

## WHERE DO I ACCESS THE VISITING ELECTIVES APPLICATION FORM?

[HTTPS://PGMEVISITINGELECTIVEAPPLICATION.SMAPPLY.CA/](https://pgmevisitingelectiveapplication.smapply.ca/)

## REGISTRATION

You must register for an account before you can continue with your application.

Log In

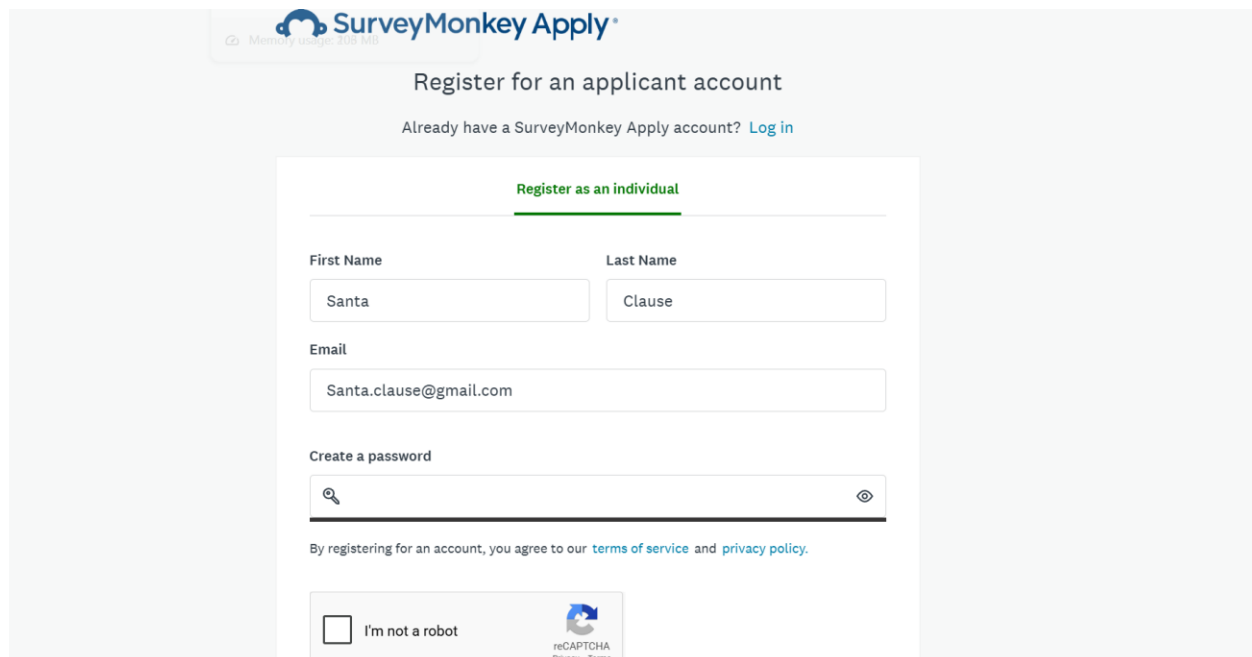
Register



University of British Columbia, Faculty of Medicine, PGME  
a place of mind

Visiting Resident Elective Application

APPLY



The screenshot shows the SurveyMonkey Apply registration interface. At the top, the SurveyMonkey Apply logo is displayed. Below it, the heading "Register for an applicant account" is centered, followed by a link "Already have a SurveyMonkey Apply account? Log in". The main registration form is titled "Register as an individual" and contains the following fields: "First Name" (filled with "Santa"), "Last Name" (filled with "Clause"), "Email" (filled with "Santa.clause@gmail.com"), and "Create a password" (with a password strength indicator). Below the password field, there is a checkbox for "I'm not a robot" and a reCAPTCHA widget. At the bottom of the form, a line of text states: "By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)."

Once an account has been registered, you will receive a login and password to access the application page.

---

## HOW DO I CREATE A NEW APPLICATION?

**I DO NOT** have existing applications on the site

**If you have no Applications created yet, within the site you can:**

- Click View Programs

## All Applications ▾

Visiting Resident Elective Application

0000000010

0 of 1 tasks complete

START

Last edited: Dec 23 2025 12:51 PM (PST)

- Complete the Eligibility Quiz

0 of 1 tasks complete

Last edited: Dec 23 2025 12:51 PM (PST)

REVIEW

SUBMIT

[Visiting Resident Elective Applic...](#)

[Preview](#)

0000000010

APPLICATION

ACTIVITY

## Your tasks



Application Submission Eligibility

[Back to application](#)

[Visiting Resident Elective Application](#)

0000000010

ID: 0000000010



Application Submission Eligibility



0 of 1 tasks complete

Last edited: Dec 23 2025 12:51 PM (PST)

REVIEW

SUBMIT

## Eligibility

✓ Draft saved

Visiting Resident Electives Eligibility

**Canadian citizens and Permanent Residents who are legally entitled to live and work in British Columbia and are currently enrolled in a recognized Family Practice, Specialty, or Sub-specialty (Royal College) training program in Canada/USA**

☒ Yes

☐ No

Clear

**Is your elective scheduled to begin at least eight weeks from the current date (i.e., a minimum of eight weeks in advance of the elective start date)?**

☒ Yes

☐ No

Clear

**Does your Preceptor have a clinical faculty appointment with UBC?**

☒ Yes

University of British Columbia, Faculty of Medicine, P...
Programs
My Applications
i

Back to application

[Visiting Resident Elective Application](#)  
0000000010  
ID: 0000000010

Application Submission Eligibility

0 of 1 tasks complete

Last edited: Dec 23 2025 12:51 PM (PST)

REVIEW
SUBMIT

Is your elective scheduled to begin at least eight weeks from the current date (i.e., a minimum of eight weeks in advance of the elective start date)?

☒ Yes  
☐ No

Clear

Does your Preceptor have a clinical faculty appointment with UBC?

☒ Yes  
☐ No

Clear

SAVE & CONTINUE EDITING
MARK AS COMPLETE

- Once you've completed the eligibility quiz, you will be able to View the other documents and form which are mandatory to be filled.

University of British Columbia, Faculty of Medicine, P...
Programs
My Applications
i

☒ Application Submission Eligibility

☐ Visiting Resident Elective Application Form

☐ Home Program Letter

☐ UBC Preceptor Letter

☐ Administrative Fee Receipt

☐ Proof of Canadian Citizenship or a copy of Permanent Resident card

1 of 6 tasks complete

Last edited: Dec 23 2025 04:34 PM (PST)

Training Site (list all applicable sites full name)

Preceptor Full Name

Preceptor Email Address

Elective Start Date

Elective End Date

SAVE & CONTINUE EDITING
MARK AS COMPLETE

University of British Columbia, Faculty of Medicine, P...

Programs My Applications

Application Submission Eligibility

Visiting Resident Elective Application Form

Home Program Letter

UBC Preceptor Letter

Administrative Fee Receipt

Proof of Canadian Citizenship or a copy of Permanent Resident card

6 of 6 tasks complete

Last edited: Dec 23 2025 04:48 PM (PST)

REVIEW SUBMIT

Permanent Resident - Copy of PR card

Payment+Receipt

Filename: Payment+Receipt.pdf Added: Dec 24 2025

- Once all the forms completed and required documents are attached as shown in the above image (in left corner), please select **“SUBMIT”** as shown at bottom left corner.

University of British Columbia, Faculty of Medicine, P...

Programs My Applications

Application Submitted!

Thank you for submitting your application.

Go to My Applications

OR

View more Programs

- Once the application is submitted, the resident will receive an email notification from us.

### I DO have existing applications on the site

#### To create a new application:

- Click Programs in the top in the top right corner
- Select the Visiting Elective Application Program
- Click Apply

### HOW DO I DELETE MY APPLICATION?

- It's not possible to delete an application after you submit it. Reach out to your site admin to help delete a submitted application.
- If you have started an application but no longer wish to continue, you can delete it.
  - There are two ways to delete the application:
    - From the "My Applications" page
    - Click on the More Options (...) icon in the top right corner of the tile of the application you wish to Delete
    - Select Delete
    - You will receive the confirmation message "Are you sure you want to delete your application? You won't be able to undo this action"
    - Click Yes to confirm

---

## HOW DO I SUBMIT MY APPLICATION?

- To be able to submit your application, you will first need to complete all required tasks within your application. Additionally, you will need to ensure that you've verified your email.
- A Banner will appear within your portal until you've verified your account. Click Send Verification Link and follow the instructions sent in the email.

**Once all tasks are complete, submit your application by performing the following steps:**

- Within the application to submit, select Review & Submit
- Review application materials
- Once you've reviewed all your completed tasks, you can click Submit Your Application.
- You will receive an email notification that your application has been submitted

---

## HOW DO I PREVIEW MY APPLICATION?

**There are two ways to Preview your application within the site:**

### **From the My Applications Page**

- Click on the More Options (...) icon in the top right corner of the tile of the application you wish to Preview
- Select Preview

### **From Within the Application**

- Click on the More Options (...) icon in the top right corner of the application.
- Select Preview

---

## CAN I PRINT/DOWNLOAD MY ONLINE APPLICATION?

**There are three ways to print/download your application within the site:**

### From the "My Applications" Page

- Click on the More Options (...) icon in the top right corner of the tile of the application you wish to download
- Click Download

### From Within the Application

- Click on the More Options (...) icon in the top right corner of the application.
- Click Download

### From the Preview

- Within the Preview, click Download in the top right corner

---

## HOW DO I EDIT A COMPLETED TASK?

**If you have previously pressed Marked as Complete on a form, but have not yet Submitted your application, you can choose to make Edits to your task.**

- Enter your application
- Click on the task you wish to edit
- Click on the More Options (...) icon in the top right corner of the task
- Click Edit
- Click Previous/ Next to navigate between the pages and make your changes
- When done, navigate to the last page and press Mark as Complete

### Why can't I edit my task?

**If your tasks Cannot be Modified or say the task cannot be started at this time, there are a few main reasons why this could occur.**

- The deadline has passed, or the administrators don't want you to start until a specific date.
- You need to complete other application tasks before you're able to start this one.
- You've completed your task, and the administrators don't wish you to be able to make changes.
- Your application is locked.

---

## I GET AN ERROR WHEN UPLOADING A FILE

- The file is in an incompatible format. Your file must be in PDF format. Only one file can be uploaded.

---

## SUPPORT

- Questions regarding electives can be sent to [pgme.electives@ubc.ca](mailto:pgme.electives@ubc.ca). Please allow two business days for a response.



- You can also find more information on the Visiting Electives Process on the Postgraduate Visiting Electives Website. <https://postgrad.med.ubc.ca/prospective-trainees/postgraduate-visiting-electives/>