

# AFMC Student Portal 2.0



# STUDENTS USER GUIDE



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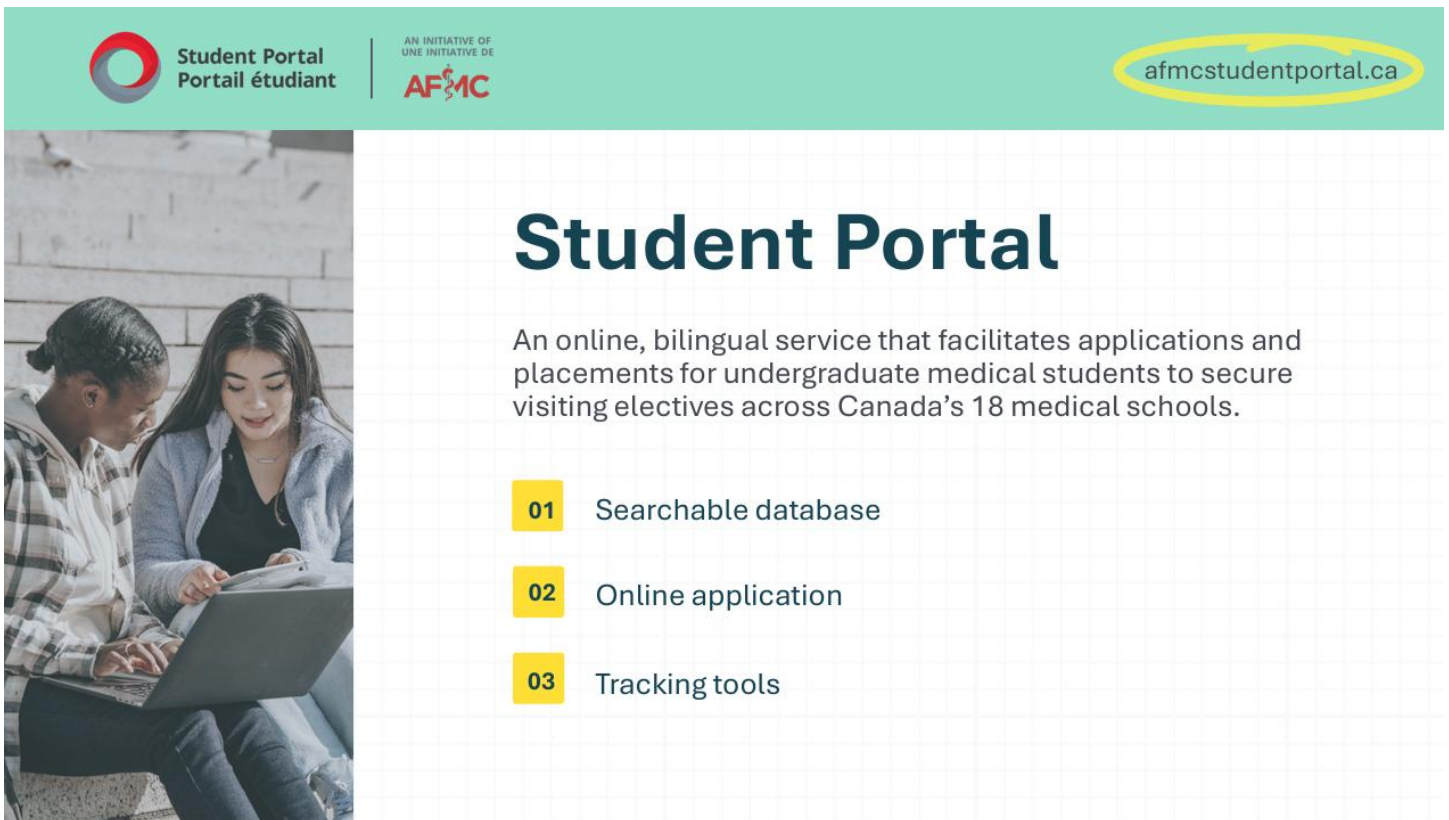
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## INTRODUCTION

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 Portal. If you have any questions once you've gone through the guide and followed the steps, please contact us at [service@afmcstudentportal.ca](mailto:service@afmcstudentportal.ca). We are always available to help you.

## THE AFMC STUDENT PORTAL



The screenshot shows the AFMC Student Portal landing page. At the top, there is a teal header bar containing the 'Student Portal / Portail étudiant' logo on the left, the AFMC logo in the center (with the text 'AN INITIATIVE OF UNE INITIATIVE DE' above it), and the website URL 'afmcstudentportal.ca' on the right, which is circled in yellow. Below the header, on the left, is a photograph of two students, a man and a woman, sitting together and looking at a laptop. To the right of the photo, the title 'Student Portal' is displayed in a large, bold, dark blue font. Below the title, a paragraph describes the service: 'An online, bilingual service that facilitates applications and placements for undergraduate medical students to secure visiting electives across Canada's 18 medical schools.' Underneath this paragraph is a list of three key features, each preceded by a yellow square with a white number: '01 Searchable database', '02 Online application', and '03 Tracking tools'.

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

### 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

## PORTAL 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.
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.

To see the registration fees and fees by school, please click on the School Fees link on the website.



















## 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:

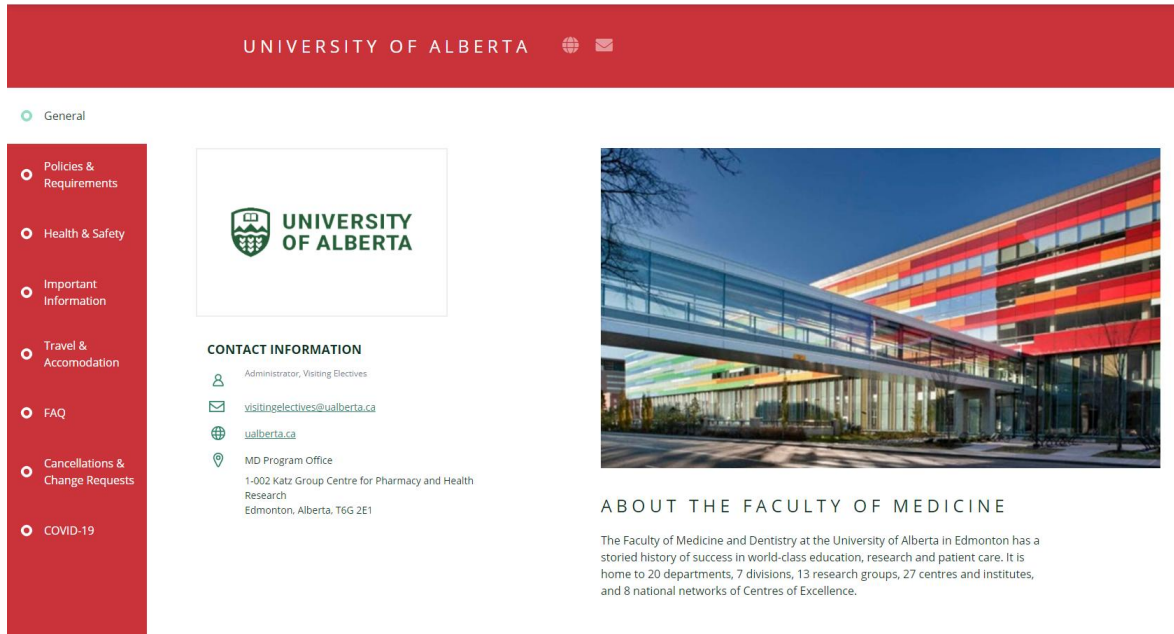
## School Participating

 UNIVERSITY OF ALBERTA <hr/> University Of Alberta	 THE UNIVERSITY OF BRITISH COLUMBIA Faculty of Medicine <hr/> University Of British Columbia	 UNIVERSITY OF CALGARY CUMMING SCHOOL OF MEDICINE <hr/> University Of Calgary	 DALHOUSIE UNIVERSITY FACULTY OF MEDICINE <hr/> Dalhousie University	 UNIVERSITÉ LAVAL Faculté de médecine <hr/> Université Laval
 University of Manitoba   Rady Faculty of Health Sciences <hr/> University Of Manitoba	 McGill School of Medicine / École de médecine <hr/> McGill University	 McMaster University Michael G. DeGroen School of Medicine <hr/> McMaster University	 MEMORIAL UNIVERSITY FACULTY OF MEDICINE <hr/> Memorial University	 Faculté de médecine Université de Montréal <hr/> Université De Montréal
 NOSM UNIVERSITY <hr/> NOSM University	 UNIVERSITY OF OTTAWA <hr/> University Of Ottawa	 Queens MEDICINE <hr/> Queen's University	 UNIVERSITY OF SASKATCHEWAN College of Medicine <hr/> University Of Saskatchewan	 UDS Université de Sherbrooke <hr/> Université De Sherbrooke
 TEMERTY FACULTY OF MEDICINE UNIVERSITY OF TORONTO <hr/> University Of Toronto	 Toronto Metropolitan University School of Medicine <hr/> Toronto Metropolitan University	 Schulich MEDICINE & DENTISTRY <hr/> Western University	<p><b>ELECTIVES APPLICATIONS:</b></p> <p>Please note, schools must respond to the student within 12 weeks of receiving an application. Students will have 1 week to accept an offer.</p>	



## INSTITUTION PROFILE LAYOUT AND CONTENT

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



UNIVERSITY OF ALBERTA

General

**CONTACT INFORMATION**

Administrator, Visiting Electives  
[visitingelectives@ualberta.ca](mailto:visitingelectives@ualberta.ca)  
[ualberta.ca](http://ualberta.ca)  
 MD Program Office  
 1-002 Katz Group Centre for Pharmacy and Health Research  
 Edmonton, Alberta, T6G 2E1

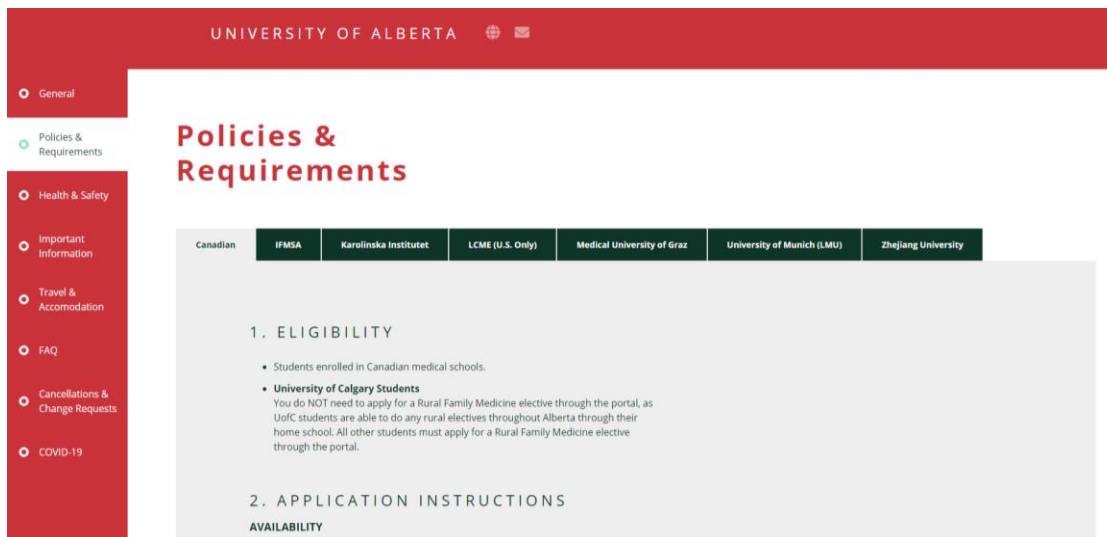
**ABOUT THE FACULTY OF MEDICINE**

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



UNIVERSITY OF ALBERTA

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.

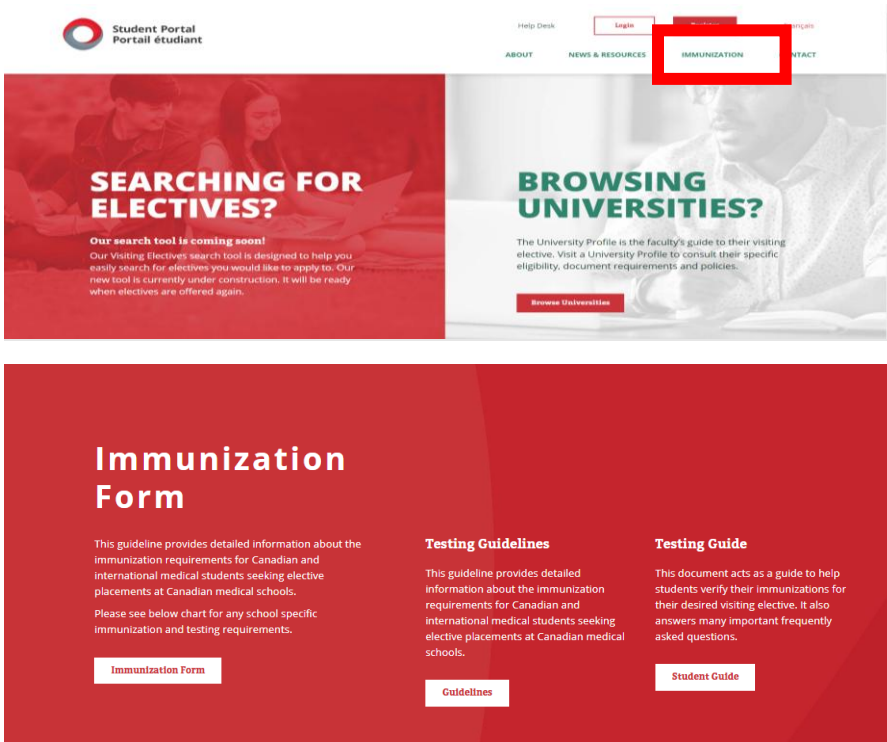
**2. APPLICATION INSTRUCTIONS**

**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

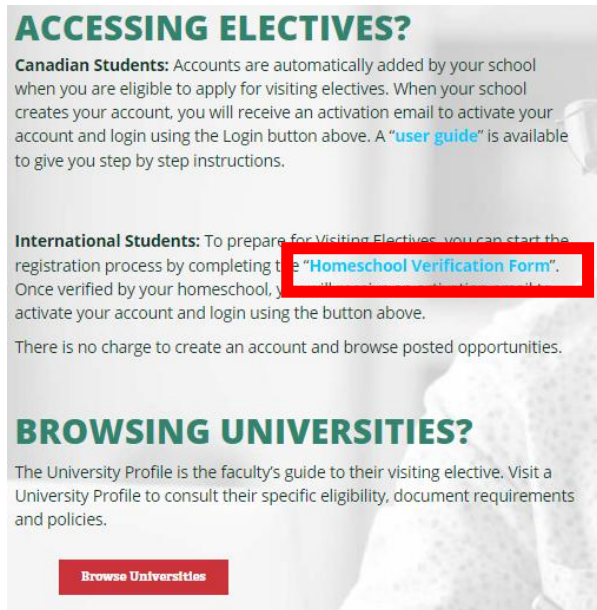


The screenshot shows the Student Portal website. The navigation menu at the top includes 'ABOUT', 'NEWS & RESOURCES', 'IMMUNIZATION', and 'CONTACT'. The 'IMMUNIZATION' link is highlighted with a red box. Below the navigation, there are two main content areas. The left area is titled 'SEARCHING FOR ELECTIVES?' and mentions that the search tool is coming soon. The right area is titled 'BROWSING UNIVERSITIES?' and provides information about the University Profile. Below these areas, there is a large red banner with the title 'Immunization Form' and three columns of text: 'Immunization Form', 'Testing Guidelines', and 'Testing Guide'. Each column has a corresponding button below it.

## 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 From 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 can activate your account and login using the button above.

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

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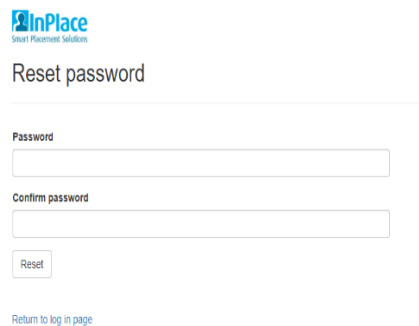
[Browse Universities](#)

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.

2. Clicking the **link** will bring you to the following screen:



**InPlace**  
Smart Placement Solutions

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

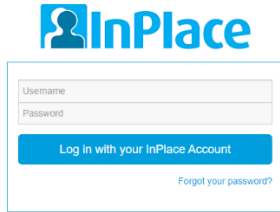


## Reset password confirmation

Your password has been reset.

[Return to log in page](#)

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



The screenshot shows the InPlace login interface. At the top is the InPlace logo. Below it are two input fields: 'Username' and 'Password'. A blue button labeled 'Log In with your InPlace Account' is positioned below the fields. A link for 'Forgot your password?' is located at the bottom right of the form area.

[Quantum Information Technology Cookie Policy](#)



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



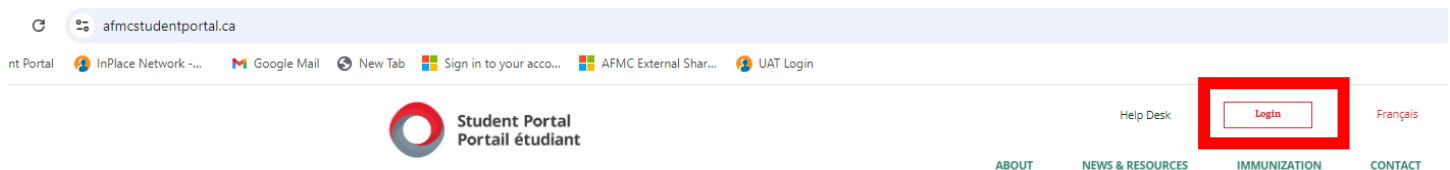
[Manage Account](#)

## 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 APPLY TO ROUNDS (3)

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

**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

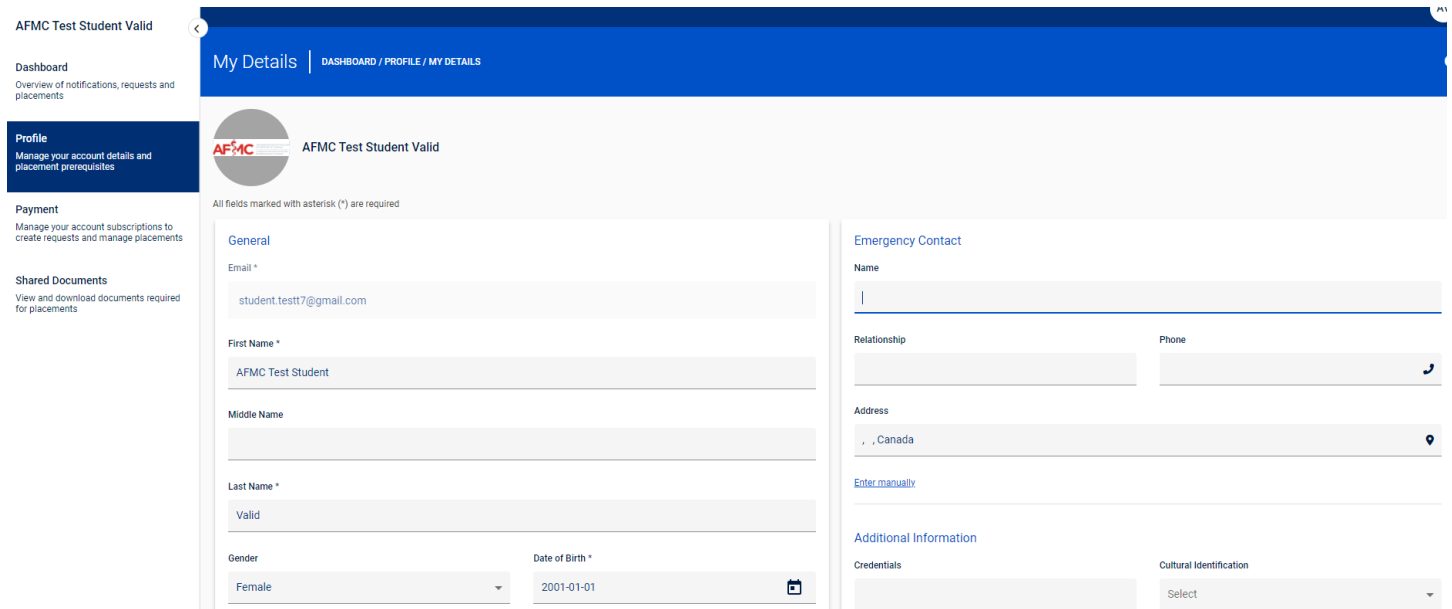
**My Placements - (Note: Application Window Closes Tue, April 22th at 8pm EST for placements from Jul 14-27th)**

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


1. 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.
2. The Dashboard has 2 sections where messages will be posted and updated periodically, always check these messages
3. 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.

## THE CAPACITY-BASED MODEL – FOR DOMESTIC STUDENTS ONLY

The AFMC launched the most recent evolution of the Student Portal, a new Capacity-Based Model on May 11<sup>th</sup>, 2025, for domestic students.

Students will experience four core improvements under the new model:

### Increased transparency

Students can now see the actual capacity for an elective

### Simpler process

Students apply for two-week blocks, 12 weeks prior to the elective start date, using one standard application process. All two-week block dates are aligned across the country.

### More equity, less stress


When multiple students apply for the same elective block, a lottery system randomly selects candidates to receive offers.

### Saving students money and increasing accessibility

Under the new model, students no longer pay application fees, they pay a fee once they accept an offer.

- 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 11<sup>th</sup>, 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 11<sup>th</sup>, 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.
- 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



In the beginning, all applications were run through the lottery at same time:

- Students getting offers regardless of their preferences
- Low offer to acceptance rate for highly sought after electives with limited capacity



Real-time data and students feedback allowed for rapid changes:

- Students are asked to submit their applications in order of preference
- All student's first applications are run through the lottery first (repeated 15 times)
- Ensures student get offers according to their preference
- Logic added for highly sought after electives with limited capacity ensures fairness

INTERNATIONAL CONGRESS ON ACADEMIC MEDICINE

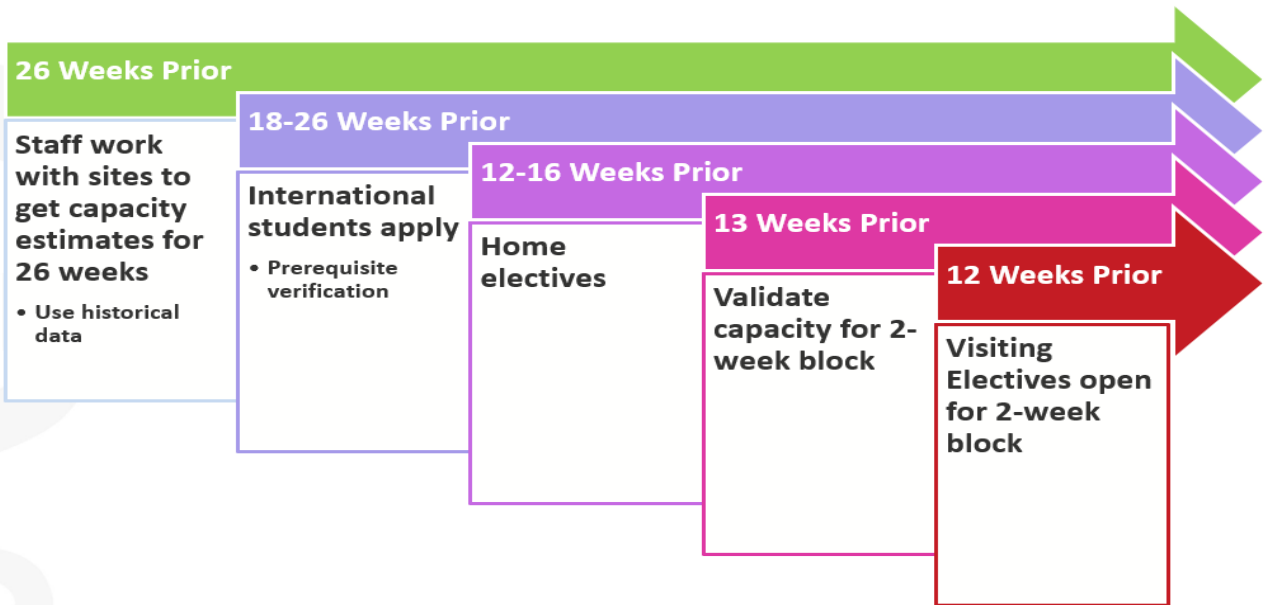
## ➤ Lottery Process

- 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



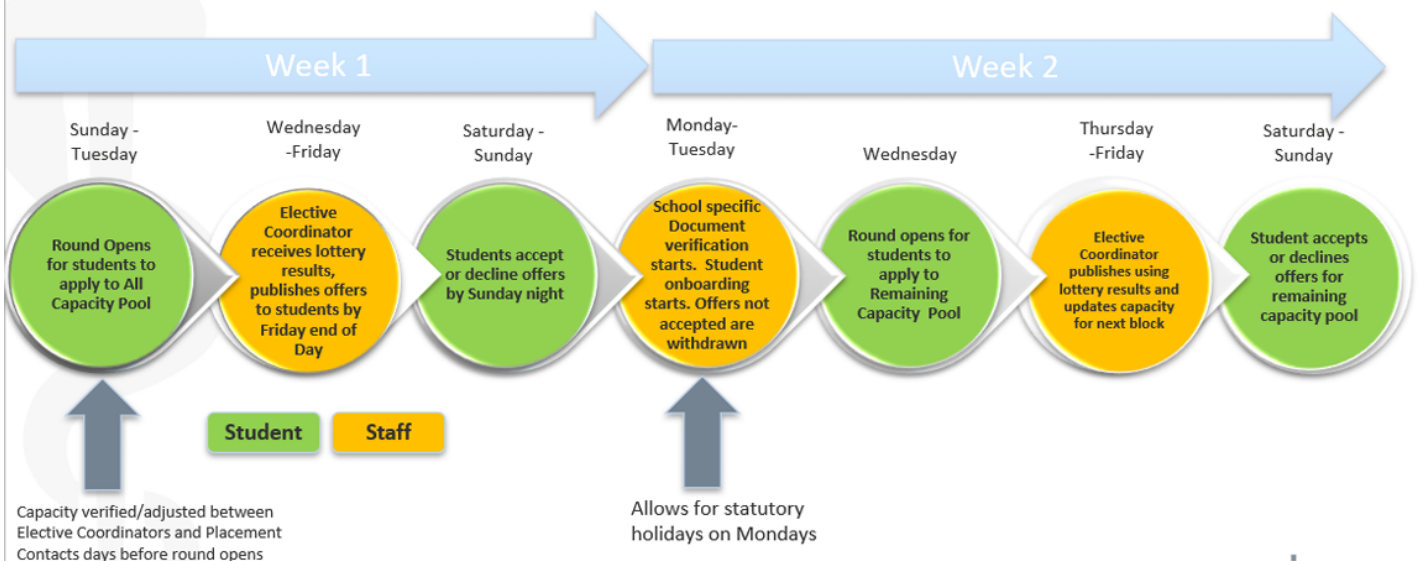
## ➤ Activities occur same days every 2-weeks

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



## 2-Week Cycle

### Capacity Based Model: 2-Week Cycle



*Note: Student onboarding and document verification will extend beyond the 2-week cycle*





# The Capacity-Based Model - Schedule

- Schedule available on the AFMCStudentPortal.ca
- Block opens 12 weeks prior for students to apply

<div style="display: flex; justify-content: space-between; font-size: small;"> <span>Domestic</span> <span>International Summer</span> <span>International Fall</span> <span>Interns Winter</span> </div> <div style="background-color: #1a3d3d; color: white; padding: 10px; text-align: center; font-weight: bold; font-size: 1.2em;"> CAPACITY BASED MODEL BLOCK DATES – DOMESTIC STUDENTS ONLY </div>						
Elective Dates	Block Name	Round Opens	Opening Time Central Time (CT)	Round Closes	Closing Time Central Time (CT)	Offers Accepted By Midnight
Monday, March 30, 2026 to	All Capacity	Sunday, January 4, 2026	12:01 AM	Tuesday, January 6, 2026	11:59 PM	Sunday, January 11, 2026
Sunday, April 12, 2026	Remaining Capacity	Wednesday, January 14, 2026	12:01 AM	Wednesday, January 14, 2026	11:59 PM	Sunday, January 18, 2026
Monday, April 13, 2026 to	All Capacity	Sunday, January 18, 2026	12:01 AM	Tuesday, January 20, 2026	11:59 PM	Sunday, January 25, 2026
Sunday, April 26, 2026	Remaining Capacity	Wednesday, January 28, 2026	12:01 AM	Wednesday, January 28, 2026	11:59 PM	Sunday, February 1, 2026
Monday, April 27, 2026 to	All Capacity	Sunday, February 1, 2026	12:01 AM	Tuesday, February 3, 2026	11:59 PM	Sunday, February 8, 2026
Sunday, May 10, 2026	Remaining Capacity	Wednesday, February 11, 2026	12:01 AM	Wednesday, February 11, 2026	11:59 PM	Sunday, February 15, 2026
Monday, May 11, 2026 to	All Capacity	Sunday, February 15, 2026	12:01 AM	Tuesday, February 17, 2026	11:59 PM	Sunday, February 22, 2026

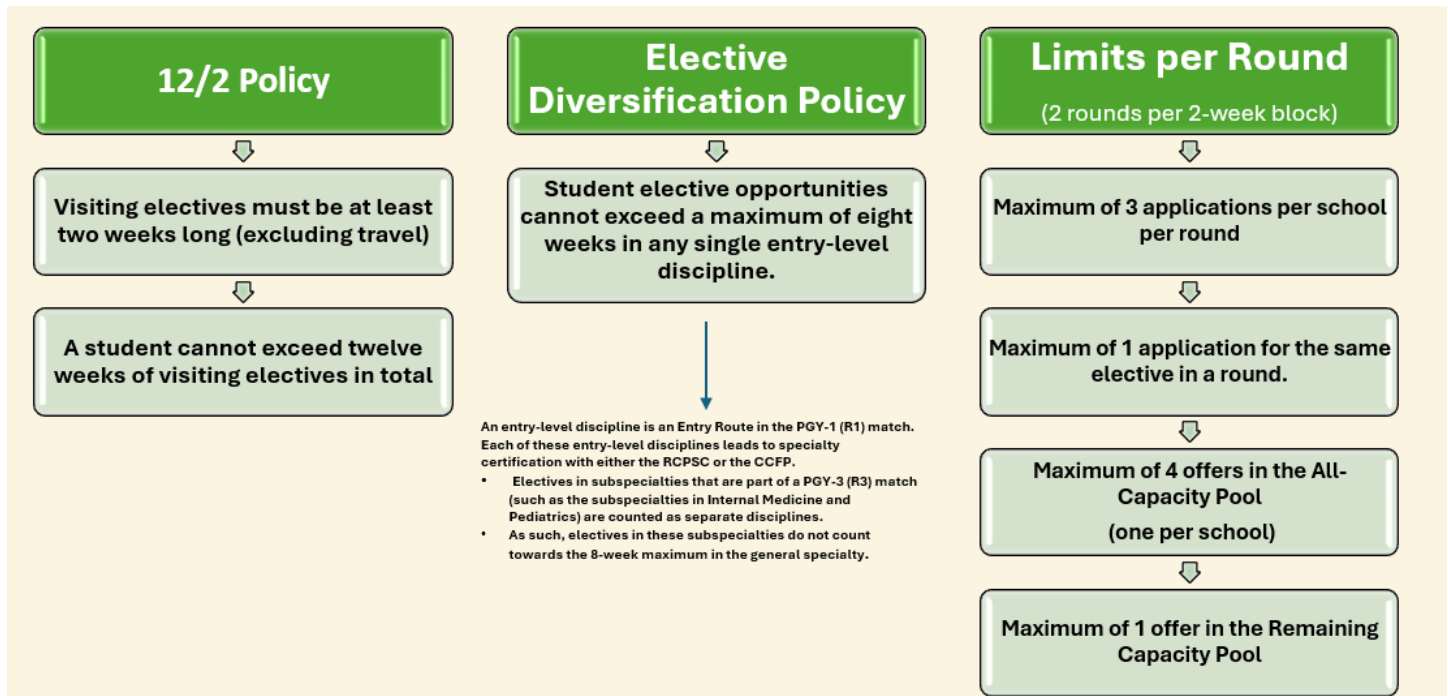


## Before you apply

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

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

## Policies for Applying for Visiting Electives



**Student Cancellation Policy:**

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

- 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.



## School Cancellation Policy:

**While extremely rare, should a confirmed/accepted elective be cancelled by the host school due to unforeseen/mitigating circumstances, a student must complete the following steps:**

Immediately notify their home school Elective Office  
Student must provide consent if they desire the host school to find an alternative elective, with the understanding that a student must proceed with the offered alternative.

- All attempts to find a reasonable placement will be made, however since this is highly dependent on capacity, students must be prepared to be flexible.
- Students can decline the alternative elective offered, but a refund will not be issued in these circumstances

## Guidelines for Applying for Visiting Electives

All visiting clinical elective bookings must be made through the AFMC Portal (or other established structures) to ensure an equitable and transparent process.

- Students are not permitted to contact preceptors, sites, or faculty directly for any elective-related reason, including to arrange, hold, or inquire about elective availability.
- Students who are uncertain about the appropriate process should contact their home school for clarification and guidance.

Any attempt to arrange electives outside of the Portal (or other established structures) will not be processed or recognized as a valid placement.

- Such actions will be reported to the student's home school and may be considered a professionalism concern, potentially resulting in disqualification from future elective opportunities at the host institution.



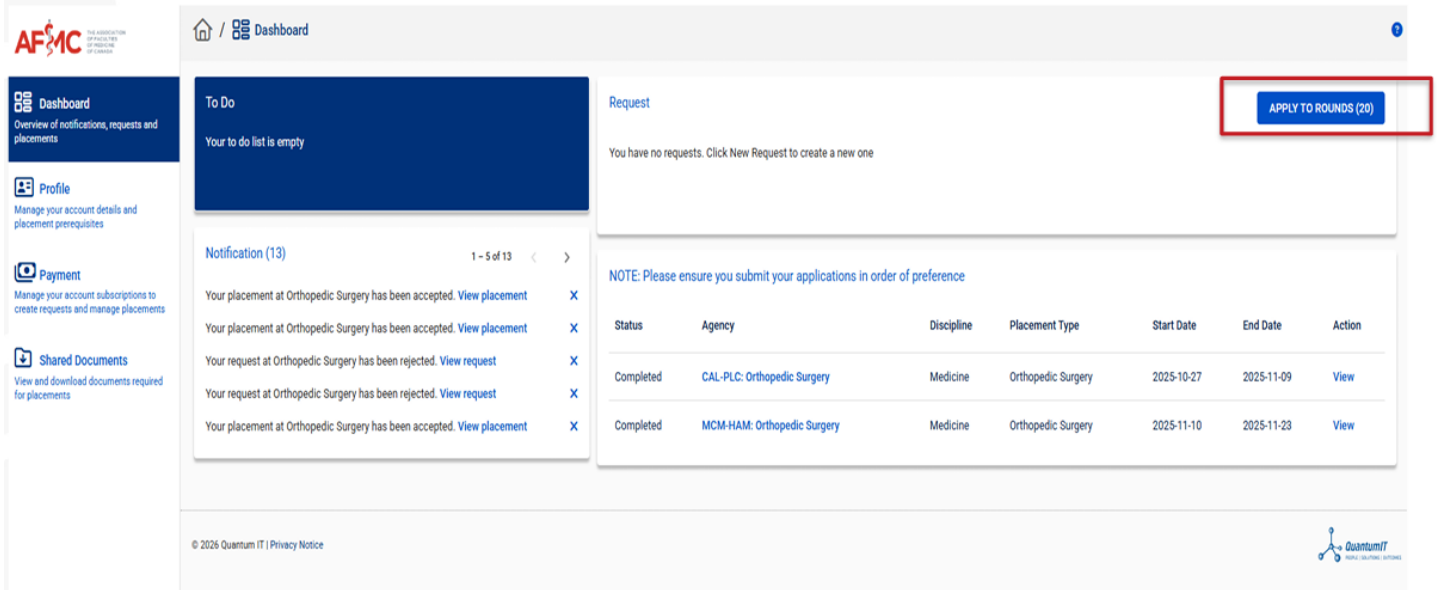
## SUBMITTING AN APPLICATION

### Guidelines for Applying for Visiting Electives

- Ensure you visit the school's institution profile before applying
  - Ensure you are aware of their policies and restrictions
  - Ensure you have the documents required before you apply
  - Every school requires the AFMC Immunization Form completed
  - Ensure you know whether the school requires a Criminal Record Check or Vulnerable Sector Check
  - Ensure you have read their mistreatment policies as you will be required to consent to having read them when accepting an offer

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

# Submitting an Application

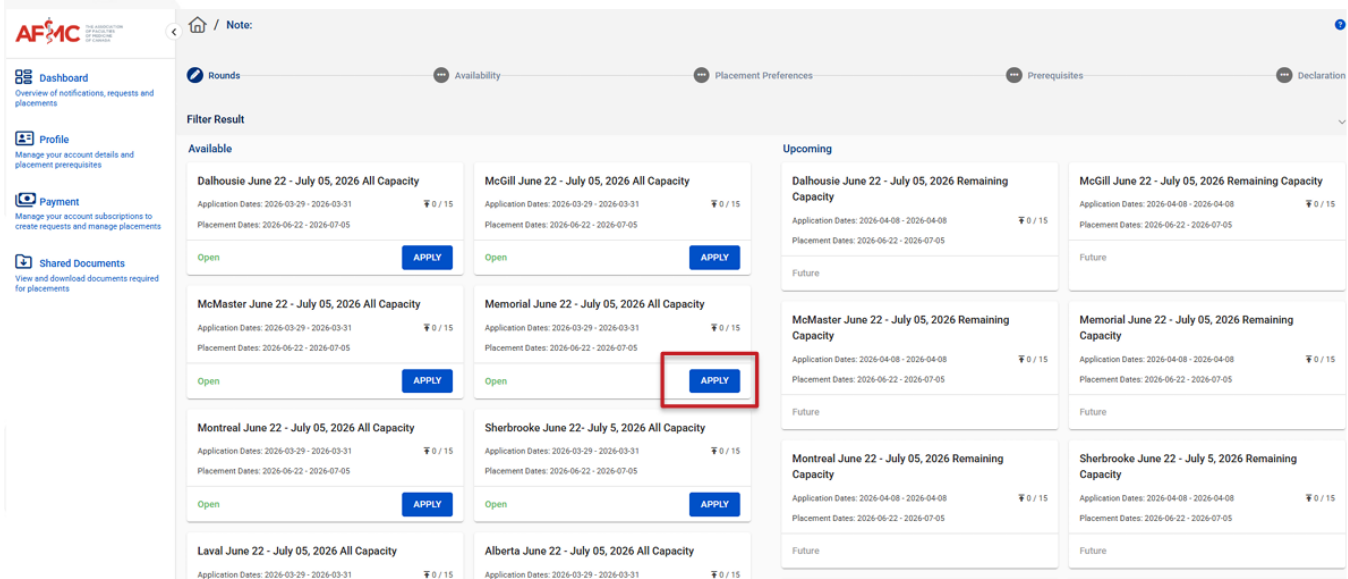


The screenshot shows the 'Request' section of the dashboard. A blue button labeled 'APPLY TO ROUNDS (20)' is highlighted with a red rectangular box. Below the button, there is a table of requests with columns for Status, Agency, Discipline, Placement Type, Start Date, End Date, and Action.

Status	Agency	Discipline	Placement Type	Start Date	End Date	Action
Completed	CAL-PLC: Orthopedic Surgery	Medicine	Orthopedic Surgery	2025-10-27	2025-11-09	View
Completed	MCM-HAM: Orthopedic Surgery	Medicine	Orthopedic Surgery	2025-11-10	2025-11-23	View

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

## Placement Rounds



The screenshot shows the 'Placement Rounds' page with a grid of application opportunities. Each card displays the school name, dates, and an 'APPLY' button. The 'APPLY' button for Memorial June 22 - July 05, 2026 All Capacity is highlighted with a red rectangular box.


Available	Upcoming
<p><b>Dalhousie June 22 - July 05, 2026 All Capacity</b></p> <p>Application Dates: 2026-03-29 - 2026-03-31</p> <p>Placement Dates: 2026-06-22 - 2026-07-05</p> <p>Open <a href="#">APPLY</a></p>	<p><b>Dalhousie June 22 - July 05, 2026 Remaining Capacity</b></p> <p>Application Dates: 2026-04-08 - 2026-04-08</p> <p>Placement Dates: 2026-06-22 - 2026-07-05</p> <p>Future</p>
<p><b>McGill June 22 - July 05, 2026 All Capacity</b></p> <p>Application Dates: 2026-03-29 - 2026-03-31</p> <p>Placement Dates: 2026-06-22 - 2026-07-05</p> <p>Open <a href="#">APPLY</a></p>	<p><b>McGill June 22 - July 05, 2026 Remaining Capacity</b></p> <p>Application Dates: 2026-04-08 - 2026-04-08</p> <p>Placement Dates: 2026-06-22 - 2026-07-05</p> <p>Future</p>
<p><b>McMaster June 22 - July 05, 2026 All Capacity</b></p> <p>Application Dates: 2026-03-29 - 2026-03-31</p> <p>Placement Dates: 2026-06-22 - 2026-07-05</p> <p>Open <a href="#">APPLY</a></p>	<p><b>McMaster June 22 - July 05, 2026 Remaining Capacity</b></p> <p>Application Dates: 2026-04-08 - 2026-04-08</p> <p>Placement Dates: 2026-06-22 - 2026-07-05</p> <p>Future</p>
<p><b>Memorial June 22 - July 05, 2026 All Capacity</b></p> <p>Application Dates: 2026-03-29 - 2026-03-31</p> <p>Placement Dates: 2026-06-22 - 2026-07-05</p> <p>Open <a href="#">APPLY</a></p>	<p><b>Memorial June 22 - July 05, 2026 Remaining Capacity</b></p> <p>Application Dates: 2026-04-08 - 2026-04-08</p> <p>Placement Dates: 2026-06-22 - 2026-07-05</p> <p>Future</p>
<p><b>Montreal June 22 - July 05, 2026 All Capacity</b></p> <p>Application Dates: 2026-03-29 - 2026-03-31</p> <p>Placement Dates: 2026-06-22 - 2026-07-05</p> <p>Open <a href="#">APPLY</a></p>	<p><b>Montreal June 22 - July 05, 2026 Remaining Capacity</b></p> <p>Application Dates: 2026-04-08 - 2026-04-08</p> <p>Placement Dates: 2026-06-22 - 2026-07-05</p> <p>Future</p>
<p><b>Sherbrooke June 22 - July 5, 2026 All Capacity</b></p> <p>Application Dates: 2026-03-29 - 2026-03-31</p> <p>Placement Dates: 2026-06-22 - 2026-07-05</p> <p>Open <a href="#">APPLY</a></p>	<p><b>Sherbrooke June 22 - July 5, 2026 Remaining Capacity</b></p> <p>Application Dates: 2026-04-08 - 2026-04-08</p> <p>Placement Dates: 2026-06-22 - 2026-07-05</p> <p>Future</p>
<p><b>Laval June 22 - July 05, 2026 All Capacity</b></p> <p>Application Dates: 2026-03-29 - 2026-03-31</p> <p>Placement Dates: 2026-06-22 - 2026-07-05</p> <p>Open <a href="#">APPLY</a></p>	<p><b>Alberta June 22 - July 05, 2026 All Capacity</b></p> <p>Application Dates: 2026-03-29 - 2026-03-31</p> <p>Placement Dates: 2026-06-22 - 2026-07-05</p> <p>Open <a href="#">APPLY</a></p>

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

# Apply Your Filters

Rounds   
  Availability   
  Placement Preferences   
  Prerequisites   
  Declaration

**Filter Result**

Start Date \*  
 Placement Type \* 
 Region \* 
 Network Agency

You must select all the filters. Ensure you always select Monday as a start date regardless of whether Monday is a statutory holiday

# Actual Capacity Available

Rounds   
  Availability   
  Placement Preferences   
  Prerequisites

**Filter Result** ▼ Start Date: 2026-06-22 | Placement Type: Family Medicine | Region: Newfoundland And Labrador | Network Agency: Memorial University

Agency	06-22 Mon	06-23 Tue	06-24 Wed	06-25 Thu	06-26 Fri	06-27 Sat	06-28 Sun	06-29 Mon	06-30 Tue	07-01 Wed	07-02 Thu	07-03 Fri	07-04 Sat
Newfoundland and Labrador													
▼ Charles S. Curtis Memorial Hospital	1	1	1	1	1			1	1	1	1	1	Submit
▼ Family Medicine	1	1	1	1	1			1	1	1	1	1	
Family Medicine - General (Rural)	1	1	1	1	1			1	1	1	1	1	
▼ Dr. A.A. Wilkinon Memorial Health Centre	1	1	1	1	1			1	1	1	1	1	
▼ Family Medicine	1	1	1	1	1			1	1	1	1	1	
General	1	1	1	1	1			1	1	1	1	1	
▼ Dr. Charles L. Legrow Health Centre	1	1	1	1	1			1	1	1	1	1	
▼ Family Medicine	1	1	1	1	1			1	1	1	1	1	
Family Medicine General	1	1	1	1	1			1	1	1	1	1	
▼ Harbour Grace	1	1	1	1	1			1	1	1	1	1	
▼ Family Medicine	1	1	1	1	1			1	1	1	1	1	
General Family Medicine	1	1	1	1	1			1	1	1	1	1	
▼ Labrador Health Centre HV-GB	2	2	2	2	2			2	2	2	2	2	
▼ Family Medicine	2	2	2	2	2			2	2	2	2	2	
Family Medicine - General	2	2	2	2	2			2	2	2	2	2	

Note actual available capacity will only be shown for domestic and home electives.

## Completing Your Application

Note: | DASHBOARD / NOTE:

Rounds
  Availability
  Placement Preferences
  Prerequisites

All fields marked with asterisk (\*) are required

Start Date: 2025-06-30
 End Date \*: 2025-07-13
 Duration \*: 010 Days
 Fixed Dates: Yes No
 Fixed Duration: Yes No

1st | Family Medicine - Rural

**Elective always starts on Monday, always end on Sunday, always 10 days for duration, fixed dates=yes and fixed duration=yes**

**ADD PREFERENCE**

**No more preferences allowed as part of Capacity-Based Model  
Students submit their applications in order of preference**

one placement at different hospitals, please submit separate requests.

Comment

### IMPORTANT NOTICE FOR DOMESTIC STUDENTS

Domestic students must submit their applications in order of preference; this will ensure better results through the lottery process for the Capacity-Based Model.

### 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 subspeciality, you **MUST** choose the subspeciality related to the elective chosen:

- For some university, the subspeciality 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 1<sup>st</sup> application”, “Cardiology 2<sup>nd</sup> application” ... etc.)

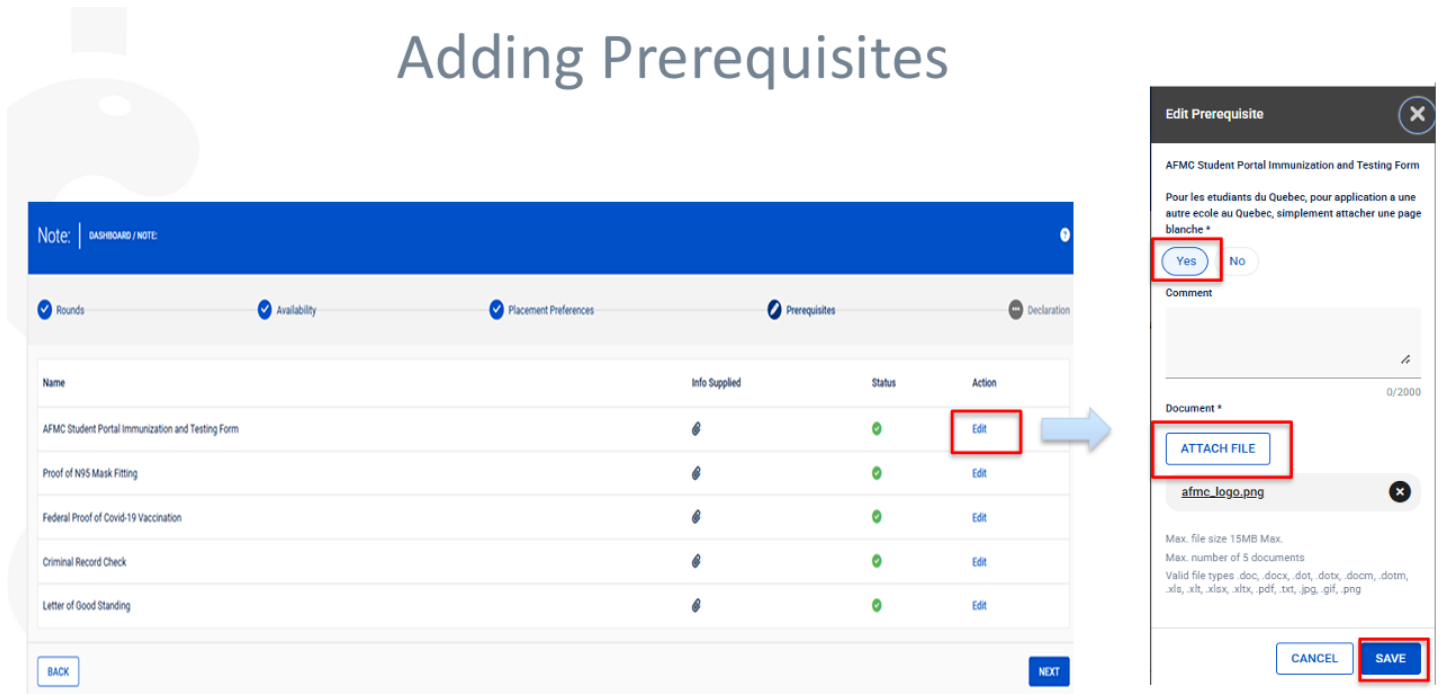
### Adding your comments

- 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.

# Adding Prerequisites



The screenshot shows the 'Prerequisites' section of the Student Portal. A table lists various prerequisites with their status and an 'Edit' button. A blue arrow points from the 'Edit' button for the 'AFMC Student Portal Immunization and Testing Form' to a modal window titled 'Edit Prerequisite'.

Name	Info Supplied	Status	Action
AFMC Student Portal Immunization and Testing Form		<span style="color: green;">✔</span>	Edit
Proof of N95 Mask Fitting		<span style="color: green;">✔</span>	Edit
Federal Proof of Covid-19 Vaccination		<span style="color: green;">✔</span>	Edit
Criminal Record Check		<span style="color: green;">✔</span>	Edit
Letter of Good Standing		<span style="color: green;">✔</span>	Edit

The 'Edit Prerequisite' modal for 'AFMC Student Portal Immunization and Testing Form' includes the following fields:

- Yes/No** selection buttons.
- Comment** text area.
- Document \*** section with an **ATTACH FILE** button and a file named 'afmc\_logo.png'.
- File specifications:** 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** and **SAVE** buttons.

## 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.


See [OBTAINING CONSENT FOR Quebec student APPLYING TO QUEBEC SCHOOLS](#)

## SUBMITTING YOUR PAYMENT

Note: | DASHBOARD / NOTE: ?

Rounds
  Availability
  Placement Preferences
  Prerequisites
  Declaration

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:

Checkout | DASHBOARD / PAYMENT / CHECKOUT

Request Application Details	
Education Provider Université de Sherbrooke	Year Level Eligible
Discipline Medicine	Placement Type Family Medicine
Campus Sherbrooke	
Region Ontario	Agencies Almaquin Highlands/Burk's Falls, Family Medicine, Family Medicine - Rural, NOSM University
Requested Dates 6/30/2025 - 7/13/2025	Duration 10 Days

**Payment Method**

Pay with card 

Card Number  
.....

Expiration Date (MM/YY) CVV (3 digits)

MM/YY \*\*\*

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

I agree to the Plan Terms and Conditions

**Plan Details**

Name  
AFMC Application Fee

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

If you haven't paid your registration fee, you will be prompted to pay before paying your acceptance fee

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

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	<a href="#">Plc 32943</a>	2024-09-16	\$125.00	<a href="#">Pay</a>
Event: Request	AFMC Application Fee	<a href="#">Req 55605</a>	2025-01-06	\$100.00	<a href="#">Pay</a>
Subscription: StudentAccess	AFMC Registration Fee	120 months	2024-06-03 - 2034-06-02	\$250.00	<a href="#">View</a>

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

Laval test student

- Dashboard
- Profile
- Placement

Request Details
LS

**Request Details**

Status: Pending

Discipline: Medicine

Placement Type: Family Medicine

---

**Education Provider Contact**

Name: Laval HSV

Phone: +14186562131

Email: test.hsv17+laval@gmail.com

**Placement Preference**

Start Date: 2022-06-27 | End Date\*: 2022-07-04 | Duration\*: 5 Days

Fixed Dates:  Yes  No | Fixed Duration:  Yes  No

1st | BC Womens Hospital

[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**

[SAVE COMMENT](#)

[WITHDRAW REQUEST](#)
[CANCEL](#)
[SAVE](#)

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

For domestic students:

### Accepting an Offer

- Schools have till EOD Friday to publish their offers
- Wait till the weekend to accept or decline any offers

For International students, you will have 7 days to accept an offer.

**To Do**

- Placement starting on 2025-09-01 requires an action >
- Placement starting on 2025-09-01 requires an action >
- Update your profile with required information (1) >

My Requests: Maximum Number of Electives Weeks = 12 APPLY TO ROUNDS (5)

Status	Agency	Discipline	Placement Type	Start Date	End Date	Action
Pending	Cardiology - Downtown Toronto	Medicine	Internal Medicine	2025-05-05	2025-05-11	<a href="#">View</a>

My Placements - Students can only accept one offer is same block, all others will be withdrawn

Status	Agency	Discipline	Placement Type	Start Date	End Date	Action
Published	<a href="#">Infectious Diseases - Apply here</a>	Medicine	Internal Medicine	2025-09-01	2025-09-14	<a href="#">Review Offer</a>
Published	<a href="#">Endocrinology - Apply here</a>	Medicine	Internal Medicine	2025-09-01	2025-09-14	<a href="#">Review Offer</a>

You may receive multiple offers for the same placement dates



## Accepting an Offer

Click on Review Offer for the one you want to accept

Select ACCEPT OFFER

ACCEPT OFFER

DECLINE OFFER

CANCEL

## Accepting an Offer

Cannot accept multiple placements with overlapping schedules

To accept this placement offer, you must withdraw from the following placement(s) with schedule overlap:

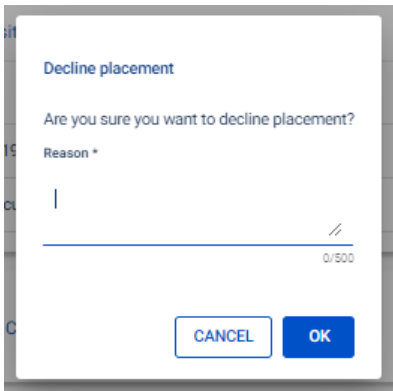
Status	Agency	Discipline	Placement Type	Dates	Duration	Action
Published	Endocrinology - Apply here	Medicine	Internal Medicine	2025-09-01 - 2025-09-14	10	<a href="#">View</a>

CANCEL

WITHDRAW & ACCEPT

You can only accept one offer, all others will be withdrawn





The screenshot shows a dialog box titled "Decline placement". It contains the question "Are you sure you want to decline placement?". Below this is a text input field labeled "Reason \*" with a vertical cursor and a character count of "0/500". At the bottom of the dialog are two buttons: "CANCEL" and "OK".

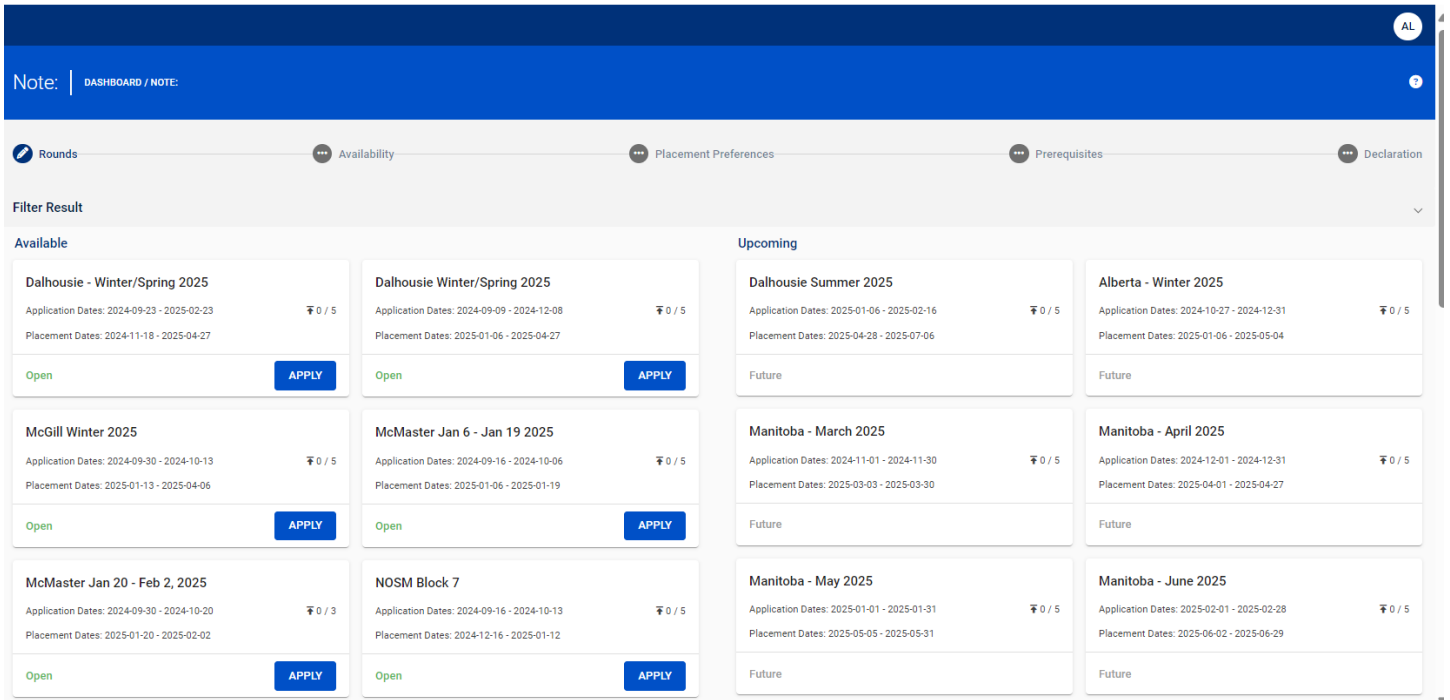
Enter a reason and select OK

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.



The screenshot shows the 'Rounds' page on the Student Portal. At the top, there is a navigation bar with 'Rounds' selected, and other options like 'Availability', 'Placement Preferences', 'Prerequisites', and 'Declaration'. Below the navigation bar, there is a 'Filter Result' dropdown menu. The main content area is divided into two columns: 'Available' and 'Upcoming'.

**Available Rounds:**

- Dalhousie - Winter/Spring 2025:** Application Dates: 2024-09-23 - 2025-02-23; Placement Dates: 2024-11-18 - 2025-04-27. Status: Open. [APPLY](#)
- Dalhousie Winter/Spring 2025:** Application Dates: 2024-09-09 - 2024-12-08; Placement Dates: 2025-01-06 - 2025-04-27. Status: Open. [APPLY](#)
- McGill Winter 2025:** Application Dates: 2024-09-30 - 2024-10-13; Placement Dates: 2025-01-13 - 2025-04-06. Status: Open. [APPLY](#)
- McMaster Jan 6 - Jan 19 2025:** Application Dates: 2024-09-16 - 2024-10-06; Placement Dates: 2025-01-06 - 2025-01-19. Status: Open. [APPLY](#)
- McMaster Jan 20 - Feb 2, 2025:** Application Dates: 2024-09-30 - 2024-10-20; Placement Dates: 2025-01-20 - 2025-02-02. Status: Open. [APPLY](#)
- NOSM Block 7:** Application Dates: 2024-09-16 - 2024-10-13; Placement Dates: 2024-12-16 - 2025-01-12. Status: Open. [APPLY](#)

**Upcoming Rounds:**

- Dalhousie Summer 2025:** Application Dates: 2025-01-06 - 2025-02-16; Placement Dates: 2025-04-28 - 2025-07-06. Status: Future.
- Alberta - Winter 2025:** Application Dates: 2024-10-27 - 2024-12-31; Placement Dates: 2025-01-06 - 2025-05-04. Status: Future.
- Manitoba - March 2025:** Application Dates: 2024-11-01 - 2024-11-30; Placement Dates: 2025-03-03 - 2025-03-30. Status: Future.
- Manitoba - April 2025:** Application Dates: 2024-12-01 - 2024-12-31; Placement Dates: 2025-04-01 - 2025-04-27. Status: Future.
- Manitoba - May 2025:** Application Dates: 2025-01-01 - 2025-01-31; Placement Dates: 2025-05-05 - 2025-05-31. Status: Future.
- Manitoba - June 2025:** Application Dates: 2025-02-01 - 2025-02-28; Placement Dates: 2025-06-02 - 2025-06-29. Status: Future.

## 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](http://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 \*

ATTACH FILE

Add\_elec.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?**

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.

## **ADDITIONAL FAQs FOR DOMESTIC STUDENTS**

**Question:** I am not getting offers. What am I doing wrong?

For most students who ask this question, they applied to highly sought after electives with minimal capacity. For example, an elective spot had a capacity of 2 and 150 students applied. This was the case for each application they submitted across multiple blocks.

Message to students, look to apply to rural areas, diversify the specialties you are applying to, use you student limits.



**Question:** My application to the All-Capacity pool was rejected. Why is it available in the Remaining Capacity pool?

Students can submit up to 12 applications, they can get up to 4 offers, they can only accept one offer, the other 3 spots go back into the remaining capacity pool.

If you applied and got rejected in the All-Capacity pool and it is available in the Remaining Capacity pool, apply again.

**Question:** I received offers in the All-Capacity Pool but they weren't my preferred choices. Should I reject them and wait for an offer in the Remaining Capacity pool?

For example, I really wanted an anesthesia elective, I was offered an emergency medicine elective should I reject and hope to get an offer in the Remaining Capacity Pool. That's a risk that you won't get an offer and won't get an elective for the 2-week block



**Question:** How are my preferences processed through the lottery?

The lottery process has evolved and changed, previously all applications went through at the same time. Now, all applications submitted as first applications are processed together, then all second applications submitted are processed and so on up to 15 times.

This ensures that someone who applied for a highly-sought after elective as their first application is not competing with someone who submitted an application for the same elective as their 7<sup>th</sup> preference for example.



**Question:** The system does not prevent me from submitting my student limits, do this mean the lottery will process all the applications I submitted?

The system does not prevent you from submitting applications as other schools also use it for home electives.

If you submit more than your application limits, this will have a negative impact on your outcomes as the limits are applied during the lottery process. You will have fewer than 12 applications go through the lottery lowering your chances of getting offers.

Submitting more applications than the application limits is considered unprofessional behavior and there will be consequences.



## KEY MESSAGES FOR STUDENTS

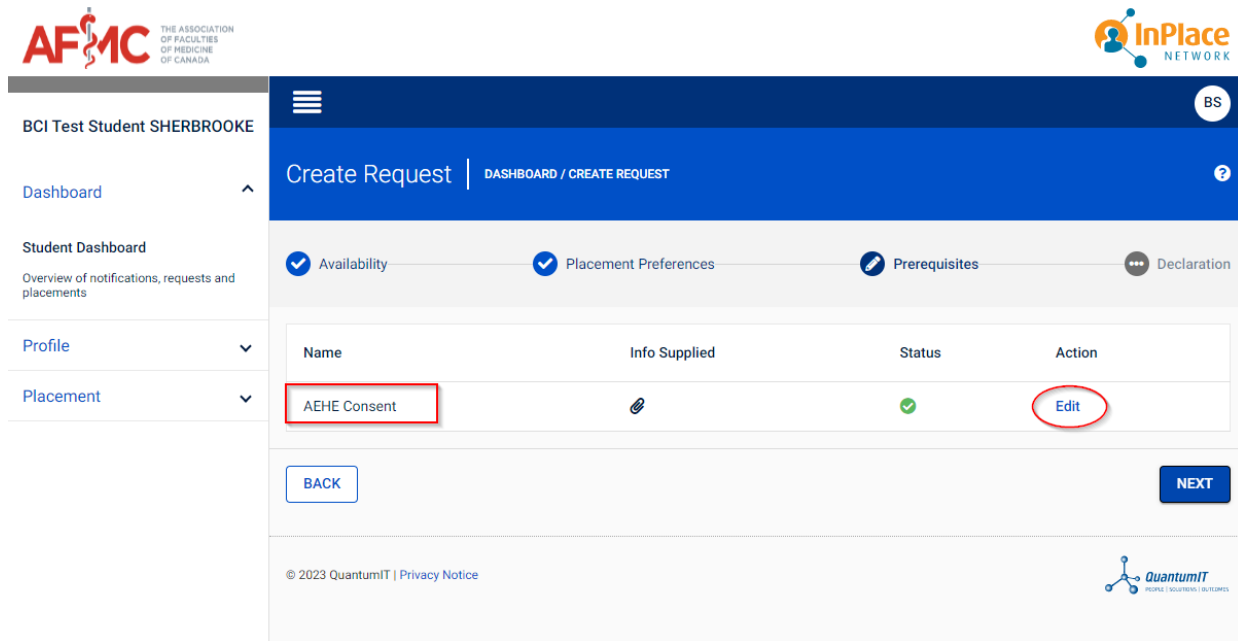
- ✓ Plan your visiting elective(s) in advance
- ✓ Complete your immunizations ahead of time
- ✓ Make sure you **carefully READ** the application Policies and Requirements on the school's Institution profile before you apply
  - ✓ All fees are Non-Refundable so ensure you are selective and accepting the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

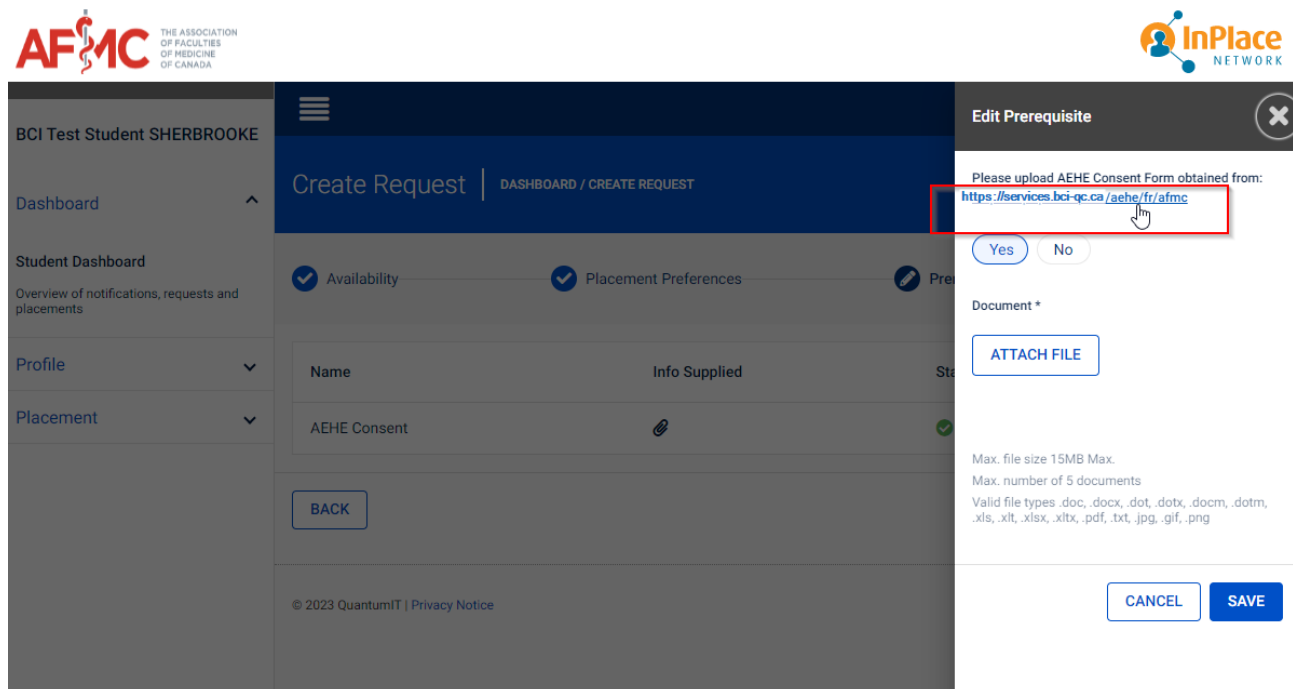
# OBTAINING CONSENT FOR QUEBEC STUDENTS APPLYING TO QUEBEC SCHOOLS

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



The screenshot shows the InPlace Network dashboard for a 'BCI Test Student SHERBROOKE'. The 'Prerequisites' section is active, showing a table with one entry: 'AEHE Consent'. The 'Info Supplied' column has an edit icon, and the 'Action' column has an 'Edit' button circled in red. The 'Status' is 'Complete' (green checkmark). Navigation buttons 'BACK' and 'NEXT' are visible at the bottom.

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



The screenshot shows the 'Edit Prerequisite' dialog box. It prompts the user to 'Please upload AEHE Consent Form obtained from:' followed by a red-bordered link: <https://services.bci-qc.ca/aehe/en/afmc/>. Below the link are 'Yes' and 'No' buttons. There is an 'ATTACH FILE' button and a list of valid file types: .doc, .docx, .dot, .dotx, .docm, .dotm, .xls, .xlsx, .xltx, .pdf, .txt, .jpg, .gif, .png. At the bottom are 'CANCEL' and 'SAVE' buttons.



**Student Portal**  
**Portail étudiant**

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).

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...
- 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

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](#)

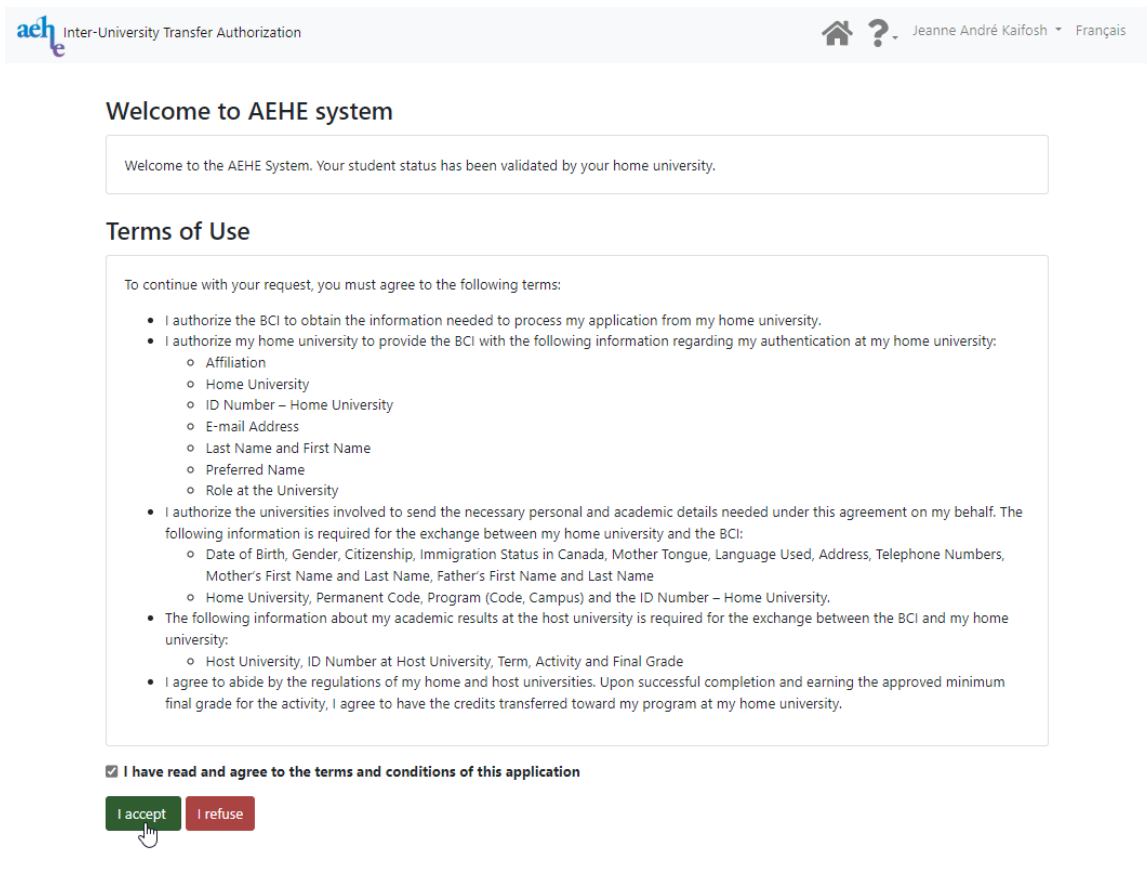
### Protégez vos données

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.



The screenshot shows the AEHE system interface. At the top left is the 'ache Inter-University Transfer Authorization' logo. At the top right are navigation icons for home, help, and user profile (Jeanne André Kaifosh), along with a language dropdown set to 'Français'. The main content area is titled 'Welcome to AEHE system' and contains a message box stating: 'Welcome to the AEHE System. Your student status has been validated by your home university.' Below this is a 'Terms of Use' section with a list of conditions. At the bottom, there is a checked checkbox 'I have read and agree to the terms and conditions of this application' and two buttons: 'I accept' (green) and 'I refuse' (red).

ache Inter-University Transfer Authorization

Home ? 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:

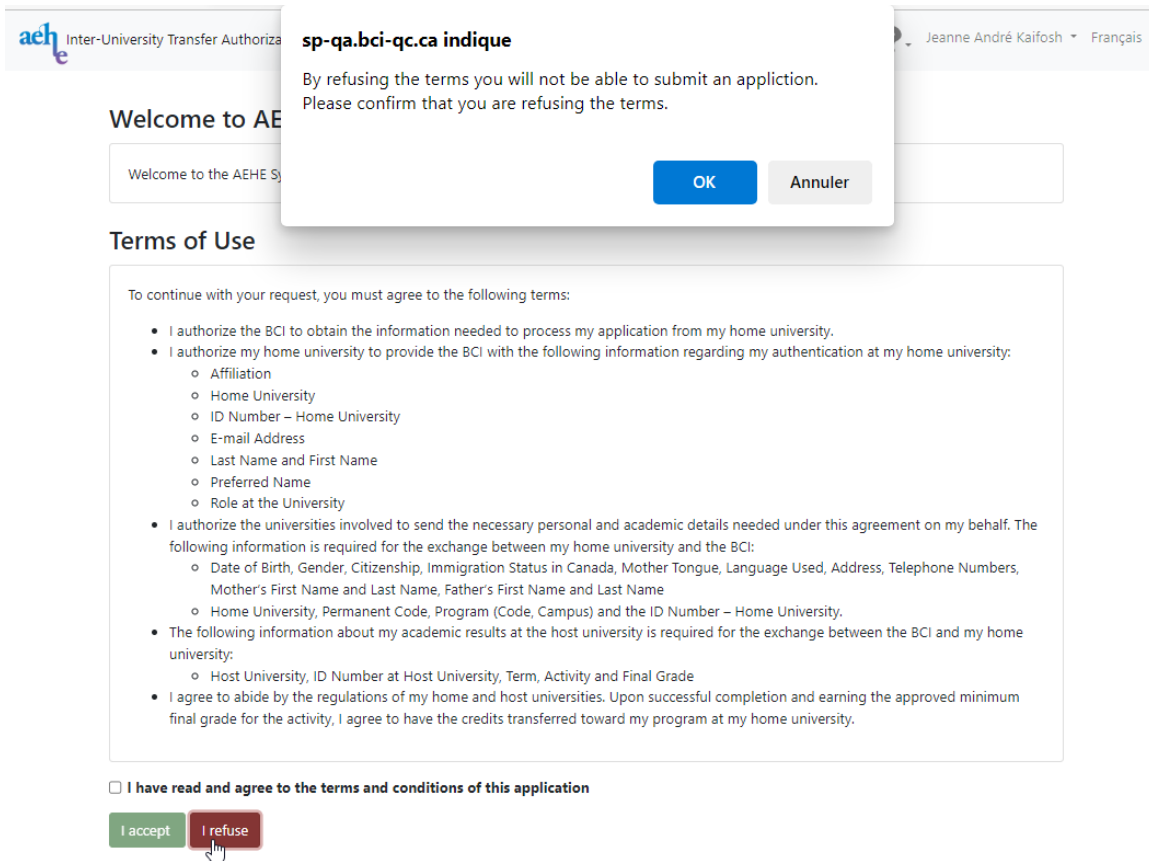
- I authorize the BCI to obtain the information needed to process my application from my home university.
- I authorize my home university to provide the BCI with the following information regarding my authentication at my home university:
  - Affiliation
  - Home University
  - ID Number – Home University
  - 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 a web interface for the AEHE system. At the top left is the AEHE logo and the text "Inter-University Transfer Authorization". At the top right, the user's name "Jeanne André Kaifosh" and the language "Français" are displayed. A central warning message box is overlaid on the page, containing the text: "sp-qa.bci-qc.ca indique" followed by "By refusing the terms you will not be able to submit an application. Please confirm that you are refusing the terms." Below this message are two buttons: "OK" (in blue) and "Annuler" (in grey). Below the warning box, the page content is partially visible, showing a "Welcome to AEHE" message and a "Terms of Use" section. The "Terms of Use" section contains a list of conditions for the application, including authorization of BCI, university information, and academic details. At the bottom of the terms section, 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" (in green) and "I refuse" (in red), with a mouse cursor hovering over the "I refuse" button.

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.

aehe Inter-University Transfer Authorization Home Université/Portail 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.

<b>Home University</b>	Université Laval
<b>ID Number – Home University</b>	9000000065
	WARNING: You must submit your student number via the AFMC Portal otherwise your request will be refused.

### My personal information

<b>Last Name</b>	XXXXXXXXXX	<b>Status in Canada</b>	Canadian citizen
<b>First Name</b>	XXXXXXXXXX	<b>Country of Citizenship</b>	Canada
<b>Date of Birth (yyyy-mm-dd)</b>	1980-01-01	<b>Mother Tongue</b>	French
<b>Gender</b>	Female	<b>Language Used</b>	French
<b>Preferred Name</b>	XXXXXXXXXX		
<b>Permanent Code</b>	XXXXXXXXXX		
<b>Father's Last Name</b>	XXXXXXXXXX	<b>Mother's Last Name</b>	XXXXXXXXXX
<b>Father's First Name</b>	XXXXXXXXXX	<b>Mother's First Name</b>	XXXXXXXXXX

### My contact details

<b>Address Line 1</b>	XXXXXXXXXX	<b>E-mail</b>	XXXXXXXXXX
<b>Address Line 2</b>	XXXXXXXXXX	<b>Telephone Number</b>	XXXXXXXXXX
<b>City</b>	XXXXXXXXXX	<b>Alternate Telephone Number</b>	XXXXXXXXXX
<b>Province</b>	XXXXXXXXXX		
<b>Country</b>	XXXXXXXXXX		
<b>Postal Code</b>	XXXXXXXXXX		

### My academic program

<b>B-MED.MED</b>	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.**

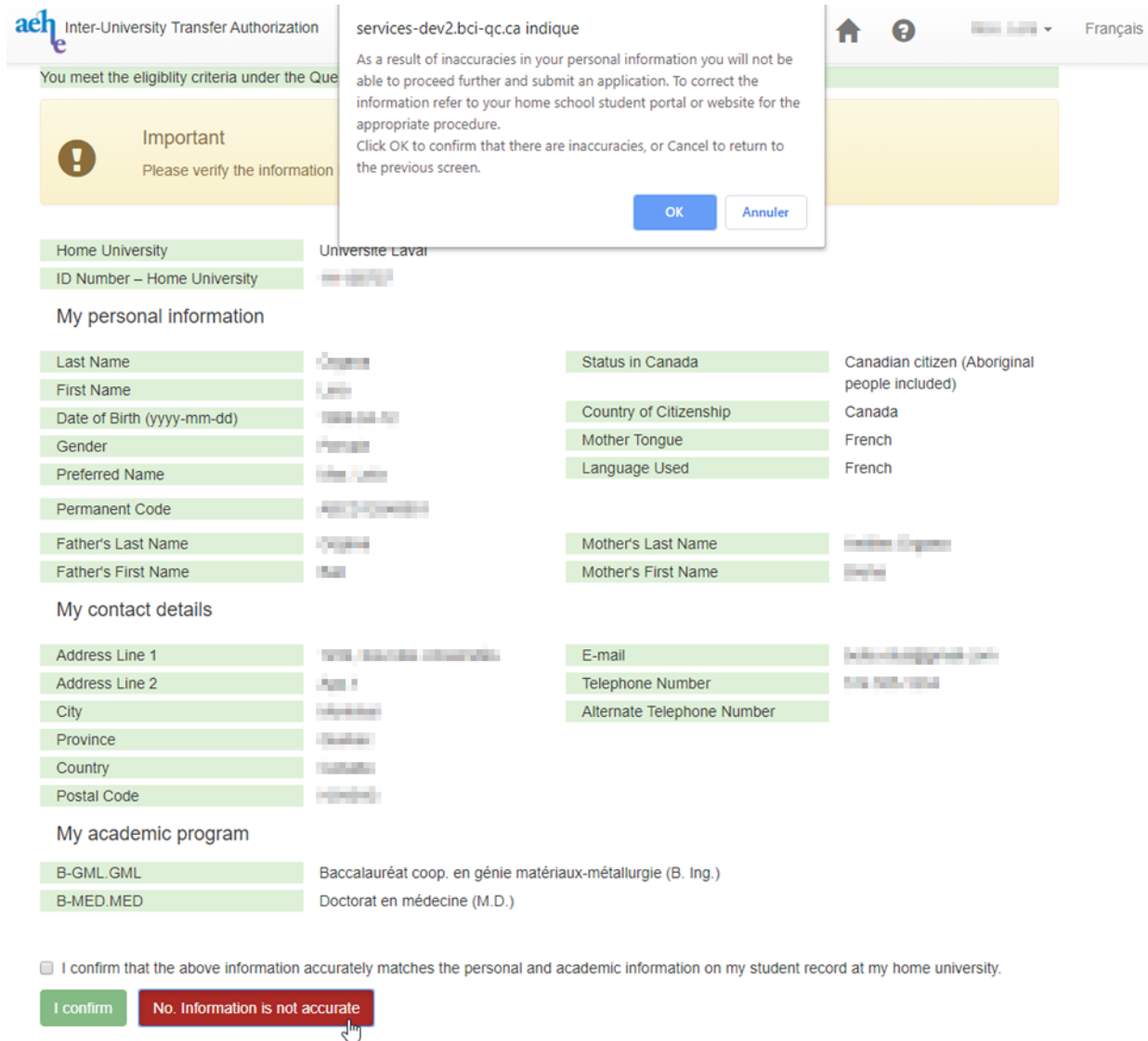
© 2017 - Bureau de coopération interuniversitaire

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.



services-dev2.bci-qc.ca indique

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.

**Important**  
Please verify the information

OK Annuler

Home University Université Laval  
ID Number – Home University

**My personal information**

Last Name	Orange	Status in Canada	Canadian citizen (Aboriginal people included)
First Name	Léa	Country of Citizenship	Canada
Date of Birth (yyyy-mm-dd)	1999-06-01	Mother Tongue	French
Gender	Female	Language Used	French
Preferred Name	Léa Léa		
Permanent Code	9876543210		
Father's Last Name	Orange	Mother's Last Name	Orange
Father's First Name	Paul	Mother's First Name	Émilie

**My contact details**

Address Line 1	1000, Avenue de la Université	E-mail	leo@orange.com
Address Line 2	App 1	Telephone Number	514-555-1234
City	Montréal	Alternate Telephone Number	
Province	Québec		
Country	Canada		
Postal Code	H3T 2M4		

**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.

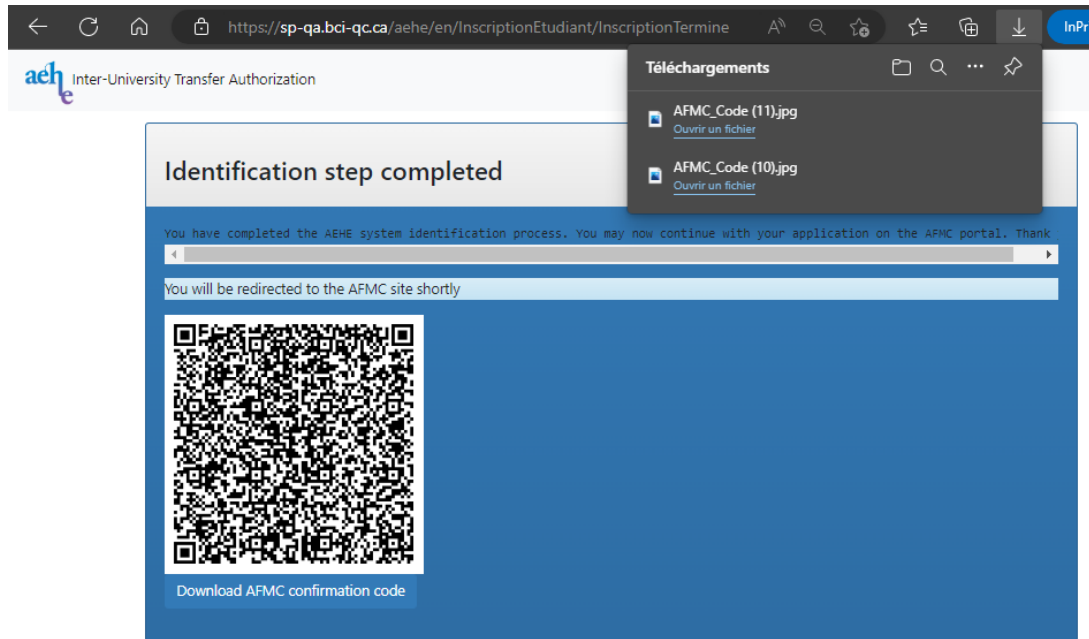
I confirm **No. Information is not accurate**

**Note:**

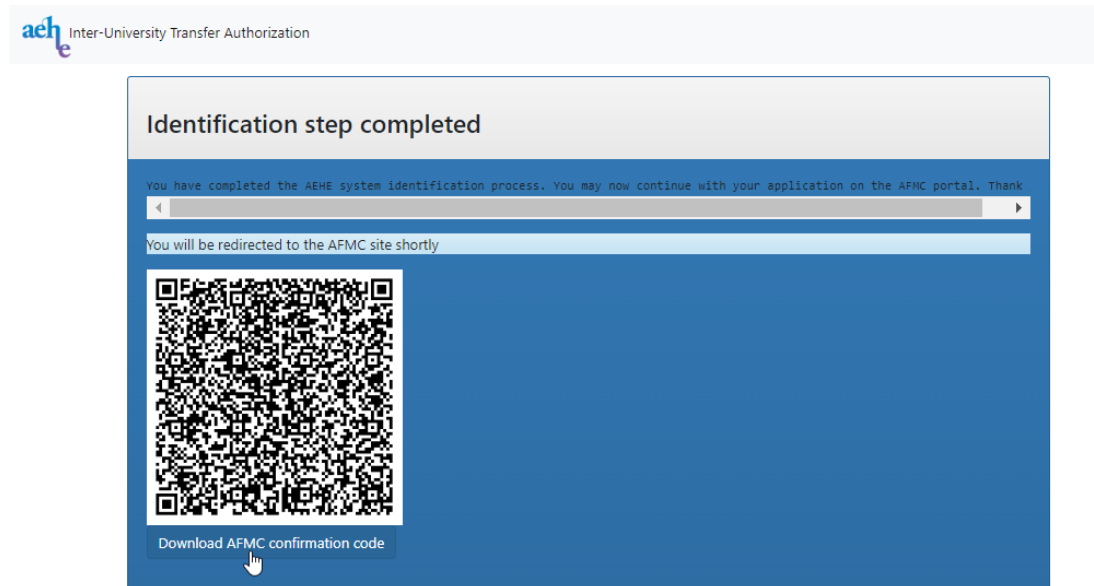
If your personal information is incorrect, a message will display confirming that you will not be able to create a new application. You will first need to have your record updated by your home university.

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).

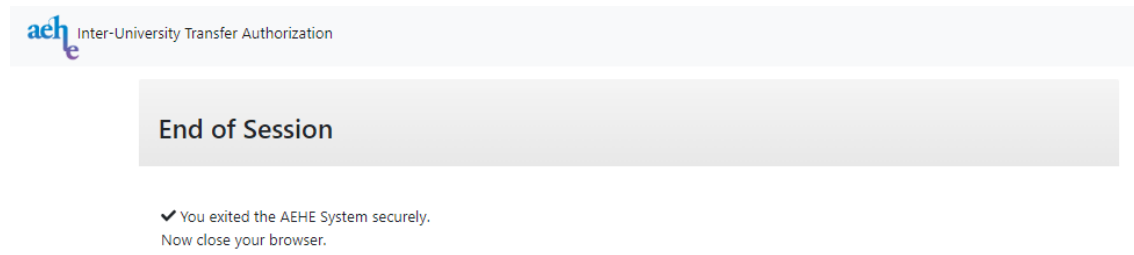
If your browser is set to accept automatic download, then the AFMC confirmation code will be automatically downloaded in the right directory specified in the browser parameters:



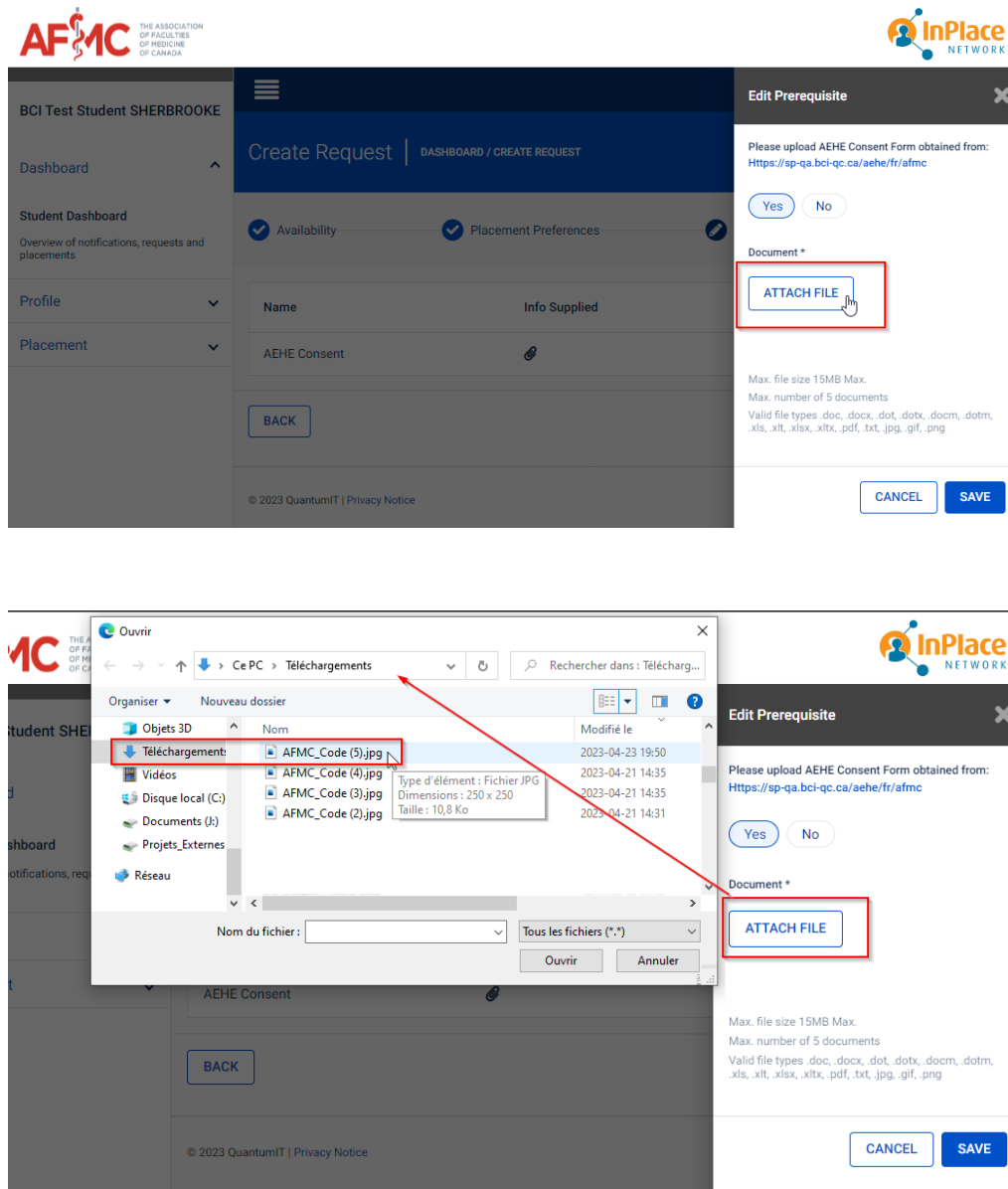
If not, you will have to click on the « Download AFMC confirmation code” link below the QR code:



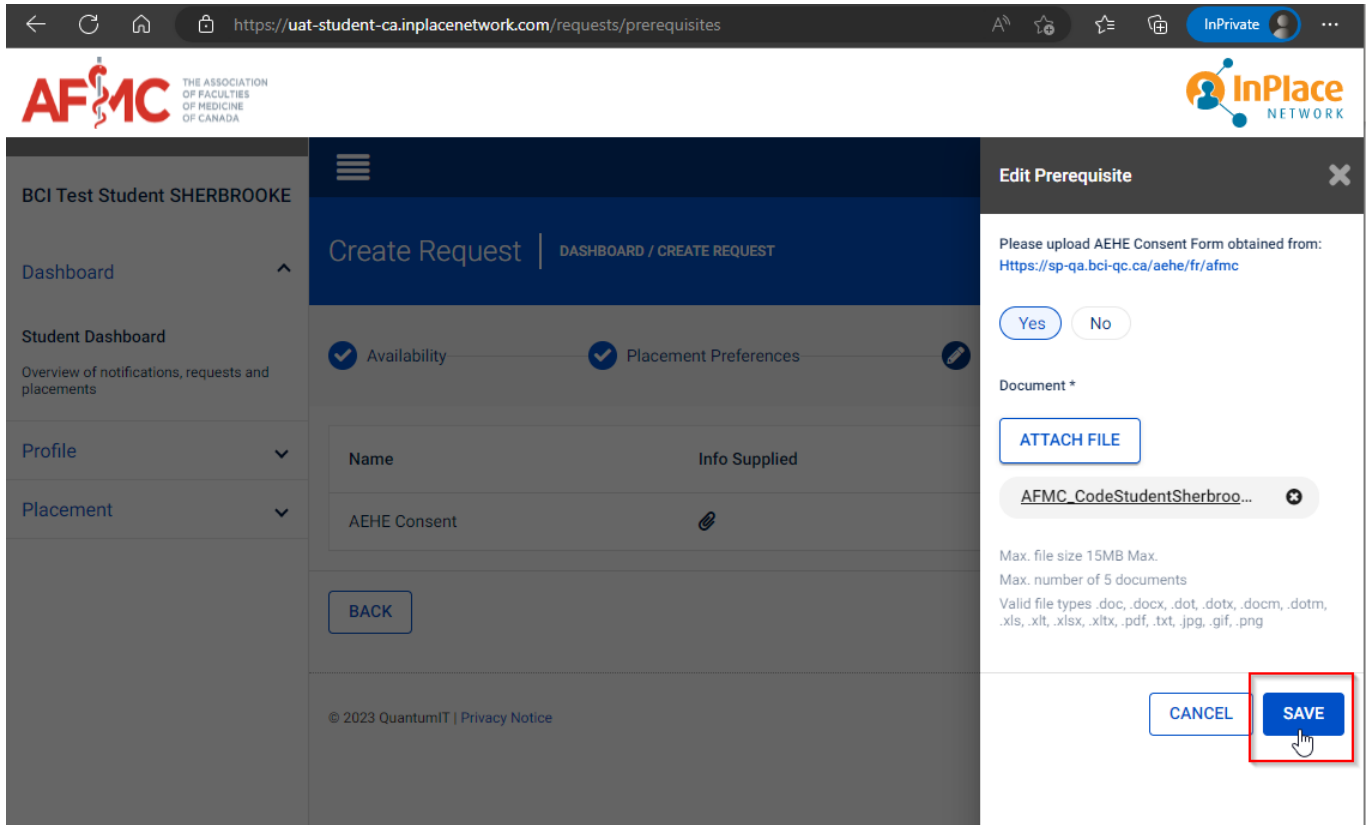
When download is completed, the AEHE system close automatically:



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:

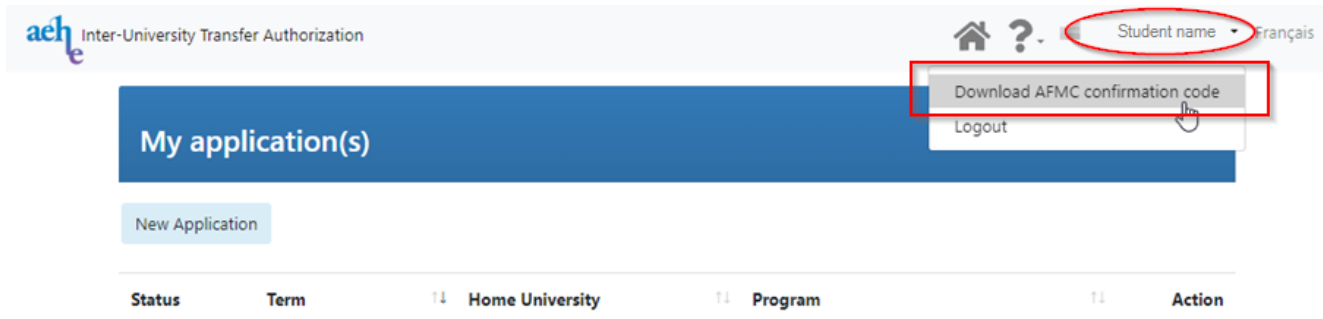


Don't forget to click on the "Save" button to save the AFMC confirmation code you loaded in the prerequisites section.



The screenshot shows a web browser window with the URL <https://uat-student-ca.inplacenetwork.com/requests/prerequisites>. The page features the AFMC logo (The Association of Faculties of Medicine of Canada) and the InPlace Network logo. A sidebar on the left contains navigation options: BCI Test Student SHERBROOKE, Dashboard, Student Dashboard, Profile, and Placement. The main content area is titled 'Create Request' and shows progress indicators for 'Availability' and 'Placement Preferences'. A table lists 'Name' and 'Info Supplied' for 'AEHE Consent'. A modal window titled 'Edit Prerequisite' is open, containing instructions to upload an AEHE Consent Form from a specific URL. It includes 'Yes' and 'No' radio buttons, an 'ATTACH FILE' button, and a file selection field showing 'AFMC\_CodeStudentSherbroo...'. Below the file field, it specifies a maximum file size of 15MB and a maximum of 5 documents, listing valid file types. At the bottom of the modal, 'CANCEL' and 'SAVE' buttons are visible, with the 'SAVE' button highlighted by a red box.

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":



The screenshot shows the AEHE Inter-University Transfer Authorization system. The top left features the AEHE logo and the text 'Inter-University Transfer Authorization'. The top right shows a user profile area with a home icon, a question mark, and a dropdown menu for the user's name, which is circled in red. The dropdown menu is open, showing 'Download AFMC confirmation code' and 'Logout' options, both highlighted with red boxes. Below the header, there is a blue banner for 'My application(s)' and a 'New Application' button. At the bottom, a table header is visible with columns for 'Status', 'Term', 'Home University', 'Program', and 'Action'.

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

AL
Note: | DASHBOARD / NOTE: 3

✓ Rounds    ✓ Availability    ✓ Placement Preferences    ✓ Prerequisites    ⋮ Declaration

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

BACK
NEXT

Click NEXT