

Elective Catalog File Requirements

This is one of a series of Job Aids to make it easier for you to navigate the VSLO Application Service. To see a complete list of job aids, please visit our [training page](#). If you have questions, please don't hesitate to contact our customer support team for assistance by calling (202) 478-9878 (8:00 am -6:00 pm ET), or by [email](#).

Applicants are provided a searchable database of electives when host institutions upload their visiting student opportunities. Please follow these guidelines carefully as you prepare the file listing these opportunities.

File Requirements

- Save catalog as a .csv file
- Row 1 must include all column names
- Include all columns as ordered below. If a column does not require data, and you do not enter data, leave the column blank and include it in the file

	Column Name	Is Data Required?	Additional Information
A	electiveName	Yes	<ul style="list-style-type: none"> • 200 character limit
B	electiveNumber	Yes	<ul style="list-style-type: none"> • Provide course code of elective • 30 character limit
C	electiveDescription	No	<ul style="list-style-type: none"> • 1000 character limit
D	electiveDepartment	No	<ul style="list-style-type: none"> • 100 character limit
E	additionalInformation	No	<ul style="list-style-type: none"> • 1000 character limit
F	goalsObjectives	No	<ul style="list-style-type: none"> • Indicate the goals or objectives of the elective • 4000 character limit
G	electiveLocation	No	<ul style="list-style-type: none"> • Indicate physical location of elective • 100 character limit
H	electiveUrl	No	<ul style="list-style-type: none"> • 500 character limit
I	slots	Yes	<ul style="list-style-type: none"> • Indicate typical number of available slots per date offering • Must be a whole number between 1-100

	Column Name	Is Data Required?	Additional Information
J	prerequisites	No	<ul style="list-style-type: none"> • 500 character limit
K	electiveType	Yes	<ul style="list-style-type: none"> • List one of the following options: <ul style="list-style-type: none"> ○ Clinical ○ Clinical and Research ○ Hybrid ○ Observership ○ Public Health ○ Research
L	instructionType	Yes	<ul style="list-style-type: none"> • List one of the following options: <ul style="list-style-type: none"> ○ In Person ○ Virtual ○ In Person and Virtual ○ Other
M	electiveDurationWeeks	Yes	<ul style="list-style-type: none"> • Indicate length of elective in weeks • Must be a whole number between 1-10
N	mdIndicator	Yes	<ul style="list-style-type: none"> • Indicate if elective is available to MD students • Enter Y or N
O	doIndicator	Yes	<ul style="list-style-type: none"> • Indicate if elective is available to DO students • Enter Y or N
P	mphIndicator	Yes	<ul style="list-style-type: none"> • Indicate if elective is available to MPH students • Enter Y or N
Q	clinicalIndicator	Yes	<ul style="list-style-type: none"> • Indicate if elective is available to clinical students • Enter Y or N
R	preClinicalIndicator	Yes	<ul style="list-style-type: none"> • Indicate if elective is available to preclinical students • Enter Y or N
S	studentSizeInRatio	No	<ul style="list-style-type: none"> • Indicate max number of students per faculty member • Must be a whole number between 1-10
T	offerExpireTime	Yes	<ul style="list-style-type: none"> • Indicate number of weeks an applicant has before an elective offer would expire • Must be a whole number between 1-10
U	studentRequestDates	Yes	<ul style="list-style-type: none"> • Enter Y if applicants may request their own dates • Enter N if applicants must select from your dates
V	autoCloseDays	No	<ul style="list-style-type: none"> • Indicate the number of days, prior to the start of an elective, by which applications must be submitted • Must be a whole number between 1-300 • If left blank, the system will default to 1

	Column Name	Is Data Required?	Additional Information
W	maxApplicationAutoClose	No	<ul style="list-style-type: none"> Indicate max number of applications to receive, per date offering, before date will automatically close Must be a whole number between 5-100 Leave blank if you do not want to set a maximum number of applications to receive before available dates close
X	electiveCampus	Yes (if applicable)	<p>NOTE: Only host institutions with multiple campuses need to provide information. All other hosts, leave column blank.</p> <ul style="list-style-type: none"> See <i>Institution Campus & Site ID</i> chart for hosts and IDs Enter ID # for the campus offering this elective Leave blank if not applicable
Y	electiveSite	Yes (if applicable)	<p>NOTE: Only host institutions with multiple sites need to provide information. All other hosts, leave column blank.</p> <ul style="list-style-type: none"> See <i>Institution Campus & Site ID</i> chart for hosts and IDs Enter ID # for the site offering this elective Leave blank if not applicable
Z	gmeSpecialty	Yes	<ul style="list-style-type: none"> Enter 3 digit GME Specialty code See <i>GME Specialty and Sub-Specialty</i> list for codes
AA	subGmeSpecialty	No	<ul style="list-style-type: none"> Enter 3 digit GME Sub-Specialty code, if applicable See <i>GME Specialty and Sub-Specialty</i> list for codes
AB	instructionLanguages	No	<ul style="list-style-type: none"> Alphabetic
AC	city	Yes	<ul style="list-style-type: none"> Indicate which city the elective is held in 30 character limit