

AFMC Student Portal 2.0



STUDENTS USER GUIDE



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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.

We are pleased to announce that the Capacity-Based Model will launch on May 11th, 2025, with students **applying for placements starting August 4th, 2025**. The Capacity-Based Model will provide a robust, efficient, and cost-effective platform for students to secure a wide range of **visiting electives** in a timely manner. The improved model aims to standardize the application process for all students and schools. Students will apply for **visiting electives** in 2-week blocks with alignment on dates for 2-weeks blocks across all school. Application rounds will open on the same days for all schools. Rounds open and close at 12:00 AM (Central Time). There are 2 rounds within each 2-week block (All capacity pool, remaining capacity pool). Students will apply during 2-week blocks 12 weeks prior to elective start date.

Take a few minutes to familiarize yourself with the features of the 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:



Searchable Database

An easy-to-search database for all visiting electives in Canada.



Online Application

All applications are online for both Canadian and International Students.



Tracking Tools

Students and faculties can track placements and confirmations easily.

HOME PAGE

Access the AFMC Student Portal at <https://afmcstudentportal.ca>

1. Clicking on the above link will bring you to the Home Page



VISITING ELECTIVES

AFMC has created a standard online elective evaluation form. Click [here](#) for more information.

We are pleased to announce that visiting electives for Canadian students are currently being offered, click on Browse Schedule button below for more information. For faculty specific information click on the Browse Universities button.

[Browse Schedule](#)

We are pleased to announce that the Capacity-Based Model will launch on May 11, click [here](#) for more information.

ACCESSING ELECTIVES?

Canadian Students: Accounts are automatically added by your school when you are eligible to apply for visiting electives. When your school creates your account, you will receive an activation email to activate your account and login using the Login button above. A [“user guide”](#) is available to give you step by step instructions.

International Students: To prepare for Visiting Electives, you can start the registration process by completing the [“Homeschool Verification Form”](#). Once verified by your homeschool, you will receive an activation email to activate your account and login using the button above.

There is no charge to create an account and browse posted opportunities.

Access the AFMC Training Site: We are excited to introduce the AFMC Training Site to help us train staff and students. Click the button below to access the training site. [“GO TO AFMC Training Site”](#)

If you have any feedback or encounter any issues, please let us know!

BROWSING UNIVERSITIES?

The University Profile is the faculty's guide to their visiting elective. Visit a University Profile to consult their specific eligibility, document requirements and policies.

[Browse Universities](#)

The Home Page provides valuable information regarding visiting electives including the following:

- To Login after your account has been activated, click on the LOGIN button on the Home Page.
- To access the user guide, click on the link
- For more information on the schedule of when applications rounds open, click on Browse Schedule
- For more information on the launch of the Capacity-Based Model, click the link for more information

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, 2024:

- Canadian Students: \$276.12
- International Students: \$717.90

Note: Registration fees are subject to change



2. **School Application fee (optional)**: As of May 11, 2025, you will no longer be required to pay application fees.

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

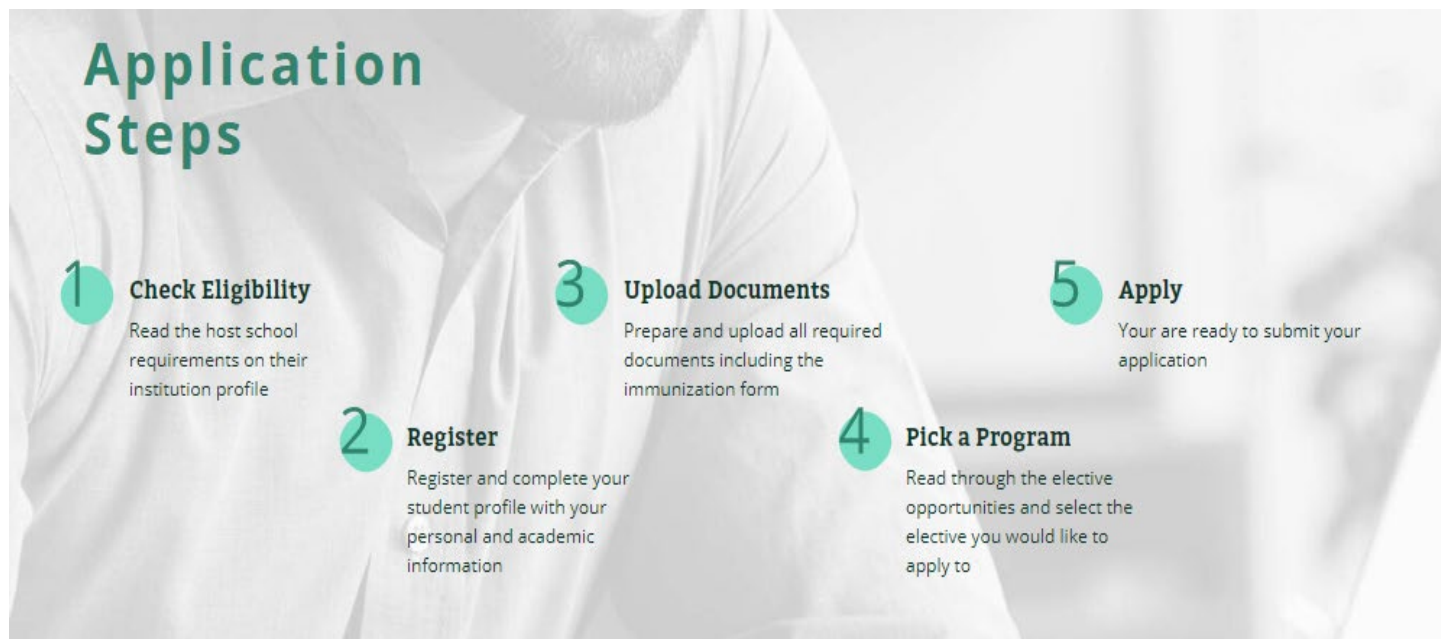
NOTE: For Quebec students applying to Quebec schools, there are no school fees, you only pay your registration fee.

Visiting Electives Fees by School (Subject to change)

Province	School	Canadian Student Application Fee	Canadian Student Acceptance Fee	International Student Application Fee	International Student Acceptance Fee	Additional Fees Outside Portal
Newfoundland and Labrador	Memorial University	\$100	\$100	\$350	\$150	In addition to the acceptance fee, learners will also be required to pay the CPSNL 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.
Nova Scotia	Dalhousie University	\$100	\$100	\$100	\$744	Acceptance Fee includes \$244 malpractice insurance fee.
Québec	Université Laval	\$0	\$0	N/A	N/A	
	Université de Sherbrooke	\$50	\$100	TBD	TBD	
	Université de Montréal	\$50	\$150	N/A	N/A	
	McGill University	\$100	\$100	\$100	\$400	
Ontario	University of Ottawa	\$50	\$54.50	\$100	\$780	
	Queen's University	\$100	\$0	\$100	\$644 – includes \$400 acceptance fee, \$244 malpractice insurance fee	\$10 deposit for security badge. Scrubs require a cash deposit of \$60 at the KGH Cashier Office. A scrub form will be provided N95 mask fitting if required
	University of Toronto	\$50	\$100	\$250	\$500	Document verification: \$50. If required: Malpractice insurance: \$244 plus 8% PST; UHIP: \$63
	McMaster University	\$75	\$125	\$250	\$500	The \$325 malpractice insurance fee is included in the \$700 International Student Acceptance Fee
	Western University	\$100	0	\$500	\$445	The \$445 malpractice insurance fee is covered by the International Student Acceptance Fee.

HOW TO APPLY?

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



CHECK ELIGIBILITY

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

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

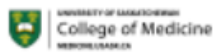
1. Click the School logo to view the Institution Profile. In our example below we've selected the University of Alberta:



Student Portal Portail étudiant

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.

 University Of Alberta	 University Of British Columbia	 University Of Calgary	 Dalhousie University	 Université Laval
 University Of Manitoba	 McGill University	 McMaster University	 Memorial University	 Université De Montréal
 Northern Ontario School Of Medicine	 University Of Ottawa	 Queen's University	 University Of Saskatchewan	 Université De Sherbrooke
 University Of Toronto	 Western University	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.

UNIVERSITY OF ALBERTA



General

Policies & Requirements

Health & Safety

Important Information

Travel & Accommodation

FAQ

Cancellations & Change Requests

COVID-19



UNIVERSITY OF ALBERTA

CONTACT INFORMATION

 Administrator, Visiting Electives

 visitingelectives@ualberta.ca

 ualberta.ca

 MD Program Office
1-002 Katz Group Centre for Pharmacy and Health Research
Edmonton, Alberta, T6G 2E1



ABOUT THE FACULTY OF MEDICINE

The Faculty of Medicine and Dentistry at the University of Alberta in Edmonton has a storied history of success in world-class education, research and patient care. It is home to 20 departments, 7 divisions, 13 research groups, 27 centres and institutes, and 8 national networks of Centres of Excellence.

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



General

Policies & Requirements

Health & Safety

Important Information

Travel & Accommodation

FAQ

Cancellations & Change Requests

COVID-19

Policies & Requirements

Canadian

IFMSA

Karolinska Institutet

LCME (U.S. Only)

Medical University of Graz

University of Munich (LMU)

Zhejiang University

1. ELIGIBILITY

- Students enrolled in Canadian medical schools.
- University of Calgary Students**
You do NOT need to apply for a Rural Family Medicine elective through the portal, as UofC students are able to do any rural electives throughout Alberta through their home school. All other students must apply for a Rural Family Medicine elective through the portal.

2. APPLICATION INSTRUCTIONS

AVAILABILITY

IMMUNIZATION

Immunization verification will be completed by your homeschool. Some schools may still require you to upload your AFMC Immunization form, this information would be available on the institution profile.

Immunization Information



Help Desk

Login

Logout

ABOUT

NEWS & RESOURCES

IMMUNIZATION

CONTACT

SEARCHING FOR ELECTIVES?

Our search tool is coming soon!
Our Visiting Electives search tool is designed to help you easily search for electives you would like to apply to. Our new tool is currently under construction. It will be ready when electives are offered again.

BROWSING UNIVERSITIES?

The University Profile is the faculty's guide to their visiting elective. Visit a University Profile to consult their specific eligibility, document requirements and policies.

Browse Universities

Immunization Form

This guideline provides detailed information about the immunization requirements for Canadian and international medical students seeking elective placements at Canadian medical schools.

Please see below chart for any school specific immunization and testing requirements.

Immunization Form

Testing Guidelines

This guideline provides detailed information about the immunization requirements for Canadian and international medical students seeking elective placements at Canadian medical schools.

Guidelines

Testing Guide

This document acts as a guide to help students verify their immunizations for their desired visiting elective. It also answers many important frequently asked questions.

Student Guide



ACCOUNT ACTIVATION

The Home School will be uploading their students according to when their students will be eligible to apply for Visiting Electives.

For International Students, click on the Homeschool Verification Form link on the Student Portal Home Page to begin the process of getting an account.

ACCESSING ELECTIVES?

Canadian Students: Accounts are automatically added by your school when you are eligible to apply for visiting electives. When your school creates your account, you will receive an activation email to activate your account and login using the Login button above. A [user guide](#) is available to give you step by step instructions.

International Students: To prepare for Visiting Electives, you can start the registration process by completing the **"Homeschool Verification Form"**. Once verified by your homeschool, you will receive an activation email to activate your account and login using the button above.

There is no charge to create an account and browse posted opportunities.

BROWSING UNIVERSITIES?

The University Profile is the faculty's guide to their visiting elective. Visit a University Profile to consult their specific eligibility, document requirements and policies.

[Browse Universities](#)

1. Once your account has been created in the Portal, 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-49df-d141-08d9d073d0da&Code=CfdJ8J8GYTjFnRlg12B2Zbi5tjvaD3nrlO7919hM94wQJs55d4TZ8yl%2FSRZaU5oPC4D1VuldX8J%2FTPMaR5I9%2FRNj7LEywwJwudAEb2wEG%2FVvw6t%2BFjZ7TtHral%2FgjW5Kpk3IXxVUv05K6Z3JpawNKEgnVQcD8Hd3JLoXUorbhTcEtW70kl6zaV7HY1eEiiYF45mLZG6VsM1f5%2FiaZe6C9XuEvq99Jp%2B1xXSHs45cK91q&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:



Reset password

Password

Confirm password

[Return to log in page](#)

3. Enter your **password** and **confirm password**, select **Reset** and you will receive confirmation of your password reset



Reset password confirmation

Your password has been reset.

[Return to log in page](#)

4. Select the **Return to log in page** link:



[Forgot your password?](#)

[Quantum Information Technology Cookie Policy](#)



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



[Manage Account](#)

Available Portals

[Inplace Network](#)

LOG IN

To login to your account, simply go to the Student Portal Home Page and select the Login button.

The first time you access your account, you will be prompted to accept the Terms and Conditions and any other information. Please read each of these carefully before accepting them.

You will now be at your Main Screen as shown below.

AFMC Test Student Valid

Dashboard
Overview of notifications, requests and placements

Profile
Manage your account details and placement prerequisites

Payment
Manage your account subscriptions to create requests and manage placements

Shared Documents
View and download documents required for placements

Dashboard | DASHBOARD

To Do

- Placement starting on 2024-10-14 requires an action >
- Placement starting on 2024-10-20 requires an action >
- Update your profile with required information (1) >

My Requests: Maximum Number of Electives Weeks = 12

You have no requests. Click New Request to create a new one

APPLY TO ROUNDS (3)

Notification (7) 1 - 5 of 7 < >

- Your placement at Dermatologie has been accepted. [View placement](#) X
- Please manage your placement timesheet & roster. [View placement](#) X
- Please manage your placement timesheet & roster. [View placement](#) X
- Please manage your placement timesheet & roster. [View placement](#) X
- Please manage your placement timesheet & roster. [View placement](#) X

My Placements - (Note: Application Window Closes Tue, April 22th at 8pm EST for placements from Jul 14-27th)

Status	Agency	Discipline	Placement Type	Start Date	End Date	Action
Published	CHU Ste-Justine	Medicine	Dermatology	2023-05-17	2023-05-17	Review Offer
Published	Pediatrics	Medicine	Anatomical Pathology	2023-04-05	2023-04-07	Review Offer
Published	Dermatologie	Medicine	Dermatology	2023-04-04	2023-04-04	Review Offer
Published	General (Générale)	Medicine	Emergency Medicine	2023-04-04	2023-04-04	Review Offer
Completed	Family Medicine (available in French)	Medicine	Anatomical Pathology	2023-05-26	2023-05-27	View
Published	Mood Disorders Program (MDP)	Medicine	Psychiatry	2024-10-14	2024-10-18	Review Offer
Published	Endocrinology & Metabolism	Medicine	Internal Medicine	2024-10-20	2024-10-25	Review Offer

- If your screen shows that you have an outstanding payment for your registration fee, you only need to pay your registration fee when you apply for your first elective. This will be discussed in detail in further sections.
- The Dashboard has 2 sections where messages will be posted and updated periodically, always check these messages
 - Shown in above example in My Requests and My Placements.
- Your Dashboard includes To Do's, Notifications and a list of the placements and status that you have applied for. It's important that you address your To Do's and Notifications as these messages come from your elective coordinators and may require action from you for them to process your application.



UPDATE YOUR PROFILE

The first thing you need to do is update your profile. Click on the Profile tab which will bring up your profile screen

Verify and ensure the following fields are entered correctly:

- Your date of birth
- Year Level set to Eligible for Domestic Canadian Students
 - For international students this is set to International
 - DO NOT change this field to Eligible or your account will be inactivated, and you will NOT be eligible for a refund.
- Anticipated Graduation Date
- You must upload a profile picture. This should be the picture provided by your school. To attach a picture,



simply click on the circle (shown as above), this will open and allow you to select a file to upload.

- If your school does not provide you with a picture, ensure you take a professional type headshot that has a high resolution and attach it to your profile.
- Click SAVE when you have verified all your information is correct and have uploaded your photo.



SUBMIT AN APPLICATION

As part of the Capacity-Based Model launching May 11, 2025:

- Students will apply for **visiting electives** in 2-week blocks with alignment on dates for 2-weeks blocks across all school.
- Application rounds will open on the same days for all schools.
- Rounds open and close at 12:00 AM (Central Time) 2 rounds within each 2-week block (All capacity pool, remaining capacity pool)
- Students will apply during 2-week blocks 12 weeks prior to elective start date. Starting May 11th, you will see actual capacity
- Some sites, for example UofT will have generic sites to apply to (Downtown Toronto, GTA or both), for other schools, students can apply to the actual site
- Some schools may offer 4-week electives, it will be indicated in the title.
- Starting May 11th, you will no longer be required to pay application fees, only pay acceptance fees when you accept an offer
- Students will get responses in a timely manner
- Schools can no longer cancel an accepted placement. They will need to find the student an alternate placement for the same elective window, which can be in another specialty
- Students can no longer cancel an elective.
 - *As cancellations do have consequences – they strain our relationships with preceptors, and they come at an opportunity cost to another student, a cancellation should be viewed as an exceptional circumstance requiring their home program's support. **Cancellations must be requested by the home school to the host school.***
 - *A student who needs to cancel an elective 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 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 prior to 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 cancellations would be addressed through professionalism processes at the home school, as relevant.*
- Students can submit a maximum of 3 applications per school and a maximum of 12 applications per placement round



- Each 2-week block will have 2 placement rounds. Initial block open Sunday to Tuesday for all capacity available. Following Wednesday, students can apply for the remaining capacity

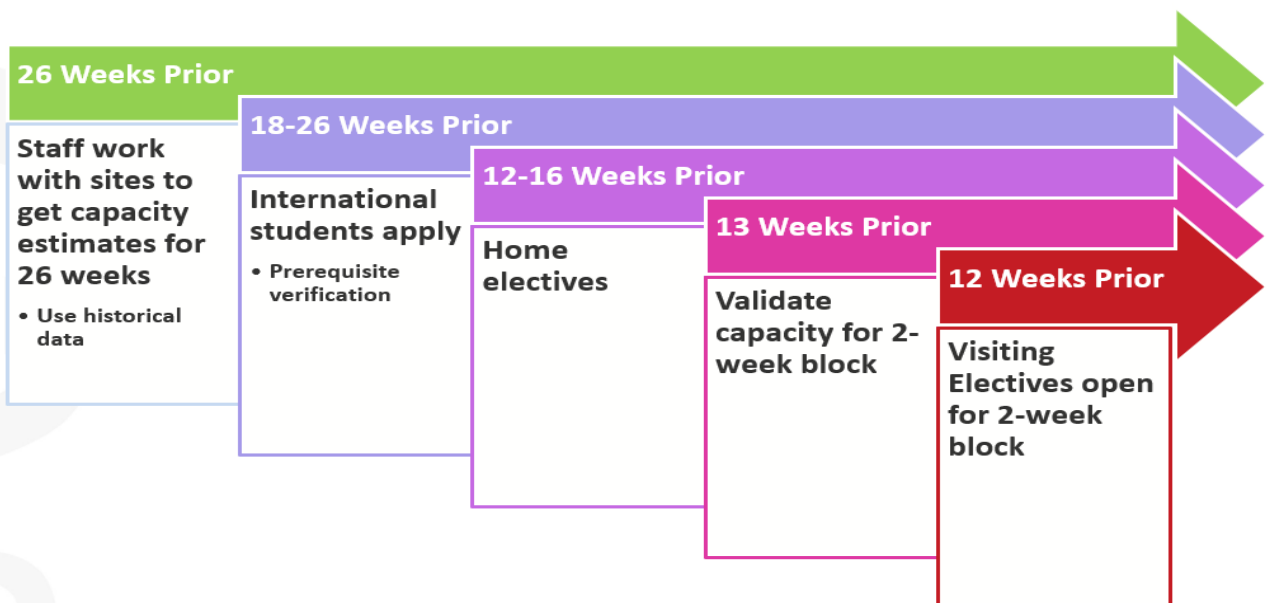
➤ Lottery Process

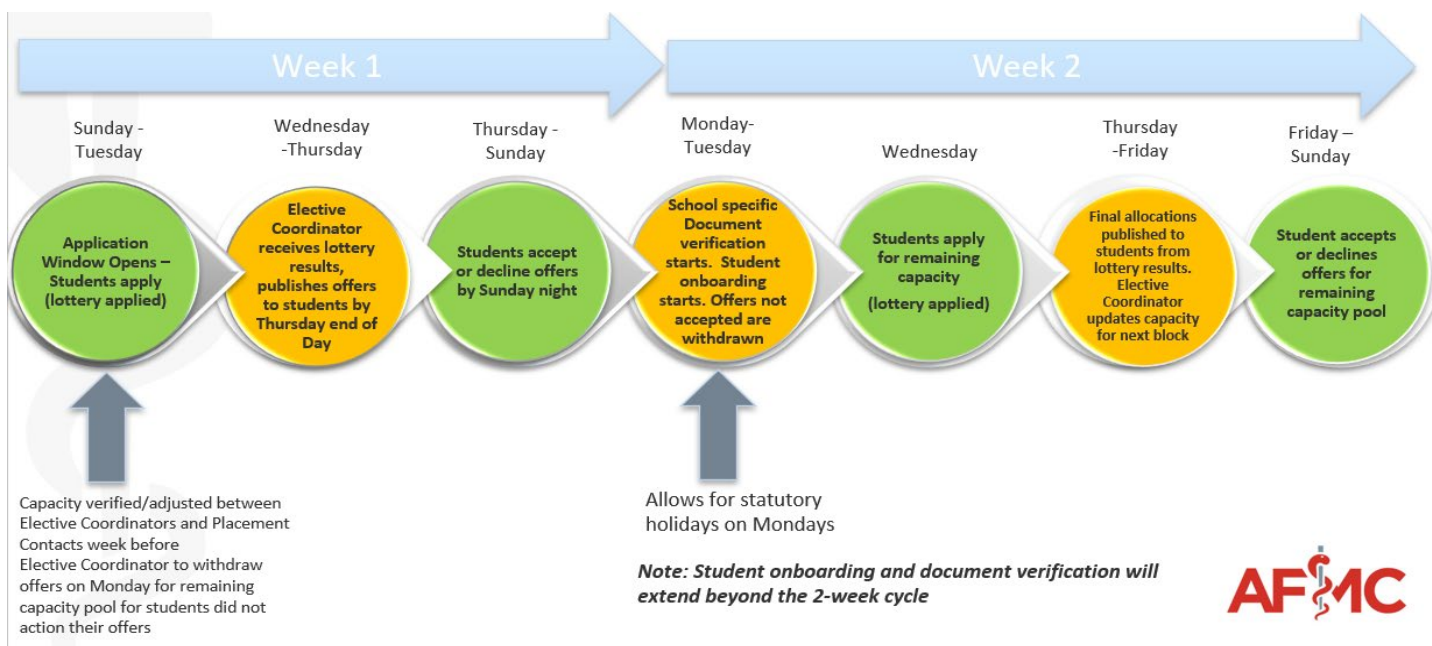
- Ensures fairness for all students
- No first-in, first-out gives students adequate time to apply
- No more late nights waiting for application rounds to open



➤ Activities occur same days every 2-weeks

- Easier to plan when students need to apply and respond
- Higher probability of getting desired electives





Block opens 12 weeks prior for students to apply

Elective Start Date	Elective End Date	Two-Week Block Opens	Two-Week Block Closes
8/4/2025	8/17/2025	5/11/2025	5/24/2025
8/18/2025	8/31/2025	5/24/2025	6/6/2025
9/1/2025	9/14/2025	6/6/2025	6/19/2025
9/15/2025	9/28/2025	6/19/2025	7/2/2025
9/29/2025	10/12/2025	7/2/2025	7/15/2025
10/13/2025	10/26/2025	7/15/2025	7/28/2025
10/27/2025	11/9/2025	7/28/2025	8/10/2025
11/10/2025	11/23/2025	8/10/2025	8/23/2025
11/24/2025	12/7/2025	8/23/2025	9/5/2025
12/8/2025	12/21/2025	9/5/2025	9/18/2025



BEFORE YOU APPLY

Once you've picked a program, you can then proceed to apply.

- ☐ Ensure you are eligible to apply.
- ☐ Verify the data is accurate on your profile.

On your Student Dashboard select **APPLY TO ROUNDS**. The number in brackets indicates how many rounds are currently open for you to apply to.

Dashboard | DASHBOARD

To Do

Placement starting on 2024-10-14 requires an action >

Placement starting on 2024-10-20 requires an action >

Update your profile with required information (1) >

My Requests: Maximum Number of Electives Weeks = 12

You have no requests. Click New Request to create a new one

APPLY TO ROUNDS (3)

The screen will show you rounds that are currently open to apply to by school.

Dashboard

Overview of notifications, requests and placements

Profile

Manage your account details and placement prerequisites

Payment

Manage your account subscriptions to create requests and manage placements

Shared Documents

View and download documents required for placements

Rounds

Availability

Placement Preferences

Prerequisites

Declaration

Filter Result

Available

Upcoming

McMaster - June 23 - July 6, 2025 Application Dates: 2025-03-03 - 2025-03-23 Placement Dates: 2025-06-23 - 2025-07-06 Open APPLY	Memorial - Summer 2025 Application Dates: 2025-03-09 - 2025-03-23 Placement Dates: 2025-05-02 - 2025-08-18 Open APPLY	Dalhousie Domestic Visiting - July 7-20, 2025 Application Dates: 2025-03-31 - 2025-04-20 Placement Dates: 2025-07-07 - 2025-07-20 Future	Dalhousie Domestic Visiting - July 21-August 3, 2025 Application Dates: 2025-03-31 - 2025-04-20 Placement Dates: 2025-07-21 - 2025-08-03 Future
Memorial - Summer 2025 Application Dates: 2025-03-09 - 2025-03-23 Placement Dates: 2025-06-02 - 2025-08-03 Open APPLY	Montréal - Hiver 2025 Application Dates: 2025-01-16 - 2025-03-21 Placement Dates: 2025-03-10 - 2025-05-04 Open APPLY	Sherbrooke - Placement Round 1 Application Dates: 2025-04-13 - 2025-04-27 Placement Dates: 2025-07-07 - 2025-07-20 Future	Manitoba - July 2025 Application Dates: 2025-04-01 - 2025-04-13 Placement Dates: 2025-07-01 - 2025-07-31 Future
Montréal - Été 2025 Application Dates: 2025-02-18 - 2025-07-14 Placement Dates: 2025-05-05 - 2025-08-22 Open APPLY	Montréal - Été 2025 Application Dates: 2025-02-18 - 2025-07-14 Placement Dates: 2025-05-05 - 2025-08-03 Open APPLY	Ottawa - July 7-20, 2025 Application Dates: 2025-04-13 - 2025-05-12 Placement Dates: 2025-07-07 - 2025-07-20 Future	Ottawa - July 21-Aug 2, 2025 Application Dates: 2025-04-13 - 2025-05-06 Placement Dates: 2025-07-21 - 2025-08-02 Future
Alberta - Spring/Summer 2025 Application Dates: 2025-01-26 - 2025-03-30 Placement Dates: 2025-05-05 - 2025-06-29 Open APPLY	Alberta - Summer 2025 Application Dates: 2025-03-05 - 2025-05-04 Placement Dates: 2025-06-30 - 2025-08-03 Open APPLY		

Before selecting a school to apply to, ensure you have read their institutional profile to ensure you understand all requirements prior to applying.

In my example, I will select the McGill – Winter 2024 and click APPLY. The following screen will appear.



Dashboard
Overview of notifications, requests and placements

Profile
Manage your account details and placement prerequisites

Payment
Manage your account subscriptions to create requests and manage placements

Shared Documents
View and download documents required for placements

Create Request | DASHBOARD / CREATE REQUEST

✓ Rounds

Availability

Placement Preferences

Prerequisites

Declaration

Filter Result

Start Date *

Placement Type *

Region *

Network Agency

yyyy-mm-dd

Select

Select

Select

RESET

FILTER

You must select all the filters. In my example I want to apply for Internal Medicine starting 2025-01-13 at McGill

Note: | DASHBOARD / NOTE:

✓ Rounds

Availability

Placement Preferences

Prerequisites

Declaration

Filter Result

Start Date *

Placement Type *

Region *

Network Agency

2025-01-13

Internal Medicine

Quebec

McGill University

RESET

FILTER

Click on the **FILTER** button provides the results of where I can apply to (see below).

Note, as of May 11, 2025, you will see the actual capacity available rather than checkmarks.

Revised April 10, 2025

Page 18



Filter Result ▼ Start Date: 2025-01-13 | Placement Type: Internal Medicine | Region: Quebec | Network Agency: McGill University

◀ 13 JAN 2025 ▶

Agency	01-13 Mon	01-14 Tue	01-15 Wed	01-16 Thu	01-17 Fri	01-18 Sat	01-19 Sun	01-20 Mon	01-21 Tue	01-22 Wed	01-23 Thu	01-24 Fri	01-25 Sat
Quebec													
▼ Hôpital de Hull	1												
▼ Internal Medicine Winter	1												
Nephrologie 2 weeks	1	✓	✓	✓	✓			✓	✓	✓	✓	✓	
▼ Jewish General Hospital	1												
▼ Internal Medicine Winter	1												
Cardiology 2 weeks	1	✓	✓	✓	✓			✓	✓	✓	✓	✓	
Endocrinology & Metabolism 2 weeks	1	✓	✓	✓	✓			✓	✓	✓	✓	✓	
General Internal Medicine ER Consultation Service 2 weeks	1	✓	✓	✓	✓			✓	✓	✓	✓	✓	
▼ Montreal General Hospital	1												
▼ Internal Medicine Winter	1												
Cardiology 2 weeks	1	✓	✓	✓	✓			✓	✓	✓	✓	✓	
Endocrinology & Metabolism 2 weeks	1	✓	✓	✓	✓			✓	✓	✓	✓	✓	
▼ MUHC-Glen (Royal Victoria Hospital)	1												
▼ Internal Medicine Winter	1												
Cardiology 2 weeks	1	✓	✓	✓	✓			✓	✓	✓	✓	✓	
Endocrinology & Metabolism 2 weeks	1	✓	✓	✓	✓			✓	✓	✓	✓	✓	
▼ St. Mary's Hospital	1												
▼ Internal Medicine Winter	1												

IMPORTANT NOTICE FOR QUEBEC STUDENT APPLYING TO ANOTHER QUEBEC SCHOOL

When you choose the elective you want, you must select the speciality related to the right trimester of your request. For an example, if the start date of the elective picked is related to the summer trimester at your home university, then you MUST choose the speciality related to “Summer” (e.g. “Internal Medicine Summer 2023”).

Also, when you choose the subspecialty, you MUST choose the subspecialty related to the elective chosen:

- For some university, the subspecialty is represented with the number of weeks (“Hematology 2 weeks”, “Hematology 4 weeks” ... etc.)
- For others, it’s represented with the number of applications done on the AFMC Portal (“Hematology 1st application”, “Cardiology 2nd application” ... etc.)

I want to apply to Hopital de Hull, Internal Medicine Winter, Nephrologie 2 weeks, for what is the winter term for my school, I click on the checkmark under Jan 13 opens the following screen:



Note: | DASHBOARD / NOTE:

✓ Rounds

✓ Availability

✎ Placement Preferences

⋮ Prerequisites

⋮ Declaration

All fields marked with asterisk (*) are required

Start Date

2025-01-13

End Date *

yyyy-mm-dd

Duration *

0

Days

Fixed Dates

Yes

No

Fixed Duration

Yes

No

1st | Nephrologie 2 weeks

ADD PREFERENCE

Add additional placement preferences for the same date period. Only one preference will be accepted if My Request is successful. If you need more than one placement at different hospitals, please submit separate requests.

Comment

E.g. Provide details of your availability

BACK

NEXT

Enter the end date of the placement

- **Elective always starts on Monday, always end on Sunday, always 10 days for duration, fixed dates=yes and fixed duration=yes**
- **No more preferences allowed as part of Capacity-Based Model.**

ADDING YOUR COMMENTS

- You can enter your preferred location in the comment.
- Note students working directly with preceptors to get an elective is considered highly unprofessional.

ADDING YOUR PREREQUISITES

Each school selects the prerequisites required to apply to their school. If you have already applied to some schools, you would have uploaded prerequisites to your profile. You only need to upload your prerequisite once. You can only upload your prerequisites when you start an application to a school.

On the prerequisite screen below, you will see 3 prerequisites in yellow which means I need to upload these to complete my application to McGill:

Note: | [DASHBOARD / NOTE:](#)

✓ Rounds

✓ Availability

✓ Placement Preferences

Prerequisites

⋮ Declaration

Name	Info Supplied	Status	Action
AFMC Student Portal Immunization and Testing Form		✓	Edit
Resume/CV		✓	Edit
Quebec - AEHE Consent		✓	Edit
Proof of Health Insurance		✓	Edit
Photo - Clear and Recent		✓	Edit
McGill- Student Acceptance Form		⚠	Edit
Quebec CMQ Number		⚠	Edit
McGill - Attestation of Core Rotation		⚠	Edit

[BACK](#)

[NEXT](#)

Clicking Edit for the McGill Student Acceptance Form opens the following side panel:



Edit Prerequisite

McGill- Student Acceptance Form *

Yes No

Comment

0/2000

Document *

ATTACH FILE

Max. file size 15MB Max.
Max. number of 5 documents
Valid file types .doc, .docx, .dot, .dotx, .docm, .dotm, .xls, .xlt, .xlsx, .xltx, .pdf, .txt, .jpg, .gif, .png

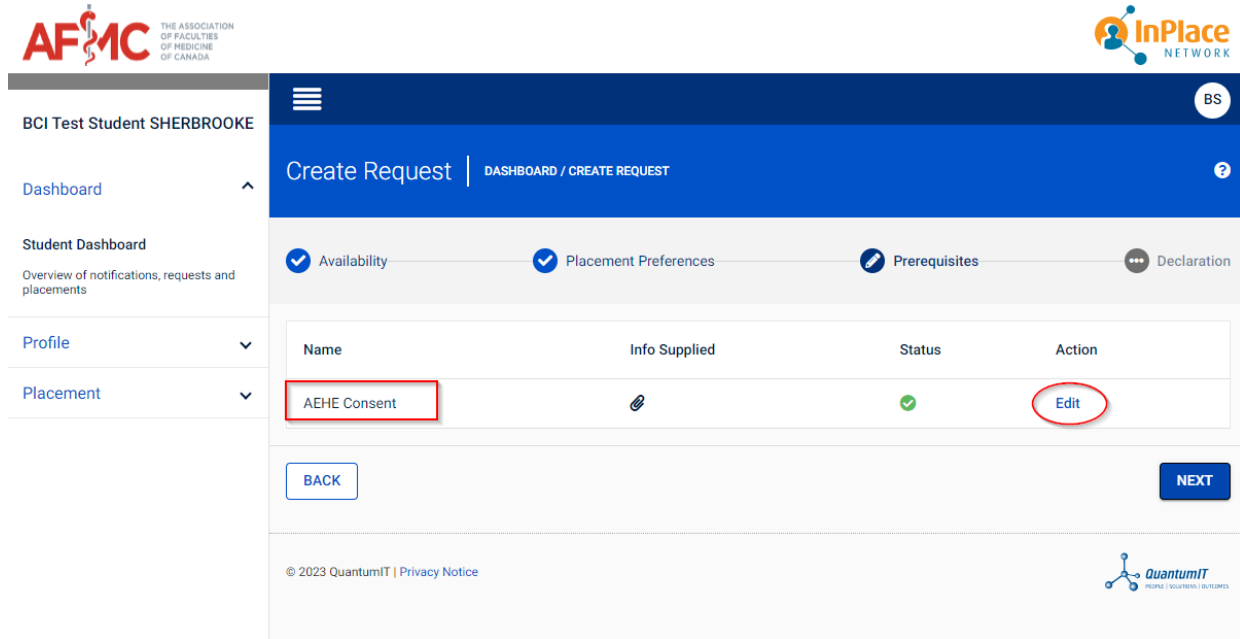
CANCEL SAVE

- Click Yes
- Add a comment if required
- Click ATTACH FILE and select the file you want to attach. Ensure you attach the correct document as some schools will automatically reject your application if the correct document is not attached.
- Click SAVE
- Follow the steps above for all prerequisites that have a yellow diamond.

IMPORTANT NOTICE FOR QUEBEC STUDENT FOR PREREQUISITES

When applying at another Quebec university for an elective, you **MUST** complete the prerequisite related to the Quebec AEHE consent. If this prerequisite is not complete, then your request for the elective will be denied.

On the “AEHE consent” prerequisite, click on “Edit”:



BCI Test Student SHERBROOKE

Dashboard ^

Student Dashboard
Overview of notifications, requests and placements

Profile v

Placement v

Create Request | DASHBOARD / CREATE REQUEST

Availability Placement Preferences Prerequisites Declaration

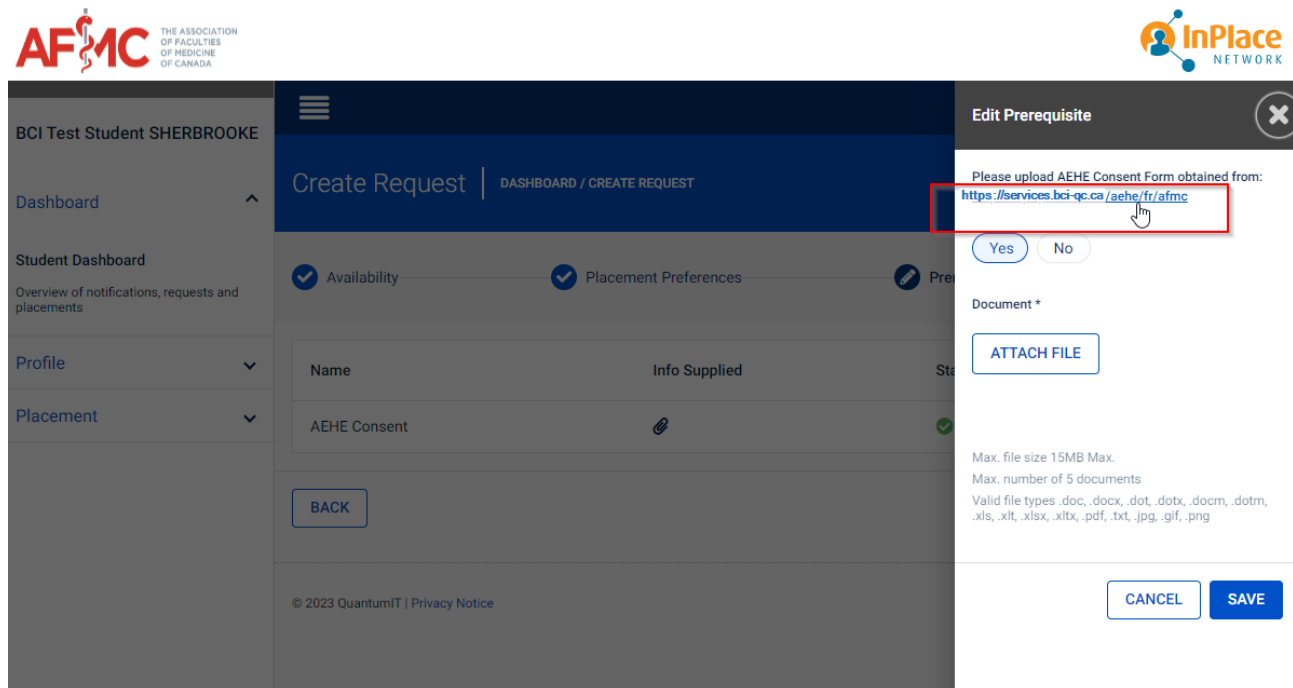
Name	Info Supplied	Status	Action
AEHE Consent		✓	Edit

BACK NEXT

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QuantumIT

At the following screen, click on the link (<https://services.bci-qc.ca/aehe/en/afmc/>) shown to download the AEHE consent:



BCI Test Student SHERBROOKE

Dashboard ^

Student Dashboard
Overview of notifications, requests and placements

Profile v

Placement v

Create Request | DASHBOARD / CREATE REQUEST

Availability Placement Preferences Prerequisites Declaration

Name	Info Supplied	Status
AEHE Consent		✓

BACK

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Edit Prerequisite

Please upload AEHE Consent Form obtained from:
<https://services.bci-qc.ca/aehe/fr/afmc/>

Yes No

Document *

ATTACH FILE

Max. file size 15MB Max.
Max. number of 5 documents
Valid file types .doc, .docx, .dot, .dotx, .docm, .dotm, .xls, .xlsx, .xltx, .pdf, .txt, .jpg, .gif, .png

CANCEL SAVE

When you click on the link, a new tab will open on the AEHE system:



Welcome to the "Inter-University transfer Authorization" application at BCI

Choose your home university (university where you are completing a degree).

Continue

If your home university is not listed, please contact your registrar

Then choose your home university (where you are completing a degree):



Welcome to the "Inter-University transfer Authorization" application at BCI

Choose your home university (university where you are completing a degree).

Please select your home university...

Continue

Please select your home university...
Bishops University
Concordia University
École de technologie supérieure
École nationale d'administration publique
HEC Montreal
Institut national de la recherche scientifique (INRS - Uni
McGill University
Polytechnique Montréal
TELUQ University
Université de Montréal
Université de Sherbrooke
Université du Québec à Chicoutimi
Université du Québec à Rimouski (UQAR)
Université du Québec en Abitibi-Témiscamingue
Université du Québec en Outaouais
Université Laval
University of Quebec at Trois-Rivieres
UQAM | Université du Québec à Montréal

your registrar



Student Portal Portail étudiant

To access the AEHE application, you must authenticate yourself by entering the ***Username and Password*** used to access your home university's student information system.



Connexion

[Identifiant oublié?](#)

[Mot de passe oublié?](#)

[Se connecter](#)

**Vous êtes un nouvel utilisateur et
vous voulez déposer une demande
d'admission?**

[Créer un compte](#)



Protégez vos données

Pour protéger les données auxquelles vous avez accès, assurez-vous de
**toujours vous déconnecter de vos applications et de fermer votre
navigateur** avant de vous éloigner de votre poste de travail.

If you are unable to authenticate yourself, you will have to contact the Registrar's Office at your home university.

Note: The universities mentioned in the guide's screenshots are listed for example only.



After the authentication process, you are in the AEHE system.

 Inter-University Transfer Authorization

  Jeanne André Kaifosh  Français

Welcome to AEHE system

Welcome to the AEHE System. Your student status has been validated by your home university.

Terms of Use

To continue with your request, you must agree to the following terms:

- I authorize the BCI to obtain the information needed to process my application from my home university.
- I authorize my home university to provide the BCI with the following information regarding my authentication at my home university:
 - Affiliation
 - Home University
 - ID Number – Home University
 - E-mail Address
 - Last Name and First Name
 - Preferred Name
 - Role at the University
- I authorize the universities involved to send the necessary personal and academic details needed under this agreement on my behalf. The following information is required for the exchange between my home university and the BCI:
 - Date of Birth, Gender, Citizenship, Immigration Status in Canada, Mother Tongue, Language Used, Address, Telephone Numbers, Mother's First Name and Last Name, Father's First Name and Last Name
 - Home University, Permanent Code, Program (Code, Campus) and the ID Number – Home University.
- The following information about my academic results at the host university is required for the exchange between the BCI and my home university:
 - Host University, ID Number at Host University, Term, Activity and Final Grade
- I agree to abide by the regulations of my home and host universities. Upon successful completion and earning the approved minimum final grade for the activity, I agree to have the credits transferred toward my program at my home university.

☒ I have read and agree to the terms and conditions of this application

The welcome message informs you that you meet the eligibility requirements of the Inter-University Transfer Agreement.

- You must accept the terms of use by checking the box “I have read and agree to the terms of this application” and then the **Accept** button at the bottom of the screen.



If you refuse, a message displays to tell you that refusing means you will not be able to proceed with your application:

The screenshot shows the 'Student Portal' interface. At the top, there is a header with the 'aehe' logo and the text 'Inter-University Transfer Authorization'. A user profile dropdown shows 'Jeanne André Kaifosh' and 'Français'. A modal window is open with the title 'sp-qa.bci-qc.ca indique'. The message inside the modal says: 'By refusing the terms you will not be able to submit an application. Please confirm that you are refusing the terms.' There are two buttons: 'OK' (blue) and 'Annuler' (grey). Below the modal, the 'Welcome to AEHE' section is partially visible. The 'Terms of Use' section is expanded, showing a list of terms. At the bottom, there is a checkbox labeled 'I have read and agree to the terms and conditions of this application'. Below the checkbox are two buttons: 'I accept' (green) and 'I refuse' (red). A mouse cursor is pointing at the 'I refuse' button.

aehe Inter-University Transfer Authorization

sp-qa.bci-qc.ca indique

By refusing the terms you will not be able to submit an application.
Please confirm that you are refusing the terms.

OK Annuler

Welcome to AEHE

Welcome to the AEHE System

Terms of Use

To continue with your request, you must agree to the following terms:

- I authorize the BCI to obtain the information needed to process my application from my home university.
- I authorize my home university to provide the BCI with the following information regarding my authentication at my home university:
 - Affiliation
 - Home University
 - ID Number – Home University
 - E-mail Address
 - Last Name and First Name
 - Preferred Name
 - Role at the University
- I authorize the universities involved to send the necessary personal and academic details needed under this agreement on my behalf. The following information is required for the exchange between my home university and the BCI:
 - Date of Birth, Gender, Citizenship, Immigration Status in Canada, Mother Tongue, Language Used, Address, Telephone Numbers, Mother's First Name and Last Name, Father's First Name and Last Name
 - Home University, Permanent Code, Program (Code, Campus) and the ID Number – Home University.
- The following information about my academic results at the host university is required for the exchange between the BCI and my home university:
 - Host University, ID Number at Host University, Term, Activity and Final Grade
- I agree to abide by the regulations of my home and host universities. Upon successful completion and earning the approved minimum final grade for the activity, I agree to have the credits transferred toward my program at my home university.

☐ I have read and agree to the terms and conditions of this application

I accept I refuse

Then, your new request to another Quebec university will be denied by the AEHE system.



As soon as you accept the terms of use, AEHE system takes you to the personal information collected from your home university.

Inter-University Transfer Authorization
 Home ? [Mon profil](#) [Mon dossier](#) Français

You meet the eligibility criteria under the Quebec Inter-University Transfer Agreement

Important
 Please verify the information below and confirm that it matches your record at your home university.

Home University	Université Laval		
ID Number – Home University	906-165		
WARNING: You must submit your student number via the AFMC Portal otherwise your request will be refused.			

My personal information

Last Name	MAILLARD	Status in Canada	Canadian citizen
First Name	JEANNE MARIE	Country of Citizenship	Canada
Date of Birth (yyyy-mm-dd)	1985-05-05	Mother Tongue	French
Gender	Female	Language Used	French
Preferred Name	JEANNE MARIE MAILLARD		
Permanent Code	10000000000000000000		
Father's Last Name	MAILLARD	Mother's Last Name	MAILLARD
Father's First Name	JEAN	Mother's First Name	JEANNE

My contact details

Address Line 1	1111, rue Saint-Jacques	E-mail	jeanne.mailleard@univ-laval.ca
Address Line 2		Telephone Number	514 343-1234
City	Québec	Alternate Telephone Number	
Province	Québec		
Country	Canada		
Postal Code	G1R 5A6		

My academic program

B-MED.MED	Doctorat en médecine (M.D.)
-----------	-----------------------------

☒ I confirm that the above information accurately matches the personal and academic information on my student record at my home university.

I confirm

No. Information is not accurate

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You must check that the information is correct and confirm it.

- First check the box “*I confirm that the above information accurately matches the personal and academic information on my student record at my home university*” to confirm that the information is accurate, then click on the **I confirm** button.

Note: Your personal information appears on every page of the application.



If the information is not accurate, click on **No. Information is not accurate** button.

aehe Inter-University Transfer Authorization

services-dev2.bci-qc.ca indique

You meet the eligibility criteria under the Que

Important
Please verify the information

As a result of inaccuracies in your personal information you will not be able to proceed further and submit an application. To correct the information refer to your home school student portal or website for the appropriate procedure.
Click OK to confirm that there are inaccuracies, or Cancel to return to the previous screen.

OK Annuler

Home University Université Laval
ID Number – Home University

My personal information

Last Name	Chapman	Status in Canada	Canadian citizen (Aboriginal people included)
First Name	Lucie	Country of Citizenship	Canada
Date of Birth (yyyy-mm-dd)	1988-08-01	Mother Tongue	French
Gender	Female	Language Used	French
Preferred Name	Lucie Chapman		
Permanent Code	10000000000000000000		
Father's Last Name	Chapman	Mother's Last Name	Chapman
Father's First Name	Paul	Mother's First Name	Lucie

My contact details

Address Line 1	1000, rue de la Université Laval	E-mail	lucie.chapman@ulaval.ca
Address Line 2	Apt 1	Telephone Number	514 343-1234
City	Québec	Alternate Telephone Number	
Province	Québec		
Country	Canada		
Postal Code	G1K 3P4		

My academic program

B-GML.GML	Baccalauréat coop. en génie matériaux-métallurgie (B. Ing.)
B-MED.MED	Doctorat en médecine (M.D.)

☐ I confirm that the above information accurately matches the personal and academic information on my student record at my home university.

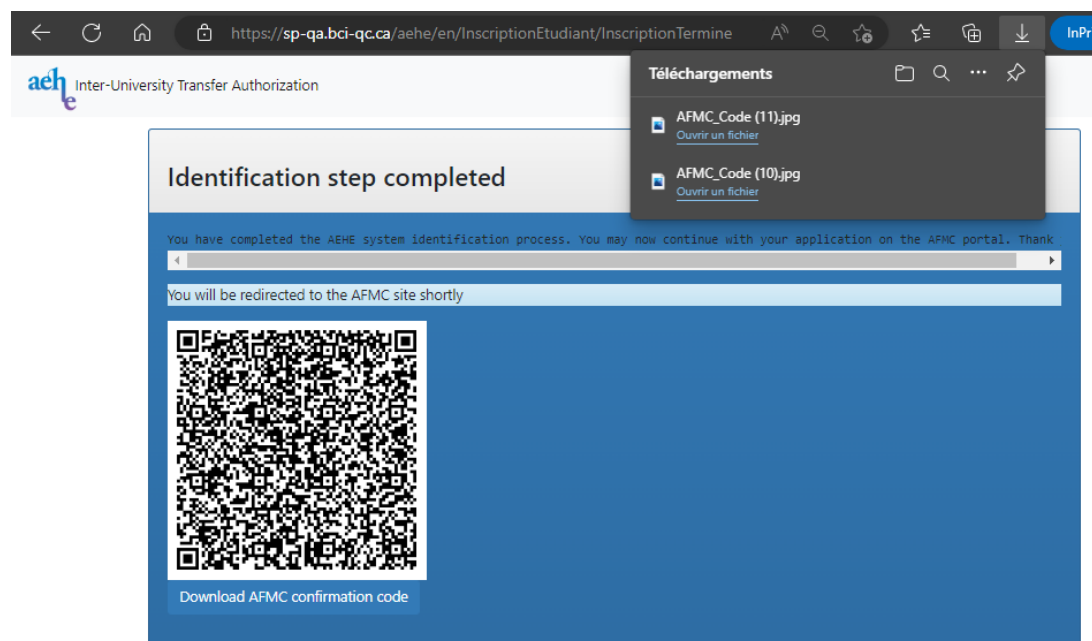
I confirm No. Information is not accurate

Note:

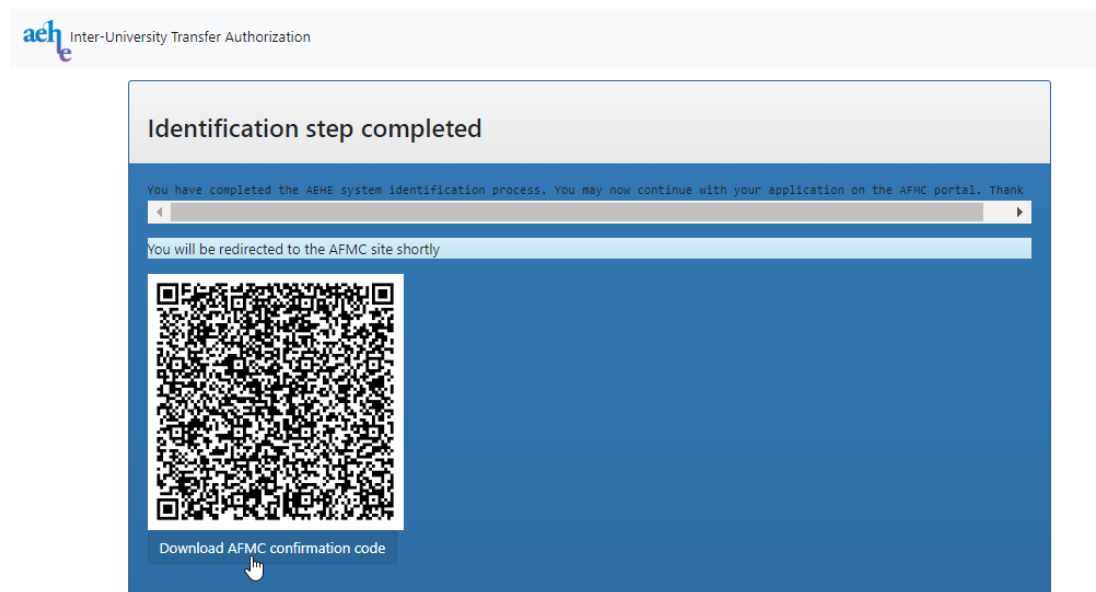
If your personal information is incorrect, a message will display confirming that you will not be able to create a new application. You will first need to have your record updated by your home university.

As soon as you confirm your personal informations, the AFMC confirmation code (a QR code) is shown on the screen, and it must be downloaded from the AEHE system to be loaded in the AFMC Portal on the prerequisites section (AEHE Consent in the Prerequisites section).

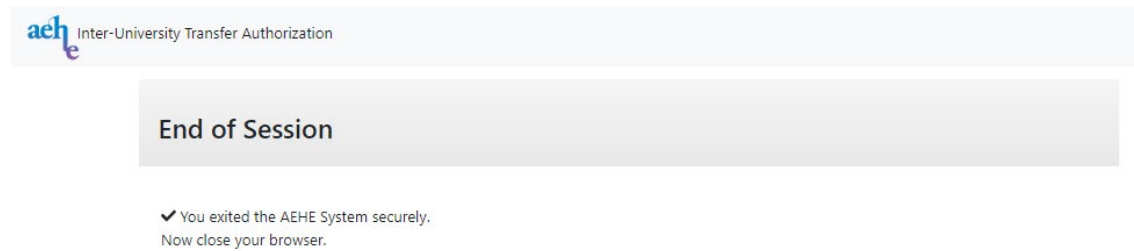
If your browser is set to accept automatic download, then the AFMC confirmation code will be automatically downloaded in the right directory specified in the browser parameters:



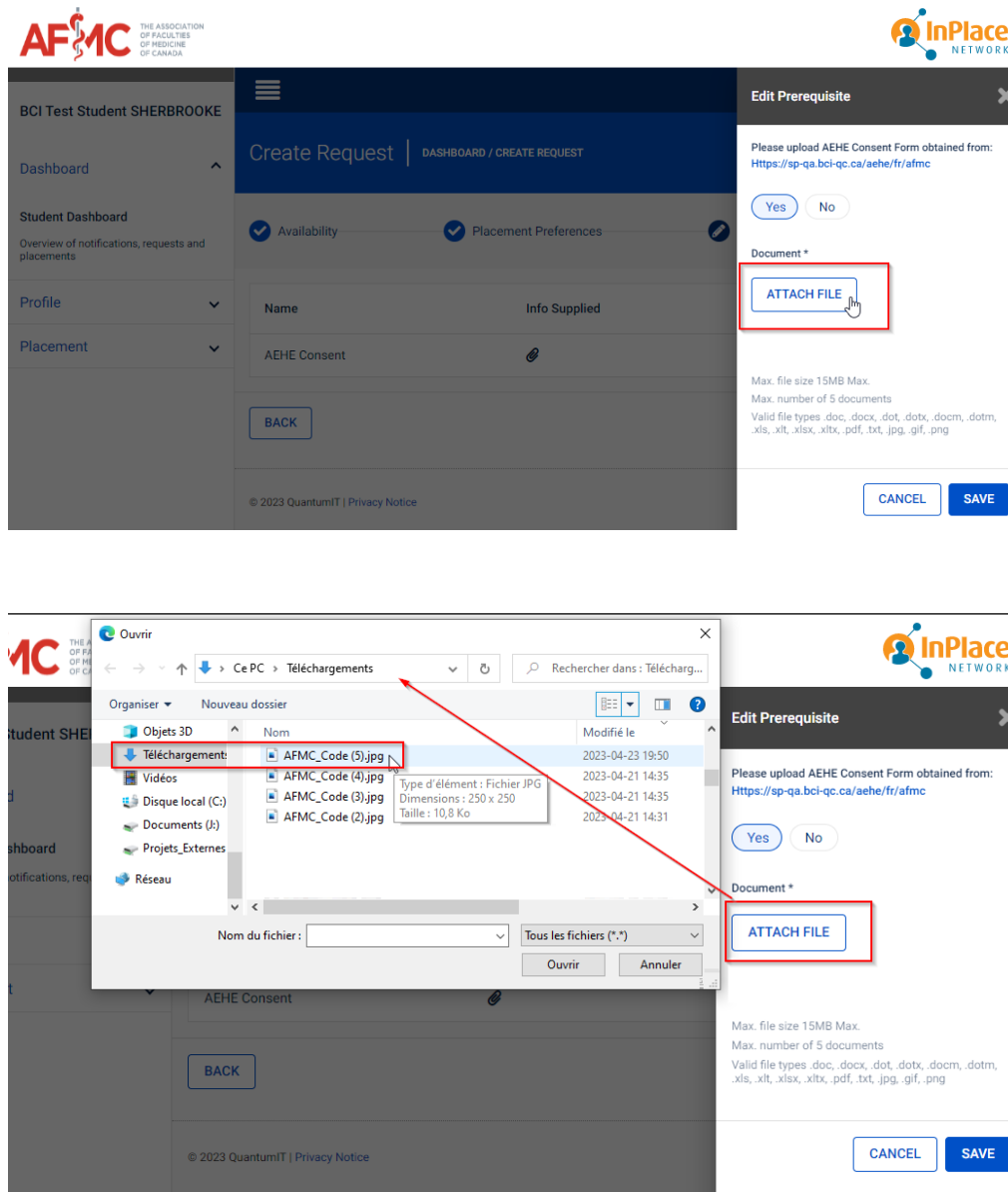
If not, you will have to click on the « Download AFMC confirmation code” link below the QR code:



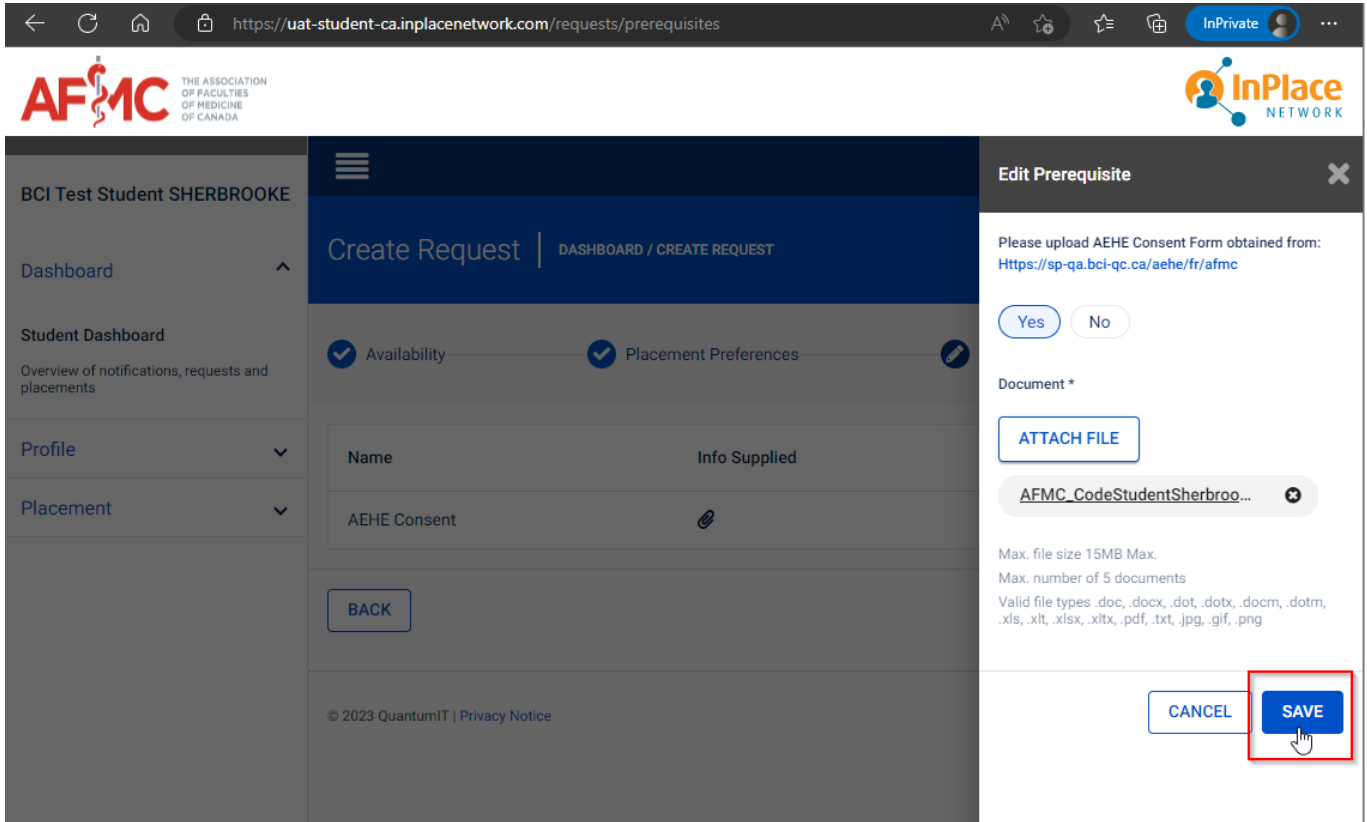
When download is completed, the AEHE system close automatically:



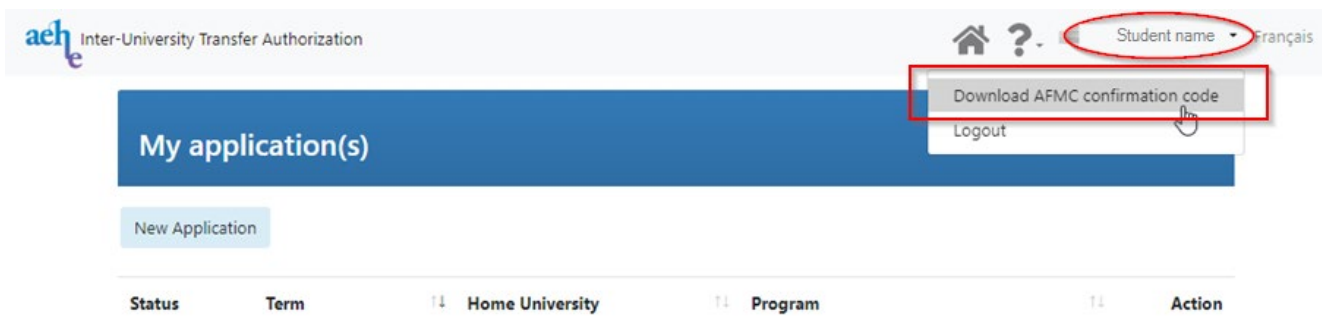
Now you can load the AFMC confirmation code in the AFMC Portal, on the prerequisites section. Click on the button “Attach file”, and choose the AFMC confirmation code from the downloaded files:



Don't forget to click on the "Save" button to save the AFMC confirmation code you loaded in the prerequisites section.



Whenever you need to download the AFMC confirmation code, you can login the AEHE system, and then click on your name in the upper right corner of the application, and choose "Download AFMC confirmation code":





Once complete your screen will show a checkmark under Status as per below:

Note: | DASHBOARD / NOTE:

✓ Rounds

✓ Availability

✓ Placement Preferences

Prerequisites

Declaration

Name	Info Supplied	Status	Action
AFMC Student Portal Immunization and Testing Form		✓	Edit
Resume/CV		✓	Edit
Quebec - AEHE Consent		✓	Edit
Proof of Health Insurance		✓	Edit
Photo - Clear and Recent		✓	Edit
McGill- Student Acceptance Form		✓	Edit
Quebec CMQ Number		✓	Edit
McGill - Attestation of Core Rotation		✓	Edit

BACK

NEXT

Click NEXT



SUBMITTING YOUR PAYMENT

Note: | DASHBOARD / NOTE: 1

✓ Rounds

✓ Availability

✓ Placement Preferences

✓ Prerequisites

Declaration

BACK

PAY & SUBMIT: PLEASE NOTE THAT PAYMENT OF AN APPLICATION FEE DOES NOT GUARANTEE A PLACEMENT

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You will now be required to PAY & SUBMIT. Click on the PAY & SUBMIT button will take you to the next screen:

THE ASSOCIATION OF FACULTIES OF MEDICINE OF CANADA

Checkout | DASHBOARD / PAYMENT / CHECKOUT

Request Application Details

Education Provider

Université de Sherbrooke

Discipline

Medicine

Campus

McGill (Montreal)

Region

Nova Scotia

Requested Dates

1/6/2025 - 1/18/2025

Year Level

Eligible

Placement Type

Family Medicine

Agencies

Colchester East Hants Health Centre [Truro, NS], Family Medicine, Family Medicine - Hospitalist Medicine [Truro, NS], Dalhousie University, Dalhousie University, Dalhousie University

Duration

10 Days

Plan Details

Name

AFMC Application Fee

Description

This Application Fee (request payment plan) allows Medicine students to submit Requests to the AFMC organisation.

Costs

Application Fee (100.00 CAD Flat Rate)

100.00 CAD

Subtotal

\$100.00 CAD

Payment Method

Pay with card

Card Number

**** * * * *

Expiration Date (MM/YY)

MM/YY

CVV (3 digits)

By paying with my card, I agree to the PayPal Privacy Statement.

☐ I agree to the Plan [Terms and Conditions](#)

This screen provides information on the application you are submitting under Agencies, the Request Dates and Duration. (Note screen above is different than sample screens provided above).

Enter your Card information and click I agree to the Plan Terms and Conditions and select SUBMIT PAYMENT.

Once your transaction is processed you will see a screen with the option to print your receipt or to go to your application.

If you have not yet paid your registration fee, you will be prompted to pay that first prior to paying your acceptance fee. The registration fee is only paid prior to submitting your first application and is a one-time fee for you to use the Portal.



Select the Payment Plan you are paying for and provide your card information and SUBMIT PAYMENT

Checkout

DASHBOARD / PROFILE / PAYMENT / CHECKOUT

?

InPlace Network allows you to access your placement information. To subscribe, please select the duration and start date of your subscription.

Subscription Details

Discipline

Medicine

Year Level

Eligible

Select a plan

☒ AFMC 5 Academic Year Access Plan - \$250.00
Valid for 60 Month (2022-08-01 - 2027-08-01)

☐ AFMC 5 Academic Year Access Plan - \$250.00
Valid for 60 Month (2023-08-01 - 2028-08-01)

Payment Method

Pay with card

Card Number

**** * * * *

Expiration Date (MM/YY)

MM/YY

CVV (3 digits)

☐ I have read and agree to the Terms and Conditions stated above. [Terms and Conditions](#)

Plan Details

Name

AFMC 5 Academic Year Access Plan

Description

AFMC 5 Academic Year Access Plan

AFMC 5 year subscription

\$250.00

Subtotal

\$250.00

BACK

PROCEED WITH PAYMENT

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

Dashboard

Overview of notifications, requests and placements

Profile

Manage your account details and placement prerequisites

Payment

Manage your account subscriptions to create requests and manage placements

Shared Documents

View and download documents required for placements

Payment

DASHBOARD / PROFILE / PAYMENT

?

Filter Result

Plan Type

All

RESET

FILTER

Plan Type	Plan Name	Duration	Date	Amount	Action
Event: Placement	AFMC Acceptance Fee	Plc 32943	2024-09-16	\$125.00	Pay
Event: Request	AFMC Application Fee	Req 55605	2025-01-06	\$100.00	Pay
Subscription: StudentAccess	AFMC Registration Fee	120 months	2024-06-03 - 2034-06-02	\$250.00	View

Items per page: 25

1 - 3 of 3

|< < > >|



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.

View your request

To view a pending request, simply click view

The screenshot displays the 'Request Details' page in the Student Portal. On the left, a sidebar shows the user's name 'Laval test student' and navigation links for 'Dashboard', 'Profile', and 'Placement'. The main content area is divided into two columns. The left column, titled 'Request Details', shows the status as 'Pending', the discipline as 'Medicine', and the placement type as 'Family Medicine'. It also includes an 'Education Provider Contact' section with fields for Name (Laval HSV), Phone (+14186562131), and Email (test.hsv17+laval@gmail.com). The right column, titled 'Placement Preference', contains fields for 'Start Date' (2022-06-27), 'End Date' (2022-07-04), and 'Duration' (5 Days). Below these are 'Fixed Dates' and 'Fixed Duration' sections, each with 'Yes' and 'No' radio buttons. A 'Placement Preference' section shows a list of preferences, with the first being '1st | BC Womens Hospital'. An 'ADD PREFERENCE' button is located below this list. A 'Comment' section with a text area and a 'SAVE COMMENT' button is at the bottom of the right column. At the very bottom of the page, there are three buttons: 'WITHDRAW REQUEST' (red), 'CANCEL' (light blue), and 'SAVE' (dark blue).

The Request Details screen provides the information for the request you submitted. You can make changes to the request once you have submitted it. If you DO make changes, you MUST provide a comment which will be shared with the Elective Coordinator and the Placement Contact. The comment needs to indicate what you have changed on your request.

RESPONDING TO YOUR TO-DO'S

Your To-Do's are shown on your Student Dashboard, it's important to monitor your student dashboard regularly to see if there are TO-DO's you need to address as these are required for the processing of your application.

NOTIFICATIONS

You will receive notifications on your dashboard. You can disregard the notification to manage your placement timesheet and roster, this is functionality we do not use on the Student Portal.



ACCEPTING OR DECLINING AN OFFER

Your Dashboard has the Request section which shows the status of your applications. Once a school has processed your application and provides an offer to you, you will see it in the My Placements section.



Dashboard

Student Dashboard

Profile

Placement

Request

NEW REQUEST

Status	Agency	Discipline	Placement Type	Start Date	End Date	Action
Pending	BCWH: BC Womens Hospital- Test	Medicine	Anatomical Pathology	2022-08-09	2022-08-20	View
Pending	BCWH: BC Womens Hospital- Test	Medicine	Anatomical Pathology	2022-08-12	2022-08-23	View
Processing	Addiction	Medicine	Family Medicine	2022-07-11	2022-07-25	View
Processing	Family Medicine - All	Medicine	Family Medicine	2022-07-11	2022-07-25	View

My Placements

Status	Agency	Discipline	Placement Type	Start Date	End Date	Action
Accepted	BCWH: BC Womens Hospital- Test	Medicine	Family Medicine	2022-06-27	2022-07-11	View
Published	BCWH: BC Womens Hospital- Test	Medicine	Anatomical Pathology	2022-08-12	2022-08-26	Review Offer

Select the Review Offer link under My Placements will provide the Placement Details screen with the option to Accept or Decline an Offer:

Placement Details

DASHBOARD / PLACEMENT / PLACEMENT DETAILS

PLACEMENT DETAILS | DOCUMENTS | INCIDENTS

Placement Details

Status: Published

Placement Type: Internal Medicine

Duration: 10 Days

Placement Dates: 2024-10-04 - 2024-10-11

AFMC Internal Medicine (DO NOT APPLY)

Quebec: AFMC Site - Quebec: AFMC Internal Medicine: AFMC Internal Medicine (DO NOT APPLY)

0th FLR - 150 Elgin Street, Topeka ON K2P 1L4,

No phone information

No website information

Placement Contacts

Helen Lefebvre
System Administrator
hlefebvre@afmc.ca
+16137300687

Schedule

First day: 2024-10-04

Last day: 2024-10-11

Required duration: 10 Days

Roster not confirmed yet

Prerequisite

Name	Info Supplied	Status	Verified	Action
Completed and Scheduled Core Rotations		✓	⌚	Edit Preview
Mistreatment Policies		✓		Edit Preview

Previous Comments (0)

ACCEPT OFFER

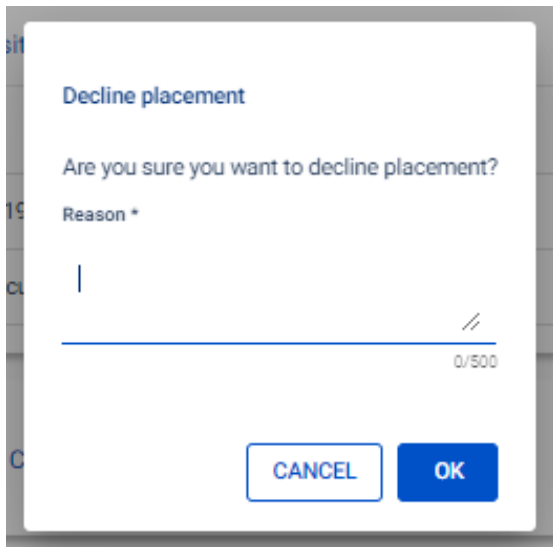
DECLINE OFFER

CANCEL

Accepting an offer will take you to the payment screen and give you the option to download your receipt.

You will be required to attest to having read the mistreatment policies for the school you are applying to. Click on the Terms and Conditions will provide a link to the policies by school. Please ensure you understand how to report mistreatment prior to completing your 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 your Student Dashboard, click APPLY TO ROUNDS. This will take you to a screen that shows all Rounds that are currently open by school with information on the placement dates and applications dates.



Note: | DASHBOARD / NOTE:

Rounds

Availability

Placement Preferences

Prerequisites

Declaration

Filter Result

Available

Dalhousie - Winter/Spring 2025

Application Dates: 2024-09-23 - 2025-02-23

Placement Dates: 2024-11-18 - 2025-04-27

0 / 5

Open

APPLY

Dalhousie Winter/Spring 2025

Application Dates: 2024-09-09 - 2024-12-08

Placement Dates: 2025-01-06 - 2025-04-27

0 / 5

Open

APPLY

McGill Winter 2025

Application Dates: 2024-09-30 - 2024-10-13

Placement Dates: 2025-01-13 - 2025-04-06

0 / 5

Open

APPLY

McMaster Jan 6 - Jan 19 2025

Application Dates: 2024-09-16 - 2024-10-06

Placement Dates: 2025-01-06 - 2025-01-19

0 / 5

Open

APPLY

McMaster Jan 20 - Feb 2, 2025

Application Dates: 2024-09-30 - 2024-10-20

Placement Dates: 2025-01-20 - 2025-02-02

0 / 3

Open

APPLY

NOSM Block 7

Application Dates: 2024-09-16 - 2024-10-13

Placement Dates: 2024-12-16 - 2025-01-12

0 / 5

Open

APPLY

Upcoming

Dalhousie Summer 2025

Application Dates: 2025-01-06 - 2025-02-16

Placement Dates: 2025-04-28 - 2025-07-06

0 / 5

Future

Alberta - Winter 2025

Application Dates: 2024-10-27 - 2024-12-31

Placement Dates: 2025-01-06 - 2025-05-04

0 / 5

Future

Manitoba - March 2025

Application Dates: 2024-11-01 - 2024-11-30

Placement Dates: 2025-03-03 - 2025-03-30

0 / 5

Future

Manitoba - April 2025

Application Dates: 2024-12-01 - 2024-12-31

Placement Dates: 2025-04-01 - 2025-04-27

0 / 5

Future

Manitoba - May 2025

Application Dates: 2025-01-01 - 2025-01-31

Placement Dates: 2025-05-05 - 2025-05-31

0 / 5

Future

Manitoba - June 2025

Application Dates: 2025-02-01 - 2025-02-28

Placement Dates: 2025-06-02 - 2025-06-29

0 / 5

Future

Revised April 10, 2025

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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

On the School's
Institution Profile –
Student Type at
afmcstudentportal.ca

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.

IS IT POSSIBLE TO UPDATE A DOCUMENT AFTER I HAVE SUBMITTED MY APPLICATION?

Go to Your Profile and replace documents under Prerequisites by selecting EDIT, if you need to replace the file you uploaded click the black x to remove it and attach a new file:

Proof of COVID-19 vaccination *

☒ Yes ☐ No

Comment

Document *

0/2000

ATTACH FILE

Add file.jpg

Max. file size 15MB Max.
Max. number of 5 documents
Valid file types: doc, docx, dot, dotx, docm, dotm, xls, xlt, xltx, xlsx, pdf, txt, jpg, gif, png

CANCEL SAVE

CAN I CANCEL AN ELECTIVE WITHIN 6 WEEKS OF THE ELECTIVE START DATE?

Students can no longer cancel an elective, except for mitigating circumstances where both the home school and host school agree.

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.



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 through the Portal Help Desk website: <https://afmc.happyfox.com>