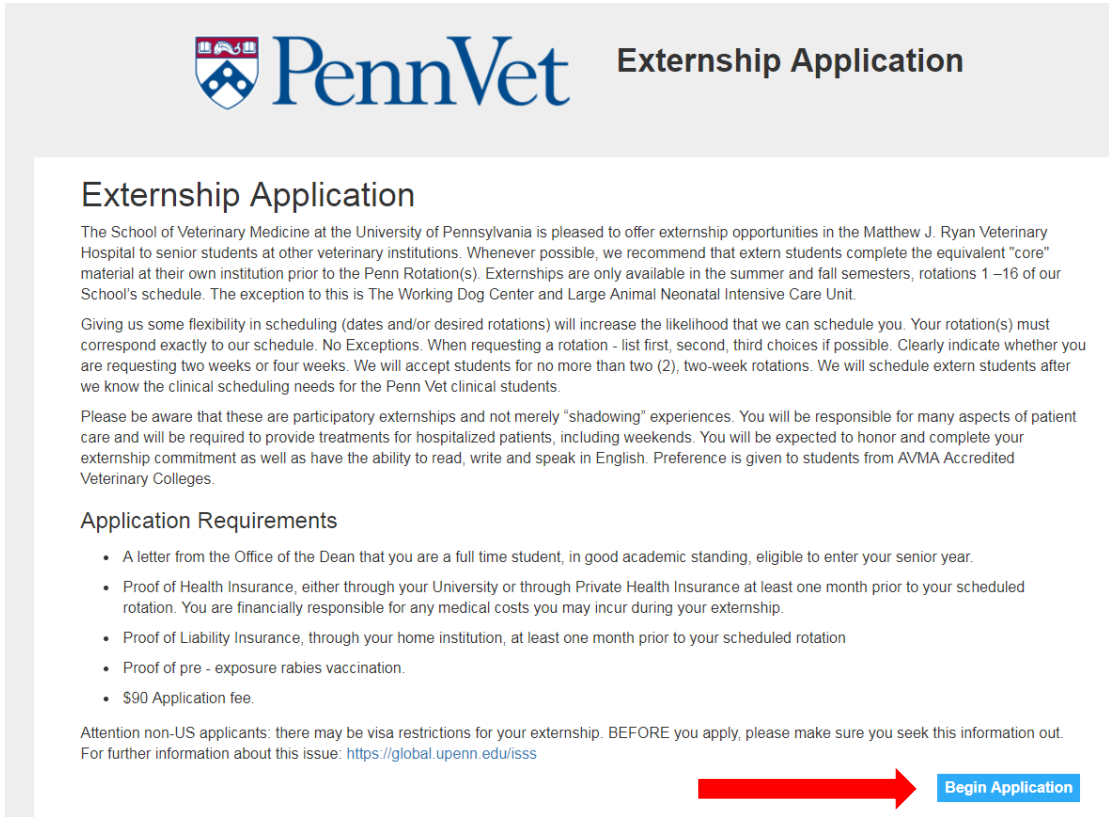


Externship Application

The purpose of this how-to guide is to provide step-by-step instructions on how to apply for an externship at UPenn Vet School.

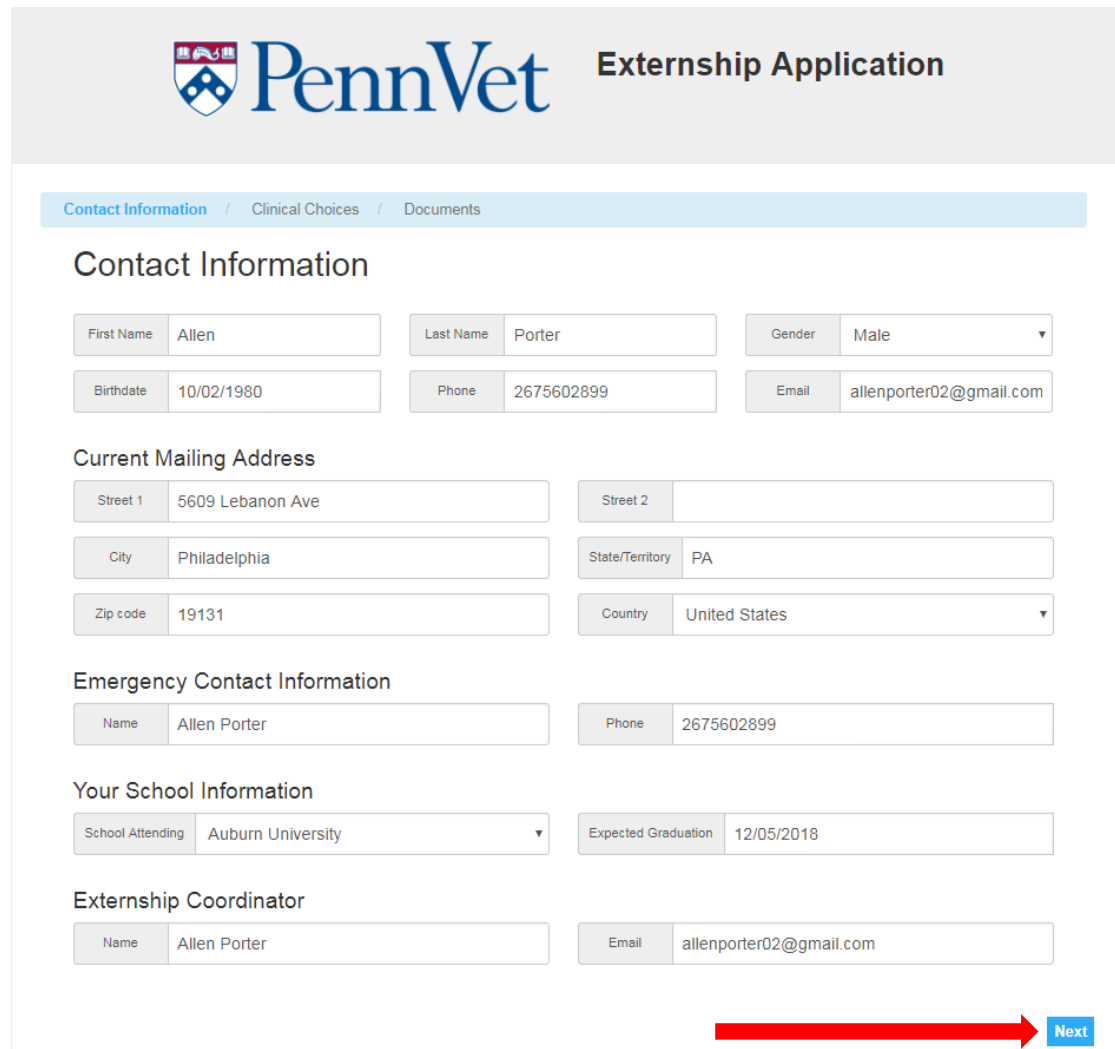
| Step-by-Step Instructions | Screen Captures |
|--|---|
| <p>1. After you access the Clinical Planning Extern link click “Begin Application” to start the application process.</p> |  |

Externship Application

Step-by-Step Instructions

- On the "Contact Information" page ALL of the sections are required to be filled in with the applicant's correct information. Please use the date format when entering the "Birthdate" and "Expected Graduation" dates. After each field is completed click the "Next" button.

Screen Captures



PennVet Externship Application

[Contact Information](#) / [Clinical Choices](#) / [Documents](#)

Contact Information

| | | | | | |
|------------|------------|-----------|------------|--------|-------------------------|
| First Name | Allen | Last Name | Porter | Gender | Male |
| Birthdate | 10/02/1980 | Phone | 2675602899 | Email | allenporter02@gmail.com |

Current Mailing Address

| | | | |
|----------|------------------|-----------------|---------------|
| Street 1 | 5609 Lebanon Ave | Street 2 | |
| City | Philadelphia | State/Territory | PA |
| Zip code | 19131 | Country | United States |

Emergency Contact Information

| | | | |
|------|--------------|-------|------------|
| Name | Allen Porter | Phone | 2675602899 |
|------|--------------|-------|------------|

Your School Information

| | | | |
|------------------|-------------------|---------------------|------------|
| School Attending | Auburn University | Expected Graduation | 12/05/2018 |
|------------------|-------------------|---------------------|------------|

Externship Coordinator

| | | | |
|------|--------------|-------|-------------------------|
| Name | Allen Porter | Email | allenporter02@gmail.com |
|------|--------------|-------|-------------------------|

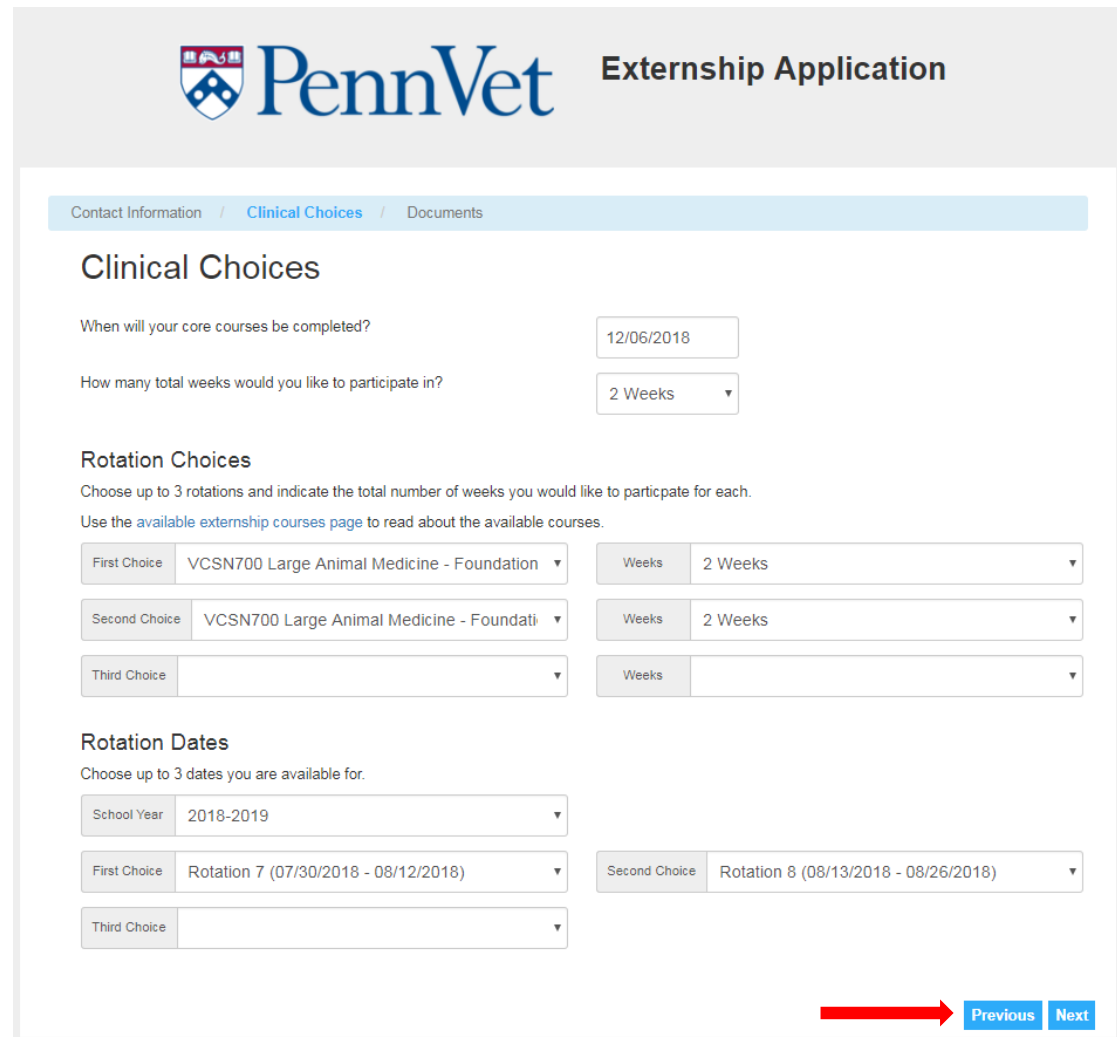
Next

Externship Application

Step-by-Step Instructions

3. In the Clinical Choices page please enter the date when your current core courses will be completed in the proper format. Use the dropdown button to select how many weeks you will participate in the rotation.
4. For the “Rotation Choices” use the dropdown button to select which course you would like to take and use the “Weeks” field to select either two or four weeks of the rotation. (Please select a second and third choice(optional) just in case your first choice is not available).
5. For the “Rotation Dates” use the dropdown buttons to enter the school year of the rotation. Please choose three different rotation dates so we are able to fulfill your request in the event of over booking.
6. Click the next button to continue or the previous button to return to the previous page.

Screen Captures



Clinical Choices

Contact Information / **Clinical Choices** / Documents

When will your core courses be completed? 12/06/2018

How many total weeks would you like to participate in? 2 Weeks

Rotation Choices

Choose up to 3 rotations and indicate the total number of weeks you would like to participate for each.

Use the [available externship courses page](#) to read about the available courses.

| | | | |
|---------------|--|-------|---------|
| First Choice | VCSN700 Large Animal Medicine - Foundation | Weeks | 2 Weeks |
| Second Choice | VCSN700 Large Animal Medicine - Foundation | Weeks | 2 Weeks |
| Third Choice | | Weeks | |

Rotation Dates


Choose up to 3 dates you are available for.

| | |
|---------------|--------------------------------------|
| School Year | 2018-2019 |
| First Choice | Rotation 7 (07/30/2018 - 08/12/2018) |
| Second Choice | Rotation 8 (08/13/2018 - 08/26/2018) |
| Third Choice | |

[Previous](#) [Next](#)

Externship Application

7. In the “Documents” section, all four of the stated documents are required to complete the application. These documents have to be uploaded from the file manager of the computer that you are using. The uploaded document has to be formatted as a PDF file or a JPG (picture) file type. These are the only two file types that will be accepted. Click “Choose File” to browse the file manager for your document. Once you’ve selected the proper document click the “Upload” button to upload the document.

 Externship Application

Contact Information / Clinical Choices / Documents

Documents

Please select and upload a file for each of the documents required below.

1. Office of the Dean Letter

A letter from the Office of the Dean that you are a full time student, in good academic standing, eligible to enter your senior year.

New Bolton Center_Giblet_250_ClientSummary_101.pdf Choose file Upload

office of the dean letter is required

2. Proof of Health Insurance

Proof of Health Insurance, either through your University or through Private Health Insurance. You are financially responsible for any medical costs you may occur during your externship.

small header.jpg Choose file Upload

proof of health insurance is required

3. Proof of Liability Insurance

Proof of Liability Insurance, through your home institution.

Mr. Allen Porter_LeBron James_250_ClientSummary_577.pdf Choose file Upload

proof of liability insurance is required

4. Proof of Pre-exposure Rabies Vaccinations


Mr. Allen Porter_LeBron James_250_ClientSummary_577.pdf Choose file Upload

proof of pre-exposure rabies vaccinations is required

Previous Submit

Externship Application

8. Once ALL of the documents are successfully uploaded this is what the screen should look like. If you enter a document in the wrong place simply repeat step #7 for the appropriate document. When you are finished uploading your documents click the “Submit” button to proceed to the next step.

**Externship Application**

Contact Information / Clinical Choices / Documents

Documents

Please select and upload a file for each of the documents required below.

1. Office of the Dean Letter

A letter from the Office of the Dean that you are a full time student, in good academic standing, eligible to enter your senior year.

Choose file

Upload

New Bolton Center_Giblet_250_ClientSummary_101.pdf was uploaded successfully

2. Proof of Health Insurance

Proof of Health Insurance, either through your University or through Private Health Insurance. You are financially responsible for any medical costs you may occur during your externship.

Choose file

Upload

New Bolton Center_Giblet_250_ClientSummary_101.pdf was uploaded successfully

3. Proof of Liability Insurance

Proof of Liability Insurance, through your home institution.

Choose file

Upload

New Bolton Center_Giblet_250_ClientSummary_101.pdf was uploaded successfully

4. Proof of Pre-exposure Rabies Vaccinations

Choose file

Upload

New Bolton Center_Giblet_250_ClientSummary_101.pdf was uploaded successfully

Previous

Submit

Externship Application

Step-by-Step Instructions

9. After you submit your completed application you will see this prompt to pay for the application. Click the “Pay Now” button to continue. Note – if you leave this page you will not be able to return to pay online. If you choose to pay by check and it is returned, you will be assessed a \$30.00 fee on top of the application fee.

Screen Captures



PennVet

Externship Application

Application Submitted

Thank you, your Penn Vet Externship Application has been successfully submitted. You may pay the Application Processing Fee now, otherwise you must send a check to The University of Pennsylvania School of Veterinary Medicine Admissions Office, Rosenthal Building, 3800 Spruce Street, Philadelphia, PA. 19104-6044 made payable to "The Trustees of the University of Pennsylvania". Your payment must be recieved 30 days from today or your application will be cancelled..

Once you leave this page, you will not be able to return to pay online. If you intend to pay with a credit card, you must pay now.

If you choose to pay by check and it is returned, you will be assessed a \$30.00 fee on top of the application fee.

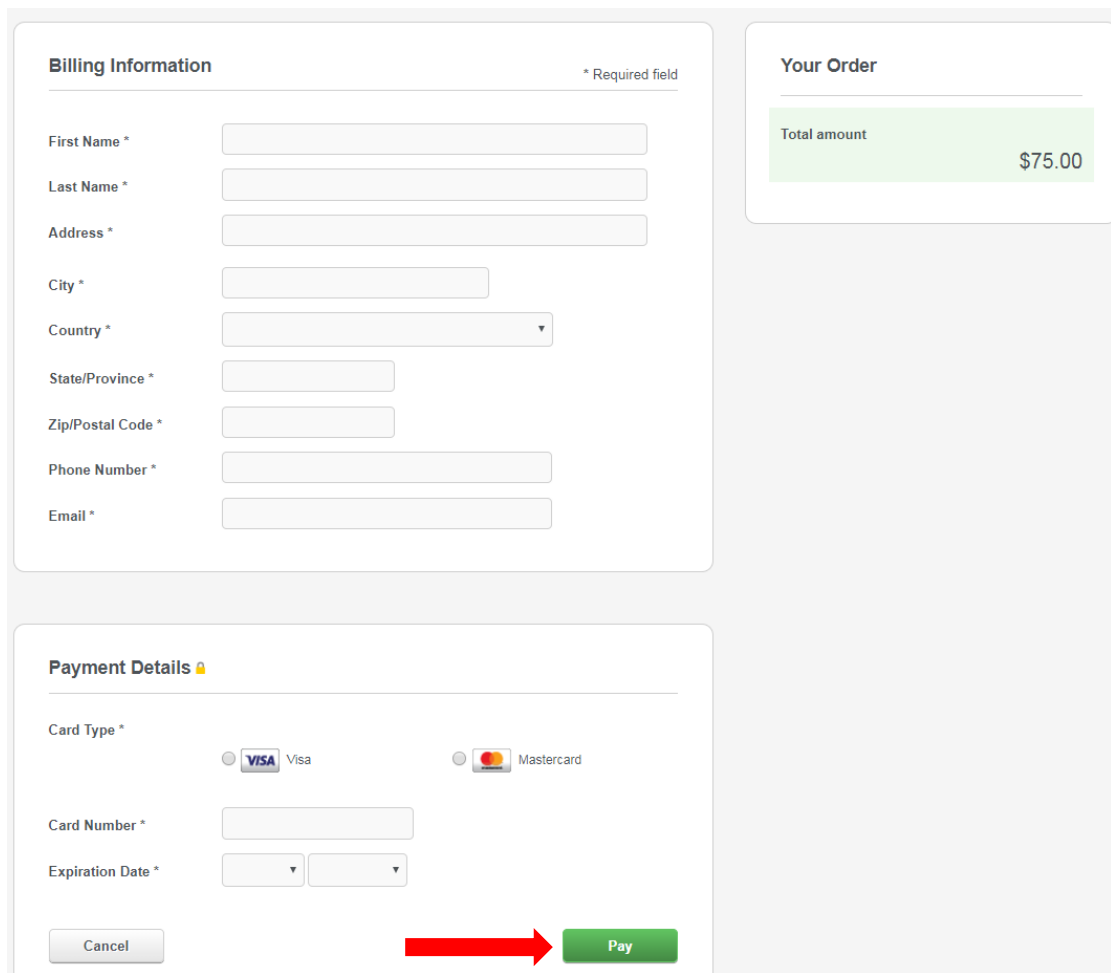
Pay Now

Externship Application

Step-by-Step Instructions

10. In the “Billing Information” section ALL of the fields are required to submit your payment. Once you fill in ALL of the sections click the “PAY” button to process your payment.

Screen Captures





The screenshot displays the PennVet Billing Information and Payment Details form. The Billing Information section includes fields for First Name *, Last Name *, Address *, City *, Country *, State/Province *, Zip/Postal Code *, Phone Number *, and Email *. The Payment Details section includes fields for Card Type * (with radio buttons for Visa and Mastercard), Card Number *, and Expiration Date *. A red arrow points to the Pay button. The Your Order summary shows a Total amount of \$75.00.

Billing Information * Required field

First Name *
Last Name *
Address *
City *
Country *
State/Province *
Zip/Postal Code *
Phone Number *
Email *

Payment Details 🔒

Card Type *
☐  Visa ☐  Mastercard
Card Number *
Expiration Date *
Cancel ➔ Pay

Your Order

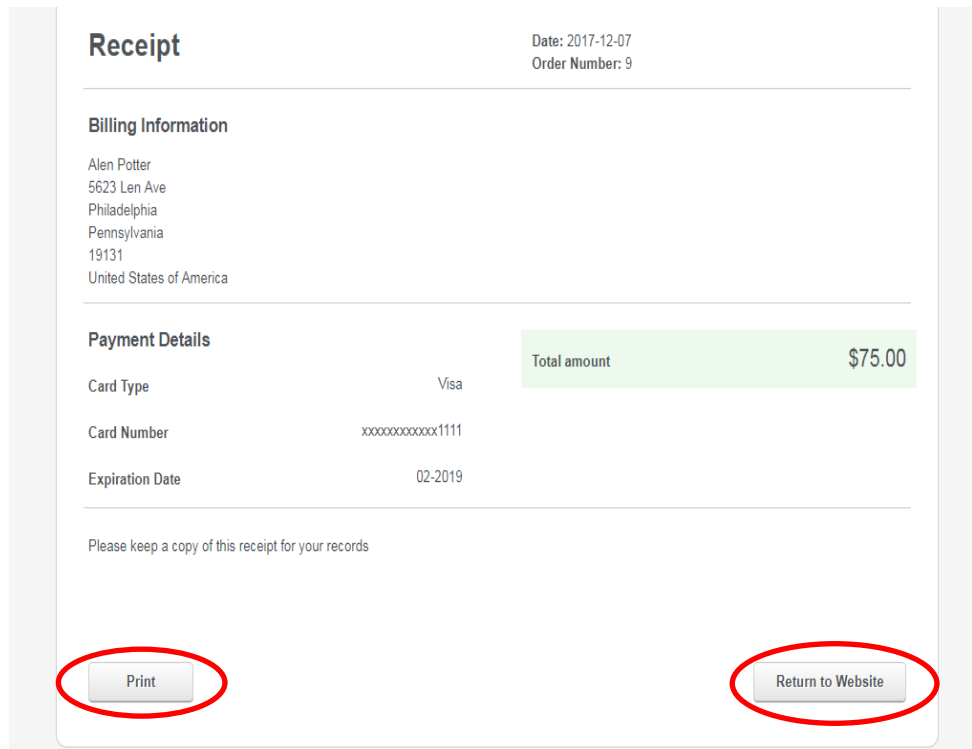
Total amount **\$75.00**

Externship Application

Step-by-Step Instructions

11. After you submit your payment you will receive an electronic receipt. Click the “Print” button to print a copy of this receipt. You can return to the initial application screen by clicking “Return to Website”.

Screen Captures



Receipt Date: 2017-12-07
Order Number: 9

Billing Information

Alen Potter
5623 Len Ave
Philadelphia
Pennsylvania
19131
United States of America

Payment Details

| | | | |
|-----------------|------------------|---------------------|----------------|
| Card Type | Visa | Total amount | \$75.00 |
| Card Number | xxxxxxxxxxxx1111 | | |
| Expiration Date | 02-2019 | | |

Please keep a copy of this receipt for your records

[Print](#) [Return to Website](#)

Externship Application

| Step-by-Step Instructions | Screen Captures |
|---|--|
| <p>12. You will also receive a confirmation email showing the rotation choices and dates that you selected to the email address you entered in the application.</p> | <p>Dear Allen Porter,</p> <p>Thank you for your externship application to Penn Vet. This email is to inform you that your application has been successfully submitted.</p> <p>2 total rotation weeks requested</p> <p>First Rotation Choice: VCSN700 Large Animal Medicine - Foundation 2 Weeks Second Rotation Choice: VCSN712 Food Animal Reproduction Third Rotation Choice: VCSN715 Diagnostic Ultrasound in Large Animals First Rotation Date Choice: Rotation 12 (10/09/2017 - 10/22/2017) Second Rotation Date Choice: Rotation 14 (11/06/2017 - 11/19/2017) Third Rotation Date Choice: Rotation 13 (10/23/2017 - 11/05/2017)</p> <p>Once our office has scheduled your externship, you will receive a confirmation email.</p> <p>Thank You,</p> <p>Mary A. Bryant, V.M.D.</p> <p>Executive Director Office for Students University of Pennsylvania School of Veterinary Medicine</p> <p>-----</p> <p>The information in this email is confidential and may be legally privileged. It is intended solely for the addressee. Access to this email by anyone else is unauthorized. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. If you are not the intended recipient, please notify the sender and then delete this email.</p> <p>-----</p> |