.ca

1. Clicking on the above link will bring you to the Home Page
The Home Page provides valuable information regarding visiting electives including the following:
WHEN CAN I APPLY?

1. Clicking on the **Browse Schedule** button will provide you with the schedule on when schools will be offering Visiting Electives as shown below:

### Visiting Electives Schedule by School for Canadian Students (Subject to change)

<table>
<thead>
<tr>
<th>School</th>
<th>Earliest Date when Visiting Electives will be offered in limited capacity</th>
<th>Earliest Date Application Window Opens for Visiting Electives</th>
<th>Earliest Date when students will be eligible for Visiting Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Alberta</td>
<td>October 2022</td>
<td>July 15, 2022</td>
<td>August 2022</td>
</tr>
<tr>
<td>University of British Columbia</td>
<td>October 2022</td>
<td>August 22, 2022</td>
<td>July 2022</td>
</tr>
<tr>
<td>University of Saskatchewan</td>
<td>October 2022</td>
<td>August 22, 2022</td>
<td>September 2023</td>
</tr>
<tr>
<td>University of Calgary</td>
<td>October 2022</td>
<td>August 22, 2022</td>
<td>January 2023</td>
</tr>
<tr>
<td>McMaster University</td>
<td>December 2022</td>
<td>September 12, 2022</td>
<td>December 2022</td>
</tr>
<tr>
<td>University of Toronto</td>
<td>December 2022</td>
<td>September 15, 2022</td>
<td>September 2023</td>
</tr>
<tr>
<td>Dalhousie University</td>
<td>January 2023</td>
<td>September 12, 2022</td>
<td>September 2023</td>
</tr>
<tr>
<td>NSM University</td>
<td>January 2023</td>
<td>October 31, 2022</td>
<td>April 2023</td>
</tr>
<tr>
<td>Université de Sherbrooke</td>
<td>January 2023</td>
<td>TBD</td>
<td>January 2023</td>
</tr>
<tr>
<td>Western University</td>
<td>January 2023</td>
<td>TBD</td>
<td>September 2023</td>
</tr>
<tr>
<td>Université de Montréal</td>
<td>January 2023</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>University of Manitoba</td>
<td>February 2023</td>
<td>September 12, 2022</td>
<td>September 2023</td>
</tr>
<tr>
<td>Queen's University</td>
<td>February 2023</td>
<td>TBD</td>
<td>October 2023</td>
</tr>
<tr>
<td>Memorial University</td>
<td>April 2023</td>
<td>January 2, 2023</td>
<td>August 2023</td>
</tr>
<tr>
<td>Université Laval</td>
<td>May 2023</td>
<td>TBD</td>
<td>May 2023</td>
</tr>
<tr>
<td>University of Ottawa</td>
<td>September 2023</td>
<td>TBD</td>
<td>September 2023</td>
</tr>
<tr>
<td>McGill University</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

WHAT ARE THE FEES?

1. **Portal Registration fee:** A one-time non-refundable registration fee for an account. This fee covers the costs of the Portal software maintenance and administrative expenses.

Registration fees as of July 1, 2022:

- Canadian Students: $250
- International Students: $650

Note: Registration fees are subject to change
2. **School Application fee (optional):** This is the application fee when applying for a Visiting Elective. It is a separate fee set by and paid to the medical schools to fund the visiting electives program at each faculty of medicine. These fees vary by institution and are not under the control of AFMC.

3. **School Acceptance fee (optional):** Some schools charge an acceptance fee to confirm the elective choice.

### Visiting Electives Fees by School (Subject to change)

<table>
<thead>
<tr>
<th>Province</th>
<th>School</th>
<th>Canadian Student Application Fee</th>
<th>Canadian Student Acceptance Fee</th>
<th>International Student Application Fee</th>
<th>International Student Acceptance Fee</th>
<th>Additional Fees Outside Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newfoundland and Labrador</td>
<td>Memorial University</td>
<td>$100</td>
<td>$100</td>
<td>$250</td>
<td>$150</td>
<td>In addition to the acceptance fee, learners will also be required to pay the CPSNI Educational Registration Fee ($125) and Malpractice Insurance ($500) (in the absence of proof of coverage $2 M per occurrence). These additional fees will be processed outside the AFMC Student Portal.</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>Dalhousie University</td>
<td>$150</td>
<td>$0</td>
<td>$100</td>
<td>$625</td>
<td>Acceptance Fee includes ($325 malpractice fee + $100 Acceptance fee).</td>
</tr>
<tr>
<td>Québec</td>
<td>Université Laval</td>
<td>$0</td>
<td>$0</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Université de Sherbrooke</td>
<td>$50</td>
<td>$100</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Université de Montréal</td>
<td>$50</td>
<td>$150</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>McGill University</td>
<td>$100</td>
<td>$100</td>
<td>$75</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>Ontario</td>
<td>University of Ottawa</td>
<td>$100</td>
<td>$0</td>
<td>$800</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Queen’s University</td>
<td>$100</td>
<td>$0</td>
<td>$100</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td></td>
<td>University of Toronto</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td></td>
<td>McMaster University</td>
<td>$75</td>
<td>$125</td>
<td>$75</td>
<td>$700</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Western University</td>
<td>$50</td>
<td>$50</td>
<td>$500</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOSM University</td>
<td>$100</td>
<td>$100</td>
<td>$425</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Manitoba</td>
<td>University of Manitoba</td>
<td>$50</td>
<td>$100</td>
<td>$250</td>
<td>$250</td>
<td>Fees to be processed outside of AFMC = $325 malpractice, UHIP ($53/$106) and NOSM housing if needed ($200/week).</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>University of Saskatchewan</td>
<td>$75</td>
<td>$75</td>
<td>$350</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>Alberta</td>
<td>University of Alberta</td>
<td>$50</td>
<td>$150</td>
<td>$50</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td></td>
<td>University of Calgary</td>
<td>$50</td>
<td>$150</td>
<td>$75</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>British Columbia</td>
<td>University of British Columbia</td>
<td>$100</td>
<td>$100</td>
<td>$250</td>
<td>$250</td>
<td>$325 malpractice fee.</td>
</tr>
</tbody>
</table>

---

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HOW TO APPLY?
There are five steps to follow to successfully submit your application. (See image below).

1. **Check Eligibility**
   Read the host school requirements on their institution profile.

2. **Register**
   Register and complete your student profile with your personal and academic information.

3. **Upload Documents**
   Prepare and upload all required documents including the immunization form.

4. **Pick a Program**
   Read through the elective opportunities and select the elective you would like to apply to.

5. **Apply**
   You are ready to submit your application.
CHECK ELIGIBILITY

Read the Host schools’ requirements on their Institution Profile including:

✓ Elective Policies
✓ Documents required
✓ School Application Fee
✓ Visiting Electives Dates

1. Click the School logo to view the Institution Profile. In our example below we’ve selected the University of Alberta:

Universities

Select a host school below to view their Student Portal profile. Each profile consists of general information, as well as their specific eligibility requirements, document requirements, and policies.

SEARCH ELECTIVES SOON!

Our Visiting Electives search tool is under construction. It will be ready when electives are offered again.
INSTITUTION PROFILE LAYOUT AND CONTENT

1. Click **general** to view School contact information.

---

**Institution Profile Policies**

Must-Read information about the Policies and requirements, Health and safety, Important information, Travel and accommodation, Cancellation & change requests, and other topics

**DOCUMENT REQUIREMENTS** are available on the policies & requirements tab
The Home School will be uploading their students according to when their students will be eligible to apply for Visiting Electives. (See the Visiting Electives Schedule for more information)

1. You will receive a **Welcome email** with the subject line: InPlace Network: Account Activation. Please note that InPlace is the vendor which provides the service for The Portal.

   In the email body you will be provided with a link to login and reset your password.

   You can access the Portal using a laptop, computer, tablet or phone.

The email will be similar to the one below:

```
Welcome to InPlace Network, AFMC Student!

To login, please click here:
https://auth-ca.inplacesoftware.com/Account/ResetPassword?UserId=70a99a6a-23ac-48df-d141-08b9c07d0a6d&Code=CFD81893fTnr1g1232215jzja3mriO79199m49w9qj55d472yjil%3F%2F7RZaUs5oPC4D1vudx8%2FTPMaR569%2FRNU7bEywIwudAEb2wE6g%2FWwW6%2BBiZ7TThra%2Fgjy9S8k3k1Q0vS96Z3ipaw9K55q045rL2G6sM152%fia2eS3uxEvq93p%2B1nX5hS45d91q&tenantCode=ca-network

When you first log in, you will be prompted to reset your password.

Regards,
InPlace Network Team

**THIS IS A SYSTEM GENERATED EMAIL. PLEASE DO NOT REPLY.**
```

2. Clicking the link will bring you to the following screen:
3. Enter your password and confirm password, select Reset and you will receive confirmation of your password reset.

4. Select the Return to log in page link:
5. Enter your Username (email account) and Password to log in.
6. Select the InPlace Network link:

7. You will be prompted to accept the Terms and Conditions and any other information. Please read each of these carefully before accepting them.
8. You will now be at your Main Screen as shown below. More information as to how to navigate your Main Screen will be described later in this document.

9. If your screen shows that you have an outstanding payment as above, you will be prompted for payment when you apply for an elective. This will be discussed in detail in further sections.
1. Click on My Details under Profile

2. When you log in for the first time, review your personal details under General and update any information as required.

3. When applying for an elective, there may be pre-requisites required for you to upload. This information can also be found under the Institution Profile as discussed in the Section Institution Profile Policies.
4. To upload a document, simply click on Edit link next to the document to upload. In the example below, we’ve clicked on the COVID Vaccine edit link:

5. Enter the information required and select ATTACH FILE to upload the document. These documents are now part of your student profile and can be seen by your Home School as well as by the staff at the Host School you are applying to.

IMMUNIZATION
1. To obtain information on Immunization requirements and forms; select the Immunization Tab on the Home Page

Immunization Information
Immunization Requirement

2. To log in to the Portal once you’ve completed your account setup, simply click on the LOG IN button on the AFMC Student Portal Home Page at afmcstudentportal.ca
PICK A PROGRAM

1. On your Student Dashboard select NEW REQUEST. This will provide you with the option to view what electives are offered and when.
2. The screen will show when and where there is availability.

Filter by Specialty, region, and University name

Select your dates under the location of your preference beside the subspecialty
APPLY

1. Once you’ve picked a program, you can then proceed to apply.
   - Note most schools have an application window, usually between 16-22 weeks prior the elective starting dates
   - First come first serve – Starting dates are always Monday
   - Please note that fees are non-refundable

2. Click on the Monday on the week you which to start your elective. This will bring you to the Create Request screen:

   Select your End dates and duration in days.
   EACH WEEK= 5 DAYS
   For a 2-week elective, ENTER 10 Days

ADDING YOUR PREFERENCES
You can add up to a maximum of 5 preferences per application.

1. Click on ADD PREFERENCE:
2. Select the Subspecialty under specialty and location of your preferences
3. Click Next and complete all required Prerequisites. Upload the documents as discussed in the Upload Documents sections.

<table>
<thead>
<tr>
<th>Name</th>
<th>Info Supplied</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Dates</td>
<td>2022-12-31</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Criminal Record Check</td>
<td>2022-05-31</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Graduation Date</td>
<td>2022-09-27</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Malpractice Liability Insurance</td>
<td>2022-09-31</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Immunization</td>
<td></td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>UBC document 1</td>
<td></td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>UBC document 2</td>
<td></td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>UOttawa document 1</td>
<td></td>
<td></td>
<td>Edit</td>
</tr>
</tbody>
</table>
4. You may be prompted to pay the Application Fee for that school, before submitting your application. Complete the payment process and submit payment.
5. When applying for your first Elective, you will also be prompted to pay your one-time Registration Fee. Enter your Credit card information, agree to the Terms and Conditions and click SUBMIT PAYMENT.

6. You can download copies of your receipts. You can also find your receipts under the Payment tab under your Profile on your Main Screen:
TRACKING YOUR APPLICATION

You will receive an email when you submit a request. You will also be notified via email when changes are made to your request.

When submitting a request, it’s important to view your profile to ensure there are no outstanding To-Do’s to be completed. If there are, follow the instructions to complete the outstanding To-Do.

The screen shot below shows the student profile for a student that has 2 pending requests for placements, a placement where an offer has been made, To-Do’s that need to be completed and Notifications.
VIEW YOUR REQUEST
To view a pending request, simply click view.

The Request Details screen provides the information for the request you submitted. You can make changes to the request, provide a comment which will be shared with the Elective Coordinator and the Placement Contact, add a preference and you can also withdraw your request.

Please note that if you choose to withdraw your request, there will be no refunds on any fees that you paid.

RESPONDING TO YOUR TO-DO’S
Your To-Do’s are shown are your Student Dashboard.
The example above shows that updates to your profile are required. Click on the link and your My Details screen will appear.

In this example, The COVID-19 Pre-requisite is required. Click on the Edit link:
A pop-up box will appear for you to upload your document. Select Yes for Please enter evidence of Vaccination, Attach the file that is required and SAVE.

**Your Pre-requisites now show that you have uploaded the required document:**

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Info Supplied</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of Electives</td>
<td></td>
<td>✓</td>
<td>Edit</td>
</tr>
<tr>
<td>Graduation Date</td>
<td></td>
<td>✓</td>
<td>Edit</td>
</tr>
<tr>
<td>UBC document 1</td>
<td></td>
<td>✓</td>
<td>Edit</td>
</tr>
<tr>
<td>UBC document 2</td>
<td></td>
<td>✓</td>
<td>Edit</td>
</tr>
<tr>
<td>UOttawa document 1</td>
<td></td>
<td>✓</td>
<td>Edit</td>
</tr>
<tr>
<td><strong>COVID-19 Vaccination - 1st</strong></td>
<td></td>
<td>✓</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Scroll down to the bottom of your screen and select SAVE

Return to your Dashboard to ensure that you have addressed all outstanding To-Do's.
VIEWING YOUR NOTIFICATIONS
When changes are made to your request, you will be notified. To see your notifications, go to your Student Dashboard:

In this example, the request you sent for a placement has been accepted. Click the View placement link. This will display the Placement Details screen which will show the details of the offer.
ACCEPTING OR DECLINING AN OFFER
In this example, there are 2 ways to Accept or Decline an offer.

1. In the above example, clicking on the View Placement link provides the Placement Details screen where you can see the details of your request, scrolling down the screen allows you to ACCEPT or DECLINE the offer.

2. The My Placements on your Student Dashboard will indicate that you have an offer:

3. Select the Review Offer link under My Placements. This will bring you to the Placement Details screen as above, follow the instructions as in 1.
4. When accepting an offer, click the ACCEPT OFFER button.

Complete the Payment information required and submit payment.

To decline an offer, select DECLINE OFFER, you will be prompted to provide a reason:

Enter a reason and select OK

Your Student Dashboard will provide information on the actions you have taken.
FAQS FOR STUDENTS

WHERE CAN I FIND ELECTIVE OPPORTUNITIES TO APPLY FOR?

On the Create Request screen:

On your StudentDashboard, click on NEW REQUEST, this will take you to the Create Request screen which will allow you to filter in various ways to identify electives being offered.
HOW DO I KNOW WHICH PRE-REQUISITES I NEED TO UPLOAD TO MY STUDENT ACCOUNT?

3. DOCUMENT REQUIREMENTS

Acceptable file formats (unless otherwise specified): PDF, PNG, JPEG
All required documentation must be submitted within 30 days from the notification of your file being incomplete. If this requirement has not been met, your elective may be cancelled, and a letter of professionalism sent to your home school due to insufficient documentation.

WITH APPLICATION SUBMISSION
- A recent and clear photo of yourself (PNG, JPEG, GIF) (Registrant Account)
- Immunization Records & Serology Results
  The AFMC Immunization Form is available on this page.
- Police Records Check for Service with Vulnerable Sector
  Must be valid at the start of elective.

AFTER ELECTIVE CONFIRMATION
- Other required documents
  Only required upon request

WHERE CAN I CHECK THE STATUS OF MY VISITING APPLICATIONS?
On the Student Dashboard: Your Requests are shown on your Dashboard and include information for your request including the Status.

On the School’s Institution Profile – Student Type at afmcstudentportal.ca
IS IT POSSIBLE TO UPDATE A DOCUMENT AFTER I HAVE SUBMITTED MY APPLICATION?
Go to My Details under Profile and replace documents under Prerequisites.
CAN I CANCEL AN ELECTIVE WITHIN 6 WEEKS OF THE ELECTIVE START DATE?

Cancelling an elective within 6 weeks of the elective start date is considered a late cancellation. As late cancellations do have consequences – they strain our relationships with preceptors, and they come at an opportunity cost to another student, a late cancellation should be viewed as an exceptional circumstance requiring their home program’s support. Late cancellations must be requested by the home school to the host school.

A student who needs to cancel an elective late should make this request to their home school Undergraduate Medical Education/Electives office (or equivalent), working through their home school Student Affairs office (or equivalent) as appropriate. If the cancellation is supported, the student’s home school Undergraduate Medical Education/Electives office will notify the host school for the visiting elective of the need to cancel, on behalf of the student. The reason for the late cancellation need not be disclosed by the home school, nor should the reason be requested by the host school.

Should a student cancel an elective directly within 6 weeks of the elective start date, without coordinating the cancellation via their home school Undergraduate Medical Education/Electives office, then the host school will typically notify the home school. Unapproved late cancellations would be addressed through professionalism processes at the home school, as relevant.
KEY INFORMATION I NEED TO KNOW BEFORE I APPLY?

Please ensure you review the institution profile for the school you wish to apply for. There is important information that changes on an ongoing basis to provide students with key information needed prior to applying for an elective.

Please note that if you want to apply for an elective that is being offered over several weeks and you want are available for multiple times during that period, you only need to apply ONCE and put in the comments your availability. Applying multiple times for the same elective at the same school for different timeframes is frowned upon as it is more work for the elective coordinators and you will be required to pay for each application submitted, there will be no refunds provided in this case. The dates you choose for your application would be your preferred date, in the comments you would put in alternate dates that you are available. This way, the elective coordinators and the placement contacts at the sites will be in a better position to offer you a placement.

Please NOTE that the University of British Columbia and NOSM University do NOT allow for multiple applications made to their school for the same time frame. If you submit 2 applications for 2 different electives for the same time, one will automatically be rejected, and you will not be provided a refund. If you are interested in another elective at the school, enter it in the comments section.
KEY MESSAGES FOR STUDENTS

✓ Plan your visiting elective(s) in advance
✓ Complete your immunizations ahead of time
✓ Make sure you carefully READ the application Policies and Requirements on the school's Institution profile before you apply
  ✓ All fees are Non-Refundable so ensure you are selective and accepting the right requests when applying your payments.

HELP DESK SUPPORT

• Consult the help documents on the Portal Help Desk website: https://afmc.happyfox.com
• Support is offered from 8:00 AM to 6:00 PM EST trough the Portal Help Desk website: https://afmc.happyfox.com