

Student Roster 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 EST), or by [email](#).

Each participating, non-AAMC member medical school must upload student rosters before inviting those students to use the application service. Rosters can be uploaded at any time and a student's data can be modified through VSLO, when necessary.

File Requirements

1. Save file as a .csv file
2. Include all columns as ordered below. If a column does not require data, and you do not enter data, leave the column blank.

	Column Name	Is Data Required?	Additional Information
A	firstName	Yes	55 character limit
B	middleName	No	55 character limit
C	lastName	Yes	55 character limit
D	graduationDateExpectedMonth	Yes	<ul style="list-style-type: none"> • The student's expected month of graduation • Must be numeric • Enter as MM (e.g. 02 for February)
E	graduationDateExpectedYear	Yes	<ul style="list-style-type: none"> • The student's expected year of graduation • Must be numeric • Enter as YYYY (e.g. 2018)
F	emailAddress	Yes	
G	studentGroup	No	<ul style="list-style-type: none"> • May be used to "group" students (i.e. by site location, coordinator, etc.) • 25 character limit
H	mphIndicator	No	<ul style="list-style-type: none"> • Indicate Y if the student is enrolled in an MPH degree or dual degree program • Leave blank if the student is not enrolled in an MPH program
I	studentPhase	Yes	<ul style="list-style-type: none"> • Indicate the student's phase: <ul style="list-style-type: none"> ○ Pre-Clinical ○ Clinical • This will determine to which type of electives a student can apply
J	InternationalMobilityEligible	Yes	<ul style="list-style-type: none"> • Indicate if the student is eligible to apply to international rotations • Enter Y if they are eligible • Enter N if they are not eligible