



Student Portal
Portail étudiant



INTERNATIONAL STUDENTS USER GUIDE



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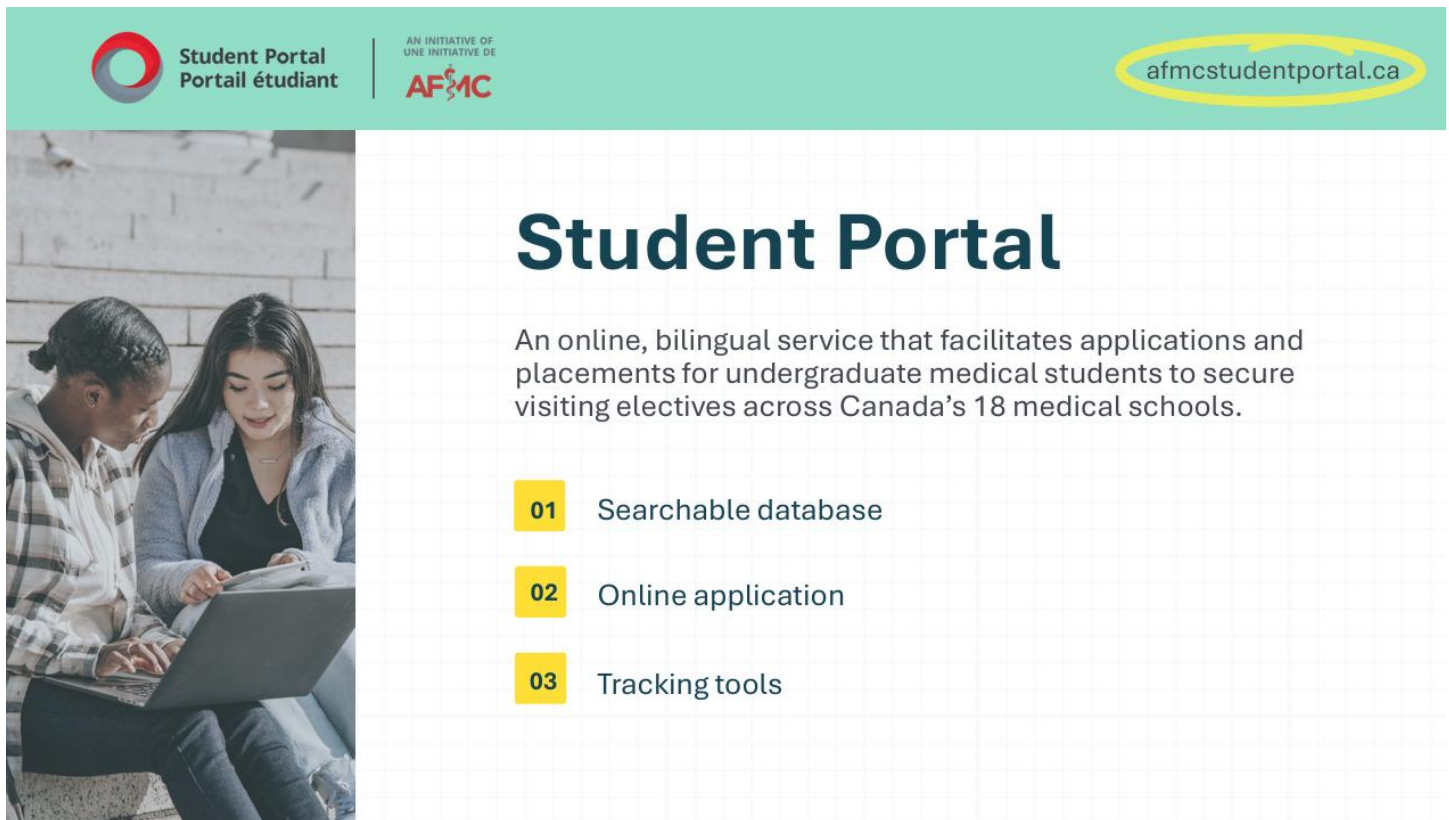
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INTRODUCTION

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. We are always available to help you.

THE AFMC STUDENT PORTAL

A screenshot of the AFMC Student Portal homepage. The header is teal and contains 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 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 as an online, bilingual platform for undergraduate medical students to secure visiting electives across 18 Canadian medical schools. Further down, three yellow square icons with numbers 01, 02, and 03 are listed next to their respective features: 'Searchable database', 'Online application', and '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 application rounds open, click on Browse Schedule
- The launch of the Capacity-Based Model applies only to Canadian students. 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:** Schools charge an application fee when applying.
3. **School Acceptance fee (optional):** Schools charge an acceptance fee to confirm the elective choice.

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	 University Of British Columbia	 University Of Calgary	 Dalhousie University	 Université Laval
 University Of Manitoba	 McGill University	 McMaster University	 Memorial University	 Université De Montréal
 NOSM University	 University Of Ottawa	 Queen's University	 University Of Saskatchewan	 Université De Sherbrooke
 University Of Toronto	 Toronto Metropolitan University	 Western University	ELECTIVES APPLICATIONS: Please note, schools must respond to the student within 12 weeks of receiving an application. Students will have 1 week to accept an offer.	





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



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. Some schools require school specific pre-requisite documents; their institutional profile has links and more information on how to complete the forms.

UNIVERSITY OF ALBERTA

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

International students will be required to complete the AFMC Immunization form and attach it to your profile. For more information on completing the form, click on the immunization tab on the website [Immunization – Student Portal | Portail étudiant](#)

The screenshot displays the Student Portal website. At the top, the logo and name 'Student Portal / Portail étudiant' are on the left, and navigation links 'Help Desk', 'Login', 'Register', and 'Français' are on the right. Below this is a horizontal menu with 'ABOUT', 'NEWS & RESOURCES', 'IMMUNIZATION' (highlighted with a red box), and 'CONTACT'. The main content area is divided into two columns. The left column has a red background and features the heading 'SEARCHING FOR ELECTIVES?' with a subheading 'Our search tool is coming soon!' and a paragraph explaining the tool's purpose. The right column has a white background and features the heading 'BROWSING UNIVERSITIES?' with a paragraph about the University Profile and a 'Browse Universities' button. Below this is a large red banner with the heading 'Immunization Form'. This banner contains three columns of text: 'Immunization Form' (with a button), 'Testing Guidelines' (with a button), and 'Testing Guide' (with a button).

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](#)



OBTAINING AN ACCOUNT

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 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

[Reset](#)

[Return to log in page](#)

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

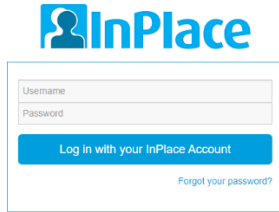


Reset password confirmation

Your password has been reset.

[Return to log in page](#)

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



The login form features the InPlace logo at the top. Below it are two input fields labeled 'Username' and 'Password'. A blue button labeled 'Log in with your InPlace Account' is positioned below the fields. A link 'Forgot your password?' is located at the bottom right of the form.

[Quantum Information Technology Cookie Policy](#)



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



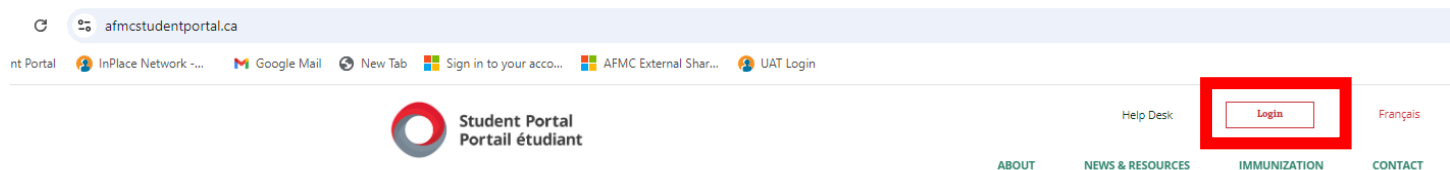
[Manage Account](#)

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

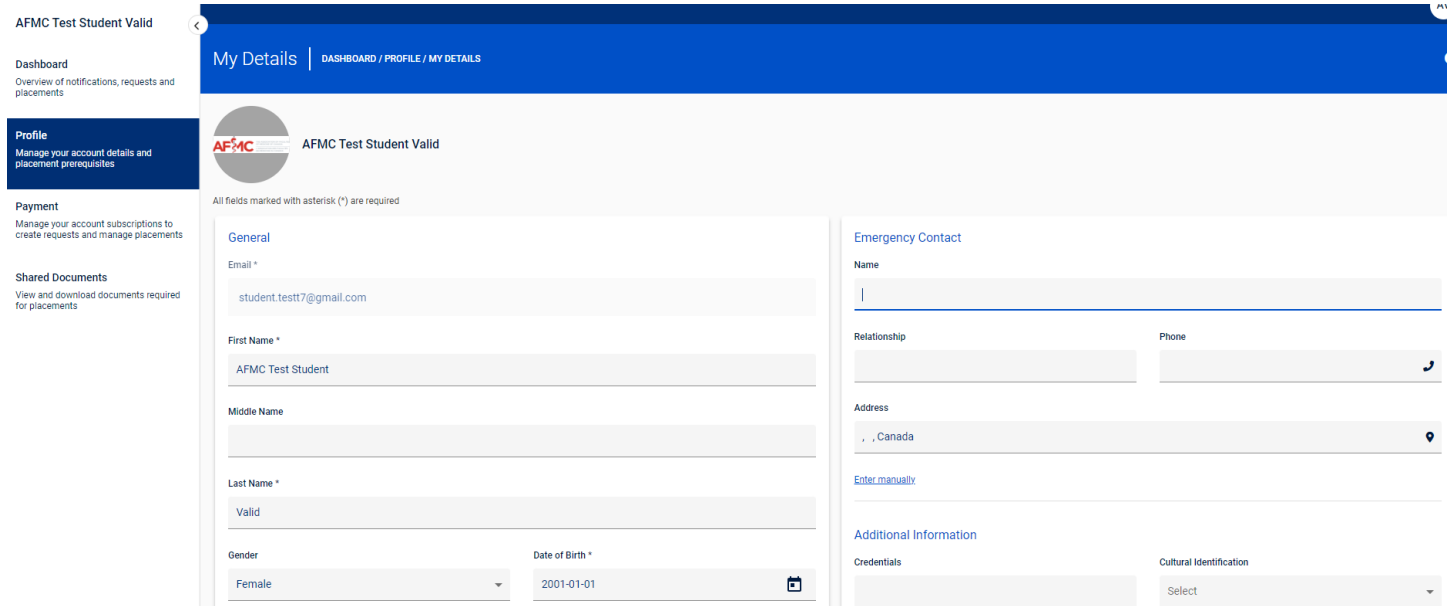
My Placements - (Note: Application Window Closes Tue, April 22th at 8pm EST for placements from Jul 14-27th)

Status	Agency	Discipline	Placement Type	Start Date	End Date	Action
Published	CHU Ste-Justine	Medicine	Dermatology	2023-05-17	2023-05-17	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

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 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



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

My Details | DASHBOARD / PROFILE / MY DETAILS

AFMC Test Student Valid

All fields marked with asterisk (*) are required

General

Email *
student.test7@gmail.com

First Name *
AFMC Test Student

Middle Name

Last Name *
Valid

Gender
Female

Date of Birth *
2001-01-01

Emergency Contact

Name

Relationship
Phone

Address
Canada

[Enter manually](#)

Additional Information

Credentials
Cultural Identification
Select

Verify and ensure the following fields are entered correctly:

- Your date of birth
- Anticipated Graduation Date
- Enter your Home Country
- 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.



POLICIES 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

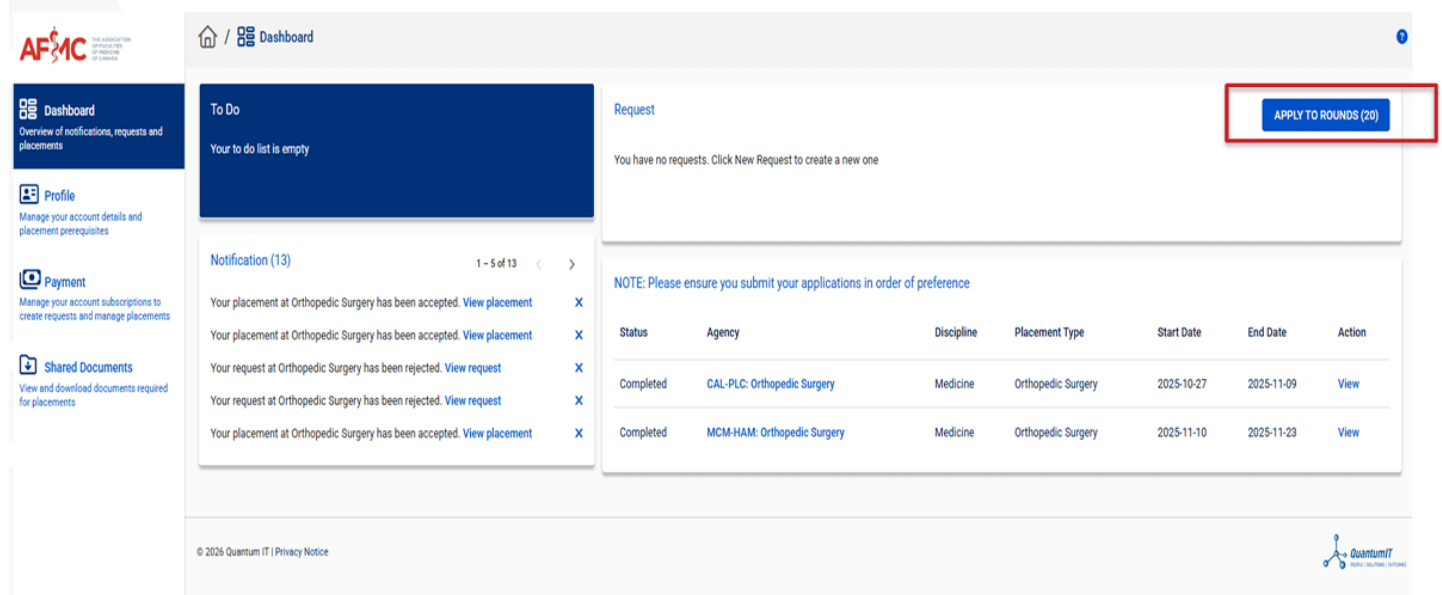
- Ensure you visit the school's institution profile before applying
 - Ensure you are aware of their policies and restrictions
 - Ensure you have the documents required before you apply
 - Every school requires the AFMC Immunization Form completed
 - Ensure you know whether the school requires a Criminal 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



APPLY TO ROUNDS

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 Student Portal Dashboard. On the left is a sidebar with navigation links: Dashboard, Profile, Payment, and Shared Documents. The main content area has a 'To Do' section (empty), a 'Notification (13)' section (showing placement acceptance/rejection messages), and a 'Request' section. In the 'Request' section, there is a table of existing requests and a prominent blue button labeled 'APPLY TO ROUNDS (20)' which is highlighted with a red rectangle. Below the table is a footer with copyright information and a QuantumIT logo.

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

Filter Result			
Available		Upcoming	
NOSM 2027 Block- DO NOT USE Application Dates: 2026-08-01 - 2027-08-01 Placement Dates: 2027-01-18 - 2027-12-31 Open Apply	2026-2027 Block 9 (Feb 8- Mar 7, 2027) Application Dates: 2026-08-01 - 2026-08-31 Placement Dates: 2027-02-08 - 2027-03-07 Open Apply	Dalhousie International Nov 23-Dec 20, 2026 Application Dates: 2026-08-17 - 2026-09-14 Placement Dates: 2026-11-23 - 2026-12-20 Future	Dalhousie International Jan 4-31, 2027 Application Dates: 2026-09-28 - 2026-10-26 Placement Dates: 2027-01-04 - 2027-01-31 Future
2026-2027 Block 10 (Mar 8-Apr 4, 2027) Application Dates: 2026-08-01 - 2026-08-31 Placement Dates: 2027-03-08 - 2027-04-04 Open Apply	2026-2027 Block 11 (Apr 5- May 2, 2027) Application Dates: 2026-08-01 - 2026-09-30 Placement Dates: 2027-04-05 - 2027-05-02 Open Apply	Dalhousie International Jan 18-Feb 14, 2027 Application Dates: 2026-09-28 - 2026-10-26 Placement Dates: 2027-01-18 - 2027-02-14 Future	Dalhousie International Feb 15-March 14, 2027 Application Dates: 2026-11-09 - 2026-12-07 Placement Dates: 2027-02-15 - 2027-03-14 Future
2026-2027 Block 12 (May 3-30, 2027) Application Dates: 2026-08-01 - 2026-08-31 Placement Dates: 2027-05-03 - 2027-05-30 Open Apply	UBC Winter International Application Dates: 2026-08-10 - 2026-08-12 Placement Dates: 2026-11-09 - 2026-12-20 Open Apply	Dalhousie International March 1-28, 2027 Application Dates: 2026-11-09 - 2026-12-07 Placement Dates: 2027-03-01 - 2027-03-28 Future	Dalhousie International March 29-Apr 25, 2027 Application Dates: 2026-12-21 - 2027-01-18 Placement Dates: 2027-03-29 - 2027-04-25 Future

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

Ensure you correctly apply your filters and select Filter

Rounds
Availability
Placement Preferences
Prerequisites
Declaration

Filter Result

Start Date * 2026-10-26

Placement Type * Family Medicine

Region * British Columbia

Network Agency University of British Columbia

Reset Filter

The screen will return results if there is capacity for the specialty you selected.

26 Oct 2026

Agency	10-26 Mon	10-27 Tue	10-28 Wed	10-29 Thu	10-30 Fri	10-31 Sat	11-01 Sun	11-02 Mon	11-03 Tue	11-04 Wed	11-05 Thu	11-06 Fri	11-07 Sat
Ontario													
Kingston Health Sciences Centre - Kingston General Hospital													
Family Medicine													
Addiction Medicine - START		✓	✓	✓	✓			✓	✓	✓	✓	✓	
Providence Care Hospital													
Family Medicine													
Complex Medical Care	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	
Family Hospitalist Rehab	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	
Queen's University Family Health Team													
Family Medicine													
Family Medicine - Queen's Family Health Team	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	
Shan's Family Practice													
Family Medicine													
Family Medicine	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	
Whitby Clinic													
Family Medicine													
Family Medicine	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	

Select the elective you want to apply for by clicking on the check mark. Always ensure you select Monday as a start date regardless of whether Monday is a statutory holiday.



COMPLETING YOUR APPLICATION

Always select the Sunday as the end date. Duration is always 10 days for a 2-week elective, 20 days for a 4-week elective. Fixed Dates = Yes, Fixed Duration = Yes.

ADDING PREFERENCES

You can add up to 4 additional preferences on your application. These preferences must all be within the same specialty. To do this, click on Add Preference:

Clicking in the Search box will display the name of the school. Click on the arrow next to the school name will display the list of sites available.



Add Preference ✕

Network Agency
University of British Columbia

Region
British Columbia

Agency

Search...

▼ British Columbia

> LMH: Langley Memorial Hospital

> PPO: Private Practice/Office

Click on the arrow next to the site name to display the specialty, click on the arrow next to the specialty to display the elective name to select. If there are no options to pick an elective name, there is no availability at that site.

▼ PPO: Private Practice/Office

▼ Family Medicine

☐ FM-Urban-VCHA-KW

☐ FP Valemount

☐ FP-FM-SIDNEY

Search...

Click on the elective name you wish to apply to then click on the Add button.

You will see your preference has been added to your preferences:

1st		Family Medicine
2nd		FP Valemount

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.

You can add up to 4 preferences.

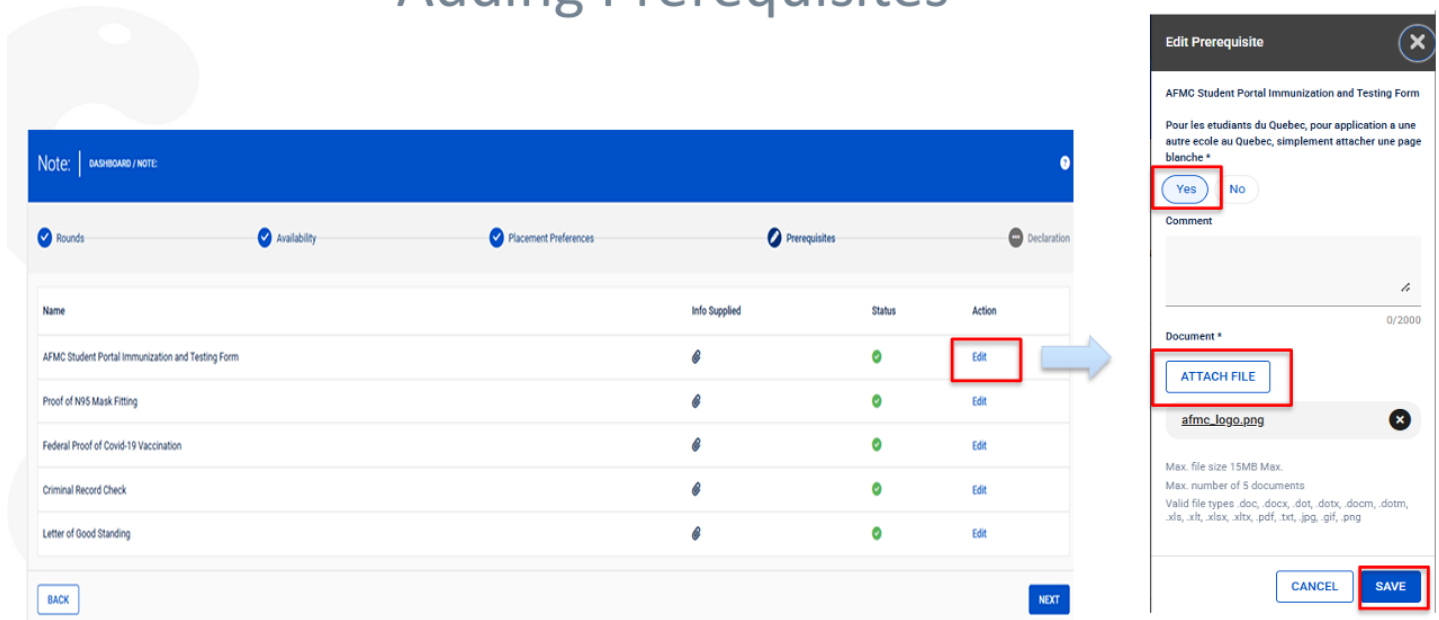
ADDING YOUR COMMENTS

- Enter any comments you want that relate to the elective you are applying for. If you are applying for a 2-week block but are flexible on dates, enter this in the comments. Adding comments will provide the elective coordinator with more information on the electives you are looking for.

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



Note: DASHBOARD / NOTE:

☒ Rounds
 ☒ Availability
 ☒ Placement Preferences
 ☒ Prerequisites
 ☐ Declaration

Name	Info Supplied	Status	Action
AFMC Student Portal Immunization and Testing Form			Edit
Proof of N95 Mask Fitting			Edit
Federal Proof of Covid-19 Vaccination			Edit
Criminal Record Check			Edit
Letter of Good Standing			Edit

BACK NEXT

Edit Prerequisite

AFMC Student Portal Immunization and Testing Form

Pour les étudiants du Québec, pour application à une autre école au Québec, simplement attacher une page blanche *

☒ Yes
 ☐ No

Comment

Document * 0/2000

[ATTACH FILE](#)

afmc_logo.png

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

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](#)

© 2024 Quantum IT | [Privacy Notice](#)


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)
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](#)

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	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

Laval test student

Dashboard

Profile

Placement

Request Details

Placement Preference

Education Provider Contact

Comment

Status
Pending

Discipline
Medicine

Placement Type
Family Medicine

Name
Laval HSV

Phone
+14186562131

Email
test.hsv17+laval@gmail.com

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.

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

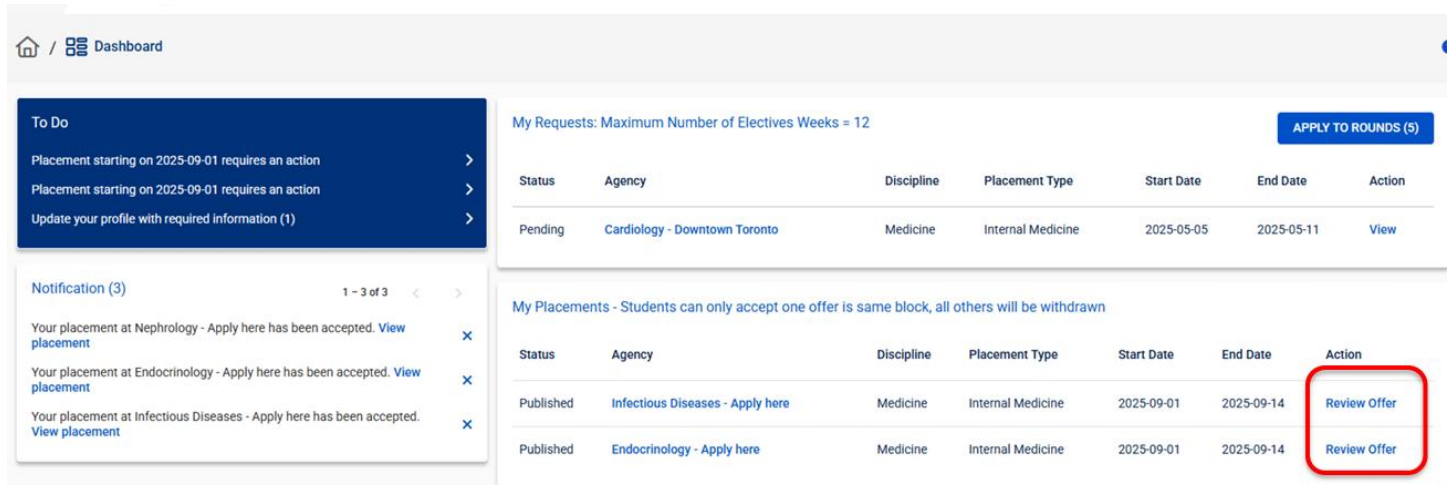
Your To-Do's are shown on your Student Dashboard, it's important to monitor your student dashboard regularly to see if there are TO-DO's you need to address as these are required for the processing of your application.

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



The screenshot shows the Student Portal Dashboard. On the left, there is a 'To Do' section with three items: 'Placement starting on 2025-09-01 requires an action', 'Placement starting on 2025-09-01 requires an action', and 'Update your profile with required information (1)'. Below this is a 'Notification (3)' section with three notifications: 'Your placement at Nephrology - Apply here has been accepted. View placement', 'Your placement at Endocrinology - Apply here has been accepted. View placement', and 'Your placement at Infectious Diseases - Apply here has been accepted. View placement'. On the right, there are two tables. The first table, 'My Requests: Maximum Number of Electives Weeks = 12', has columns for Status, Agency, Discipline, Placement Type, Start Date, End Date, and Action. It contains one row: 'Pending', 'Cardiology - Downtown Toronto', 'Medicine', 'Internal Medicine', '2025-05-05', '2025-05-11', and 'View'. The second table, 'My Placements - Students can only accept one offer is same block, all others will be withdrawn', has columns for Status, Agency, Discipline, Placement Type, Start Date, End Date, and Action. It contains two rows: 'Published', 'Infectious Diseases - Apply here', 'Medicine', 'Internal Medicine', '2025-09-01', '2025-09-14', and 'Review Offer'; and 'Published', 'Endocrinology - Apply here', 'Medicine', 'Internal Medicine', '2025-09-01', '2025-09-14', and 'Review Offer'. The 'Review Offer' links in the second table are highlighted with a red box.

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	2023-09-01 - 2023-09-14	10	View

[CANCEL](#) [WITHDRAW & ACCEPT](#)

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



Decline placement

Are you sure you want to decline placement?

Reason *

|

0/500

[CANCEL](#) [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.

AL

Note: | DASHBOARD / NOTE:

Rounds

Availability

Placement Preferences

Prerequisites

Declaration

Filter Result

Available

Upcoming

Dalhousie - Winter/Spring 2025

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

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

Open

APPLY

Dalhousie Winter/Spring 2025

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

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

Open

APPLY

McGill Winter 2025

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

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

Open

APPLY

McMaster Jan 6 - Jan 19 2025

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

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

Open

APPLY

McMaster Jan 20 - Feb 2, 2025

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

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

Open

APPLY

NOSM Block 7

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

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

Open

APPLY

Dalhousie Summer 2025

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

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

Future

Alberta - Winter 2025

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

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

Future

Manitoba - March 2025

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

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

Future

Manitoba - April 2025

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

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

Future

Manitoba - May 2025

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

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

Future

Manitoba - June 2025

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

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

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

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

0/2000

Document *

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, xlsx, xltx, ppt, pptx, 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.

My school has agreements with the school I am applying to why am I required to pay fees?

If your school has agreements in to place to waive certain fees, contact the elective coordinator at the school you are applying to. They will work with the AFMC Student Portal team to create your applications.

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