

Appendix A: Summary of Each School's Requirements

Table 1: Requirements for Canadian medical students to book electives at Canadian medical schools

School	Email	Phone number	Fees	Refund Offered?	Cancel lation Policy	Contacting preceptor beforehand?	Limit on number of applications	Required documents	Additional Notes
*A: Recent and clear headshot, B: AFMC Immunization Form, C: Proof of N95 mask fitting, D: Police Records Check for Service with Vulnerable Sector									
University of British Columbia	visiting.electives@ubc.ca	N/A	\$200 at time of application (\$100 non-refundable, \$100 electives fee)	Yes, \$100 if an elective is not confirmed by 8 weeks prior to the elective start date	6 weeks before	No	Max 8 applications	A + B 1. Professional Standards Acknowledgment Form (UBC-specific) 2. English Language Proficiency Scoresheet (UBC-specific) for Ottawa U French, UdM, Laval & Sherbrooke	If none of the 8 choices is available, the students will be sent an availability report with the invitation to submit 8 (?) new choices for free or to remain waitlisted for their initial ones.
University of Alberta	visiting.electives@ualberta.ca	+1 (780) 492-1514	\$150 (\$50 admin non-refundable fee, \$100 electives fee)	Yes, \$100 refundable if unsuccessful	6 weeks before	No	Max 15 applications, with a max of 6 confirmed applications/12 elective weeks	A + B + D	
University of Calgary	visiting@ucalgary.ca	N/A	\$100 (paid once the elective is confirmed by the Department)	No	6 weeks before	Yes (must do this)	1 choice per application, max 8 weeks combined	A + B + D 1. Confirmation note from Placement Contact (Calgary-specific)	Steps to apply for elective: 1. Email visiting@ucalgary.ca on or after Feb 1 to ask for contact information of the departments 2. Email departments to request elective 3. Department emails to confirm and elective is considered confirmed 4. 10-28 weeks before the elective, apply on AFMC Portal, uploading the confirmation email
University of Saskatchewan	med.electives@usask.ca	N/A	\$100 (non-refundable)	No	6 weeks before	No	Max 2 electives, max 3 choices for each, cannot be more than 8 weeks combined	A + B + C	
University of Manitoba	electivesugme@umanitoba.ca	+1 (204) 789-3291	\$100 (non-refundable) + \$198.13 once accepted	No	6 weeks before	No	Max 2 electives, max 1 choice for each, cannot be more than 8 weeks combined	A + B 1. Resume/CV 2. Copy of provincial health card	
Northern Ontario	electives@nosm.ca	N/A	\$200 (non-refundable)	Yes, in full if not offered, in half if unsuccessful	8 weeks before	Yes, but discouraged and should not	Max 1 elective, max 3 choices	A + B + C 1. Letter of good standing from home school	

School of Medicine				8 weeks prior to elective start date		confirm final dates independently			
Western University	electives@schulich.uwo.ca	N/A	\$100 (non-refundable)	No	6 weeks before	No	Each application can accommodate 3 elective choices	A + B + C 1. Criminal record disclosure and consent (Western-specific) 2. Proof of current year's influenza immunization (post-application, for electives Nov – March)	Letter of unprofessionalism may be sent to home school if student contacts preceptors individually \$1000 late fee if application submitted less than 16 weeks prior to start of first requested elective.
McMaster University	hrsadmin@mcmaster.ca	+1 (905) 525-9140 ext. 22249	<u>2-week elective:</u> \$150 (\$50 admin fee, \$100 elective fee) <u>4-week elective:</u> \$200 (\$50 admin fee, \$150 elective fee)	Yes, between \$100 - \$150 refundable if unsuccessful	6 weeks before	No	Can provide up to 6 choices of specialties and/or dates per application	A + B + D 1. Copies of lab results for HIV and Hepatitis C (post-application)	Letter of unprofessionalism may be sent to home school if student contacts preceptors individually
University of Toronto	medicine.electives@utoronto.ca	N/A	\$200 (partially refundable)	Yes, partial refund if unsuccessful	6 weeks before	Yes (encouraged)	Max 1 elective per application, with the option to list up to 6 additional choices	A + B + C + D 1. University of Toronto Police check disclosure (completed by applicant)	May seek elective opportunities at http://medsis.utoronto.ca/electives/index.cfm?fuseaction=SearchElect.showsearchmask Must still apply via Portal Priority placements are given to UofT students
Queen's University	medelect@queensu.ca	+1 (613) 533-2542	\$100 (non-refundable)	No	6 weeks before	No	3 different choices should be submitted, max 7 applications	A + B + C 1. Resume/CV 2. Copies of lab results for HIV and Hepatitis C (post-application)	
Ottawa University	uoportal@uottawa.ca	+1 (613) 562-5800 ext. 3459	\$100 (non-refundable)	No	6 weeks before	No	Max 6 choices per application, max 6 applications per year	A + B + C + D 1. Self-declaration form (Ottawa-specific) 2. Module completion attestation form (Ottawa-specific) 3. Consent to Release Information 4. Proof of a valid CPR-HCP or BLS certification 5. Copies of lab results for HIV and Hepatitis C	Letter of unprofessionalism may be sent to home school if cancellation occurs less than six weeks prior to the elective start date
McGill University	electives.med@mcgill.ca	+1 (514) 398-5390	<u>Up to 2 weeks:</u> \$250 (\$75 admin fee, \$175 elective fee) <u>Up to 4 weeks:</u> \$350 (\$75 admin fee, \$275 elective fee) <u>Up to 6 weeks:</u> \$450 (\$75 admin fee, \$375 elective fee)	Yes, between \$175 - \$375 if unsuccessful	8 weeks before	No	Up to 3 elective choices per application, and a maximum of 5	A + C 1. Resume/CV 2. Proof of health insurance 3. Student Acceptance Form	Letter of unprofessionalism may be sent to home school if cancellation occurs less than eight weeks prior to the elective start date

			<u>Up to 8 weeks</u> : \$450 (\$75 admin fee, \$375 elective fee)				applications can be submitted.		
Dalhousie University	CdnElectives@dal.ca	N/A	\$150 (non-refundable)	No	6 weeks before	Only from a select list (see additional notes)	Maximum of 3 applications are allowed	A + C 1. Pledge of confidentiality (Dalhousie-specific)	Students may contact preceptors from the departments of Anesthesia, Psychiatry, Sports Medicine, Emergency Medicine, Radiation Oncology and Surgery. Letter of unprofessionalism may be sent to home school if student attempts to ask or submit another application after the maximum of 3 is attained.
Memorial University of Newfoundland	ugme.electives@med.mun.ca	+1 (709) 864-6362	\$100 (non-refundable) + \$50 once accepted	No	4 weeks before	Not specified on institution profile or website	Max 1 elective, max 1 choice, max 4 weeks	A + B + D 1. Resume/CV 2. Proof of health insurance	Police records check with vulnerable sector screening must be dated no more than 8 months prior to the elective start date (whereas this is 12 months for most other schools)