1. **INITIAL APPLICATION**

All applications for elective attachments within any department within the University of Edinburgh’s teaching hospitals are processed through this Office. Students should **NOT** therefore apply directly to any departments, but should correspond directly with the Electives Coordinator at this office which is based at 49 Little France Crescent, Chancellor’s Building, Edinburgh EH16 2SB.

Edinburgh University welcomes students for periods of **4** weeks elective study. Please note that requests for longer or shorter attachments will **NOT** be considered and that, if your university requires a longer attachment period, we suggest you apply for a 4-week attachment here, in sequence with 4 weeks elsewhere. We usually expect electives to commence on the first Monday of any given month. We may consider a variation in this under **very** exceptional circumstances. Please email electives@ed.ac.uk to discuss this further. In order to proceed with the application process, you **must** send the following:-

1. An application form completed on **both** sides (enclosed)
2. 3 passport size photographs
3. Transcript of grades/exams to date in your medical career in **English**
4. Letter of recommendation from your Dean/Head of College.
5. Copy of passport

Before submitting an application, please ensure you have sufficient funds to take up the offer of an elective attachment, should we be able to make such an offer to you. Edinburgh University does not charge visiting students for tuition, but you would be required to pay for your own living expenses, which we would estimate to be around £170 - £200 per week - and any costs relating to Tier 4 visas applications where applicable.

Receipt of an application form does not guarantee an offer of attachment. Places are offered on a first-come-first-served basis, and if there are no vacancies during your required dates/specialty, applications will be returned fairly swiftly. If there are vacancies in your desired specialty, the application process will then begin, and students should allow approx. 6-8 weeks after submitting their application, before receiving communication from the College Office.

Students should apply **at least** 6 –8 months prior to their elective date for most specialties, but applications for General Medicine, General Surgery, Paediatrics and Emergency Medicine should give 12–24 months notification, as places are booked well in advance.

2. **UK VISAS & IMMIGRATION (UKVI) ENTRY REQUIREMENTS**

UK Visas and Immigration policy, and the work placement (paid or unpaid) aspect of medical electives, requires that all students who are non-EU/EEA MUST arrange a Tier 4 visa in order to attend an elective placement in the UK although the elective period may be less than 6 months. This immigration requirement also applies to non-visa nationals who can ordinarily enter the UK without prior entry clearance and arrange student visitor status for short periods of study. **See page 9 – Immigration Guidance: Medical Electives FAQs.**

3. **OFFER OF ATTACHMENT**

The attachment will be confirmed in writing to the correspondence address given on your application form. Applicants are asked to ensure that they are available through this address to receive the information so they can act upon it immediately. Applicants will be offered their first choice of specialty **UNLESS**:-

1. There are NO VACANCIES.
2. The elective is unavailable during these dates.
3. The dates correspond with an examination or specialty course for our own students.
4. **ACCOMMODATION**

Please see the enclosed information on accommodation. Arranging this is your own responsibility. **THE MEDICAL TEACHING ORGANISATION DOES NOT ARRANGE ACCOMMODATION.**

St Johns Hospital is situated 15 miles outside central Edinburgh, and accommodation is available to students at this hospital only.

5. **IMMUNISATION**

Any student who is accepted for an elective must submit the attached Immunisation Form and certificates for Hep b, Hep c and HIV. The Student Health Service of the home institution must complete the attached immunisation record. If this is incomplete, your application will automatically be rejected.

6. **CRIMINAL RECORD CHECK**

Any student who is accepted for an elective attachment must obtain a letter from their Police Force or Government dated within the last 3 months, stating that they have no criminal convictions and are not undergoing any criminal investigation. Any offer of a place is subject to this condition being met.

7. **ADMINISTRATION FEE**

Edinburgh University makes an administration charge of £120.00 (120 pounds sterling) and a cheque must be submitted with the completed application form. Please make sure that the cheque (made payable to The University of Edinburgh) can be drawn in sterling against an UK bank. If you have difficulties in obtaining a cheque drawn against a UK bank. We can also accept cash or payments by Direct Bank Transfer – information available on request.

**Euro Cheques & Travelers Cheques are not acceptable.** Once an offer has been accepted, your cheque is then cashed. Payment can also be paid by Direct Transfer. Information provided on request. If we are unable to find you an attachment, your cheque – or cash - will be returned to you, together with your application and all other enclosures.

8. **EVIDENCE OF COMMAND OF ENGLISH – IF LIVING IN A NON-ENGLISH SPEAKING COUNTRY**

If offered an attachment, students should provide ONE of the following test certificates (copy) to have been taken within the last 2 years.

The following are acceptable as proof of the command of the English language:

- IELTS minimum score of 7.5 in each component – must be dated within 2 years of the start of the elective placement.
- TOEFL-internet bases test (iBT) of 110 (minimum scores – with 25 in each section – must be dated within 2 years of the start of the elective placement.
- IGCSE English (First Language) Grade B
- Cambridge Certificate of Proficiency in English (CPE) Grade B or higher (alternatively 191 overall with 191 in each component)
- Cambridge Certificate in Advanced English (CAE) grade A (alternatively 191 overall with 191 in each component)
- Completed Degree from an English speaking country (as categorised by the UKVI). Both teaching and examinations must be in English. Letter of confirmation required from University.
- Pearson Test of English: Total 76 with at least 76 in each “Communicative Skills” section.
- International Baccalaureate, English at higher or standard level. Grade 5.
- SQA Standard Grade in English, minimum level 2
- GSCE in English, minimum level B

*Not suitable if a Tier 4 Visa is required.

9. **YEAR OF STUDY**

Applicants must be in their final or penultimate year of study of their medical degree, as students are expected to have done some clinical training before they can undertake an elective in Edinburgh. Elective students will study alongside our own 4th and 5th year students. Learning opportunities, responsibilities, rights and privileges will be the same as those of the Edinburgh students.

10. **CANCELLATION OF AN ELECTIVE ATTACHMENT**

If at any time an applicant wishes to withdraw an application or cancel an offer of attachment, this should be done IMMEDIATELY, in writing to the Electives Secretary.

If an offer has already been accepted the administration fee will **NOT** be refunded.
11. **CHANGING DATES OR DEPARTMENTS**

It is unlikely that requests to change dates can be accommodated, especially at short notice. However, the University of Edinburgh reserves the right to change a student’s Department if they are no longer able to accept a student. (Occasionally, resource issues may mean that attachments have to be changed, and on some occasions, cancelled.) A refund of the administration fee will be arranged if the alternative Department offered is not acceptable.

12. **ACCEPTING AN OFFER**

Offers of elective opportunities will be held open for 8 weeks. If the Medical Teaching Organisation receives no confirmation of acceptance from the applicant within that time, his/her name will be removed from the files and the place will be offered to another student. It is important therefore that applicants confirm acceptance as soon as possible, either by letter or email.

All students should report to the Medical Teaching Organisation at 49 Little France Crescent, Edinburgh with evidence of ID before going to their department to commence their elective attachment. Matriculation Cards and name badges will be issued at that time. Where students have a Tier 4 Visa, this must be presented on arrival at the Medical Teaching Organisation before commencing elective attachment.

Clothing must be smart; male students should wear trousers – not jeans – and a shirt. Female students should wear either a skirt or smart trousers and blouse.
EDINBURGH MEDICAL SCHOOL
MEDICAL TEACHING ORGANISATION

ELECTIVE ATTACHMENTS TO DEPARTMENTS WITHIN MEDICINE

HOSPITALS WHERE STUDENTS MAY BE ATTACHED FOR ELECTIVE PLACEMENT

**ASTLEY AINSLIE HOSPITAL**
133 Grange Loan, Edinburgh, EH9 2DL
Neurorehabilitation Medicine

**FORENSIC MEDICINE UNIT (Division of Pathology)**
51 Little France Crescent

**LIBERTON HOSPITAL**
Lasswade Road, Edinburgh EH16 6UB
Medicine for the Elderly

**PRINCESS ALEXANDRA EYE PAVILLION**
Ophthalmology, Chalmers Street, Edinburgh EH3 9HA

**ROYAL INFIRMARY OF EDINBURGH**
51 Little France Crescent, Edinburgh EH16 4SB
Anaesthetics, Cardiology, Diabetes & Endocrinology, Forensic Pathology, Gastroenterology, Intensive Care Unit, Centre for Reproductive Health, Radiology, General Surgery, Orthopaedic Surgery, Pathology, Renal Medicine, Transplant Surgery.

*ST JOHN'S HOSPITAL*
Howden, West Livingston, West Lothian EH54 6PP
Emergency Medicine, Paediatrics, General Medicine/Cardiology, Plastic Surgery

**WESTERN GENERAL HOSPITAL**
Crewe Road, Edinburgh EH4 2XU
Infectious Diseases (limited availability) Oncology, Medical Radiology, Colorectal Surgery.

**BELFORD HOSPITAL, FORT WILLIAM**
Belford Road, Fort William PH33 6BS
Rural elective: A & E, Medicine & Surgery – Further details available on request

* St John’s Hospital, Livingston offer accommodation. (This hospital is located approximately 1 hour from Edinburgh)

** Fort William is located in the Scottish Highlands and is 120 miles north-west of Edinburgh (approximately 3 hours drive. Accommodation is available, please ask for further details.
<table>
<thead>
<tr>
<th>Specialty</th>
<th>Hospital/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anaesthesia</td>
<td>The Royal Infirmary</td>
</tr>
<tr>
<td>Cardiology</td>
<td>The Royal Infirmary</td>
</tr>
<tr>
<td>Colorectal Surgery</td>
<td>Western General Hospital</td>
</tr>
<tr>
<td>Diabetes &amp; Endocrinology</td>
<td>The Royal Infirmary &amp; Western General Hospital</td>
</tr>
<tr>
<td>Accident &amp; Emergency</td>
<td>The Royal Infirmary &amp; St John’s Hospital, Livingston</td>
</tr>
<tr>
<td>Forensic Pathology</td>
<td>The Royal Infirmary</td>
</tr>
<tr>
<td>Gastroenterology</td>
<td>The Royal Infirmary</td>
</tr>
<tr>
<td>Infectious Diseases</td>
<td>Western General Hospital (not available for 2017)</td>
</tr>
<tr>
<td>Intensive Care Unit</td>
<td>The Royal Infirmary</td>
</tr>
<tr>
<td>General Medicine/Cardiology</td>
<td>St John’s Hospital, Livingston</td>
</tr>
<tr>
<td>General/Acute Medicine</td>
<td>The Royal Infirmary</td>
</tr>
<tr>
<td>Neurorehabilitation</td>
<td>Astley Ainslie Hospital</td>
</tr>
<tr>
<td>Obstetrics &amp; Gynaecology</td>
<td>The Simpson Centre for Reproductive Health, Edinburgh</td>
</tr>
<tr>
<td>Oncology</td>
<td>Western General Hospital</td>
</tr>
<tr>
<td>Ophthalmology</td>
<td>Princes Alexandra Eye Pavilion, Edinburgh</td>
</tr>
<tr>
<td>Orthopaedic Surgery</td>
<td>The Royal Infirmary</td>
</tr>
<tr>
<td>Paediatrics</td>
<td>St John’s Hospital, Livingston</td>
</tr>
<tr>
<td>Pathology</td>
<td>The Royal Infirmary</td>
</tr>
<tr>
<td>Plastic Surgery</td>
<td>St John’s Hospital, Livingston</td>
</tr>
<tr>
<td>Radiology</td>
<td>Western General Hospital &amp; The Royal Infirmary (Clinical Research Imaging)</td>
</tr>
<tr>
<td>Renal Medicine</td>
<td>The Royal Infirmary</td>
</tr>
<tr>
<td>Surgery – General</td>
<td>The Royal Infirmary</td>
</tr>
<tr>
<td>Transplantation Surgery</td>
<td>The Royal Infirmary</td>
</tr>
<tr>
<td>Rural Elective</td>
<td>Belford Hospital, Fort William – further details available on request.</td>
</tr>
</tbody>
</table>
STUDENT HOUSES
During the Edinburgh Summer vacation (from the end of May to mid-September every year), places MAY be available in self-catering houses. Twin-bedded and single rooms are available, with kitchen and bathroom facilities shared with other residents.

HOW TO BOOK
If the period of your elective is covered by the above vacation, you should write to Accommodation Services at the above address, requesting a Student House booking form and stating the exact dates of your elective. You should note that the minimum stay is 7 days, and priority will be given to longer bookings.

LODGINGS/RENTING A ROOM
During the rest of the year, accommodation available to elective students essentially consists of householders. This type of accommodation can be either board or self-catering. Lodgings are not usually offered at student rates in the summer. The cost of lodgings varies from around £100 to £150 per week for a single room - twin-bedded rooms are slightly cheaper. Adverts for lodgings are usually to be found in local papers, accommodation websites, or notice boards in newsagents/health food stores in the City.

HOW TO BOOK
Sometimes this is not easy to do before arriving in Edinburgh. Students are usually best booking into temporary accommodation for around 4 nights, then you can look for lodgings once you arrive. Once here, please contact the Allocations Office to see if they have any student accommodation. Make sure you inform them that you are a visiting elective student requiring short-term accommodation. You should also be aware that many landlords might not want to take a tenant for such a short time.

HOSPITAL ACCOMMODATION
Please note that Accommodation Services does not deal with the provision of hospital accommodation. ONLY students placed at St John’s Hospital or The Belford Hospital are eligible for hospital accommodation. No other hospital accommodation is available.

WHEN VISITING THE ALLOCATIONS OFFICE
Please remember that they do have an appointments system: they will probably be able to see you within a short time of your arrival but on occasion they are extremely busy. You will save yourself time and possible disappointment by telephoning first. Their office hours are 9.30am to 12.30pm and 2.00pm to 4.30pm Monday to Friday - telephone number as above. Please note also that, apart from Student Houses, we cannot make actual reservations for you and we can give no absolute guarantee that we can house you.
APPLICATION FOR CLINICAL ELECTIVE ATTACHMENT FROM COLUMBIA UNIVERSITY

Once you have completed this form, you should ask your Dean or senior faculty member of your medical school, to complete the reverse side of this form. Once completed, please include the following:-

1. An application form completed on both sides (enclosed)
2. 3 passport size photographs
3. A cheque for £110.00 (110 sterling pounds) administration fee (subject to annual review)
4. Transcript of grades/exams to date in your medical career in English
5. Letter of recommendation from your Dean/Head of College.
6. Copy of passport

The maximum period of study is 4 weeks.

PLEASE WRITE IN BLOCK CAPITALS

SURNAME ……………………………………………….

FORENAME(s) ……………………………………………………………

Address for correspondence: ……………………… University student email address: …………………………

……………………………………………………… Nationality ………………………………………………………

………………………………………………………

Date of Birth ………. Age ………… Sex M/F …………………

Physical or other disabilities which might necessitate special arrangements ………………………………………

EDUCATION

<table>
<thead>
<tr>
<th>NAME OF QUALIFICATION</th>
<th></th>
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<tbody>
<tr>
<td>Start Date of Degree</td>
<td></td>
</tr>
<tr>
<td>Expected Graduation date of current Degree</td>
<td></td>
</tr>
<tr>
<td>Have you previously studied in the UK?</td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

Name of your University …………………………………………………………………………………………………………………………

Length of Medical Degree ……… years Medium of Teaching ……………………………………………………………

Year of study at time of proposed elective (4th, 5th, etc.) ………

Dates of proposed elective: From …………………………. To …………………………. (Including year)

No. of weeks ………

Specialty requested: (i.e. general medicine, surgery, paediatrics) State first, second and third choices.

1 …………………………………………… 2 …………………………………………… 3 ……………………………………………

At the time of the proposed elective, will you have undertaken any other elective attachments in the UK? If so, please specify

………………………………………………………………………………………………………………………

Are you applying to other UK medical schools for an attachment? ………………………………………………………………………

Please note that students must be able to cover the cost of travel to and from Edinburgh, as well as accommodation and living expenses whilst here. The Medical Teaching Organisation cannot arrange accommodation, this is the responsibility of the student.
**Name of student:**

1. General assessment of student’s character and conduct: 

2. Please comment on the student’s academic ability: (Please tick)

<table>
<thead>
<tr>
<th>Above average</th>
<th>Average</th>
<th>Below average</th>
</tr>
</thead>
</table>

3. Please comment on the student’s clinical ability: (Please tick)

<table>
<thead>
<tr>
<th>Above average</th>
<th>Average</th>
<th>Below average</th>
</tr>
</thead>
</table>

4. Please indicate whether the student will be a junior requiring basic instruction or a senior requiring additional experience at the time of proposed elective:

   Junior  ☐  Senior ☐

5. This student is proficient in written English

   Yes ☐  No ☐

   This student is proficient in spoken English

   Yes ☐  No ☐

   Evidence attached  ☐

---

**DECLARATION**

I support this application:  With reservation  ☐  Without reservation

Signature  .................................................................

UNIVERSITY/MEDICAL SCHOOL SEAL

Name  .................................................................

Position  .............................................................

University  ............................................................

Address  ...............................................................  

Tel No:  .................................................................

Email:  .................................................................

Date  .................................................................
### Visiting Student Immunisation and Blood Borne Virus Test Record

**NAME:**

**MEDICAL SCHOOL:**

<table>
<thead>
<tr>
<th>Health Condition</th>
<th>Results</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B Antibody</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis C Antibody</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H.I.V. Antibody</td>
<td></td>
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</tbody>
</table>

*(Please also provide a copy of your certificate for the above)*

**Tuberculin Skin/Heaf Test**

<table>
<thead>
<tr>
<th>Date</th>
<th>Results</th>
</tr>
</thead>
</table>

*The above must be dated within 1 year of the start of the elective attachment*

**Chest X-ray if positive TB or BCG**

<table>
<thead>
<tr>
<th>Date</th>
<th>Results</th>
</tr>
</thead>
</table>

**Diphtheria/Tetanus**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Date</th>
</tr>
</thead>
</table>

| Booster | |
|---------| |

**Polio**

<table>
<thead>
<tr>
<th>Sub (Salk)</th>
<th>Oral (Sabin)</th>
<th>Booster</th>
</tr>
</thead>
</table>

*The above must be dated within 10 years of the start of the elective attachment*

**Varicella/Chickenpox**

<table>
<thead>
<tr>
<th>Illness</th>
<th>Vaccination</th>
<th>Titer</th>
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</thead>
</table>

**Measles**

<table>
<thead>
<tr>
<th>Illness</th>
<th>Vaccination</th>
<th>Titer</th>
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</thead>
</table>

**Rubella**

<table>
<thead>
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<th>Titer</th>
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</table>

**Mumps**

<table>
<thead>
<tr>
<th>Illness</th>
<th>Vaccination</th>
<th>Titer</th>
</tr>
</thead>
</table>

Any further comments:

_________________________  _____________________  
Health Service Provider  Medical School

_________________________  _____________________  
NAME IN BLOCK CAPITALS  NAME IN BLOCK CAPITALS

POSITION:  POSITION:  
________________________________________
DATE:  DATE:
EU and EEA/Swiss nationals: Do not require immigration clearance to enter the UK to take a medical elective. This includes non-EU/EEA nationals who have dual citizenship with an EU/EEA nationality — in such cases, use your EU/EEA passport to enter the UK.

1. Why do I need to apply for a Tier 4 visa?
Medical electives are currently not permitted under the student visitor route. Therefore, as a route of study in the UK, the only remaining option is for you to be sponsored as a Tier 4 student by the institution which is offering you the elective.

2. How does Tier 4 sponsorship work?
Sponsorship means your name is added to a list of non-EU/EEA nationals who either work for or study at an institution. The institution then has a legal duty to maintain their list of sponsored students or workers, ensuring that they are in attendance of the course and that they are maintaining progress on it. Institutions are only permitted to enrol people who have valid sponsorship for their organisation and cannot, for example, enrol or hire someone who is in the UK and sponsored by another organisation.

You can only be sponsored by one institution at a time and will only be issued one visa at a time.

3. I am planning to study several electives in the UK. How does this work?
If you plan to study several electives in the UK, you will need to obtain a Tier 4 visa for each elective. Your initial Tier 4 visa that you use to enter the UK will need to be sponsored by the institution offering your first elective. Once you are in the UK and have completed the first elective but before you commence any following electives, you will need to change your visa to your new institution’s sponsorship. You must apply to change your visa each time you begin a new elective in the UK and before the visa expiry date. This is because you can only be sponsored by one institution at a time.

4. Can I apply for more than one visa at a time: can I get all the Tier 4 visas I need before I come to the UK?
No - you can only hold one visa at a time. Additionally, you can only be a Tier 4 sponsored student of one institution at a time. You cannot be sponsored by different institutions at the same time — for example, you are either a student of the University of Edinburgh or a student of another institution: it is not possible to be both.

5. How do I apply for the initial Tier 4 visa?
You will need to apply for the initial Tier 4 visa from outside of the UK. The immigration rules restrict you to apply only in your country of origin or in a country where you have formal residency status. Note that you could not, for example, travel to Europe as a tourist and make a visa application to enter the UK from the British Embassy in a nearby country unless you have official, documented residency status in that country.

Information on how to apply and what documents you will need can be found at: [www.gov.uk/tier-4-general-visa](http://www.gov.uk/tier-4-general-visa)

Very generally though, you will need: i) Your original passport, ii) 2 Passport Photographs, iii) A CAS number from a sponsoring institution, iv) The original qualification or transcript of studies noted on your CAS under “Documents Used to Assess Suitability”, v) Financial evidence demonstrating access to minimum cash funds or a letter confirming official financial sponsorship to cover your tuition fees in addition to 800GBP per month or part month of studies. Cash funds should be presented as a bank statement which shows the relevant sum of money has been held as a minimum balance across 28 days, with the last of those 28 days falling within the month of when you make the visa application.

Some nationalities – called ‘Low Risk’ or ‘Differentiation Nationalities’ – will still need to meet the requirements but are exempt from sending the additional documents to the Embassy. In such cases, a passport, 2 passport photographs, a CAS number and the completed application forms and process are the only documents required. Note however, that the UK Embassy may still contact you as part of their checking, to request the full set of documents. If they do so, you must be able to provide them on request.

Check the details at the link provided for more information.
6. Once I am in the UK, what is the timescale for changing/extending my visa?

Postal visa applications in the UK can take between 8-10 weeks. In addition, your institution will need to be sure that you either have a valid visa to allow you to study at their institution or that you have already made an application for one. Therefore, we would advise that you should budget for and arrange in-person visa applications when in the UK. This is because the length of time it takes for a postal application to be complete is longer than a standard elective period.

Applying in person is more expensive but it is the only practical option given the short time-scales for your stay in the UK. Details of how to book your “in person application” can be found at: [www.gov.uk/ukvi-premium-service-centres/book-an-appointment](http://www.gov.uk/ukvi-premium-service-centres/book-an-appointment)

Details of how to apply in the UK can also be found at: [www.gov.uk/tier-4-general-visa](http://www.gov.uk/tier-4-general-visa)

7. Where can I get help to extend my visa while in the UK?

Most Universities will have a Visa Adviser or an International Student Adviser who provide free advice and assistance on how to make a visa application. We would strongly recommend that you seek out and use any such assistance if it is available to you.

In the case of you preparing to come to study at Edinburgh University, the International Student Advice Team based at the International Office can provide advice on Tier 4 applications ahead of you applying to make sure you have covered all the requirements. Please contact them on visahelp@ed.ac.uk if you have any questions relating to the visa application process.

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If you do require the Tier 4 visa – the Immigration Compliance Team based in the University’s Student Administration department will process your CAS number three months before you begin your elective. Please send certified copies of your passport - outside covers and page with your photo & details. The copies should be certified by your University and sent to Maureen Miller, the electives co-ordinator.

The UKVI now requires us to confirm whether or not an applicant has already studied in the UK and at what level, e.g., school, College or University.

This information is required for your CAS.

Any questions regarding the processing of a CAS number should be directed to immigrationcompliance@ed.ac.uk