

## UBC FACULTY OF MEDICINE

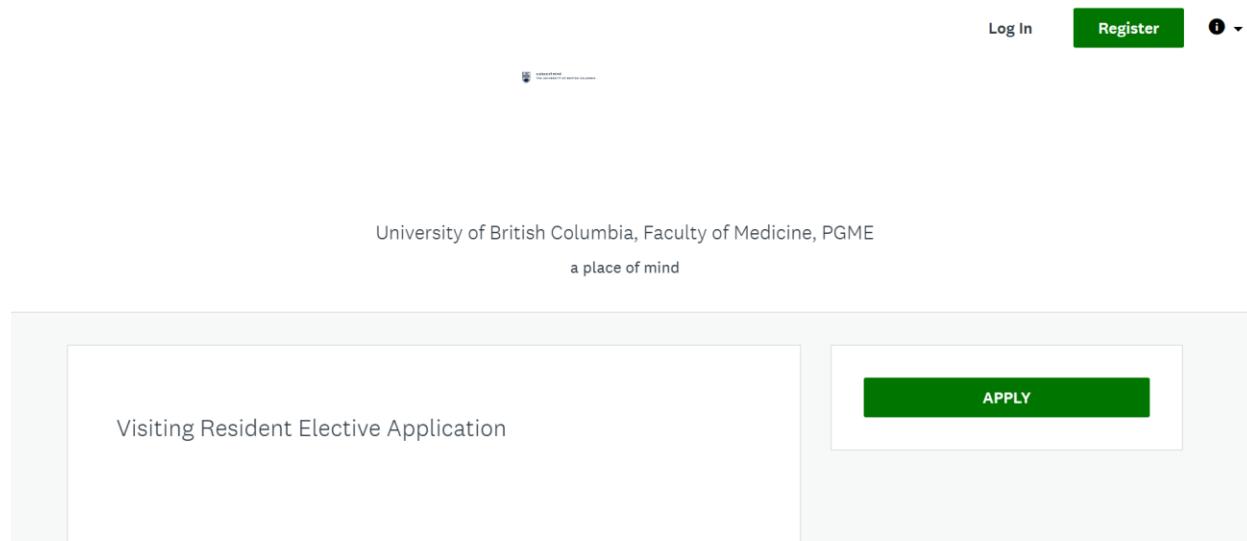
### POSTGRADUATE VISITING ELECTIVES APPLICATION PROCESS - FAQ

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

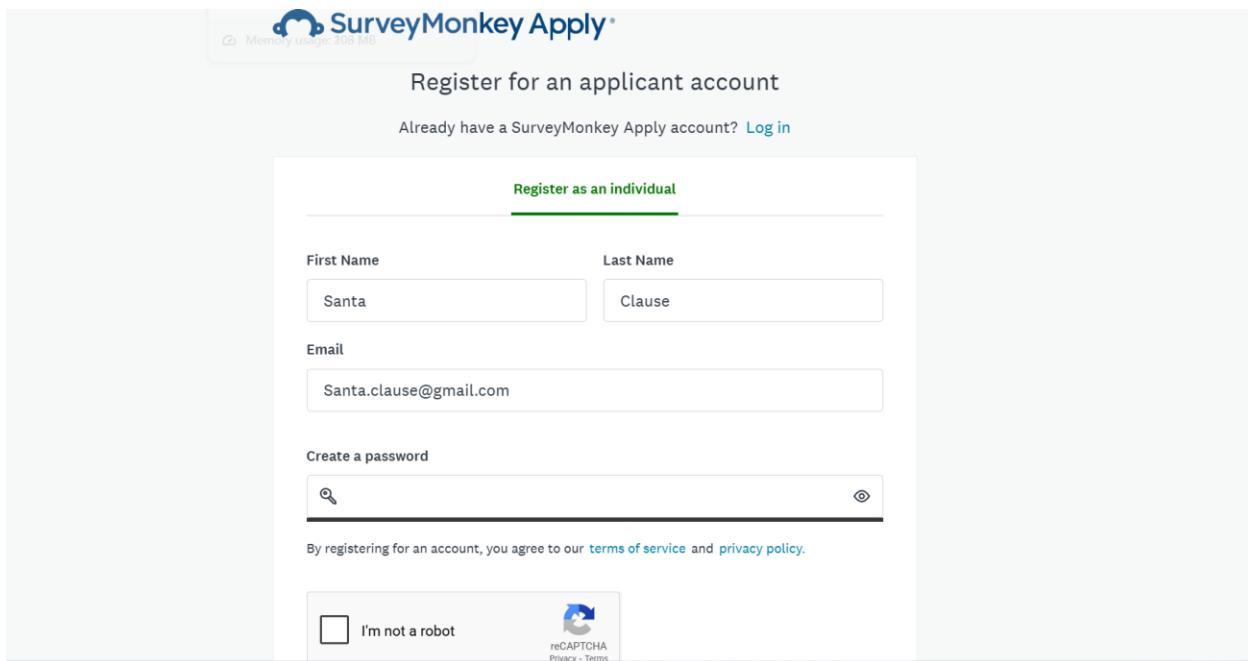
[HTTPS://PGMEVISITINGELECTIVEAPPLICATION.SMAPPLY.CA/](https://pgmewisitingelectiveapplication.smapply.ca/)

#### REGISTRATION

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



The screenshot shows the registration page for the PGME Visiting Resident Elective Application. At the top, there is a navigation bar with 'Log In', 'Register' (which is highlighted in green), and a user icon. Below the navigation bar, the University of British Columbia Faculty of Medicine logo is displayed, followed by the text 'University of British Columbia, Faculty of Medicine, PGME' and 'a place of mind'. The main content area has a light gray background. On the left, a white rectangular box contains the text 'Visiting Resident Elective Application'. On the right, a white rectangular box contains a green 'APPLY' button. The overall layout is clean and professional.



The image shows the SurveyMonkey Apply registration page. At the top, there is a logo for SurveyMonkey Apply and a link to Memory.usa.gov/mi. Below the logo, the text "Register for an applicant account" is displayed. A link "Already have a SurveyMonkey Apply account? Log in" is also present. The main form is titled "Register as an individual". It contains fields for "First Name" (Santa), "Last Name" (Clause), "Email" (Santa.clause@gmail.com), and "Create a password". Below the password field are two eye icons for password visibility. A note states: "By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)". At the bottom, there is a checkbox labeled "I'm not a robot" with a reCAPTCHA logo and links for "Privacy" and "Terms".

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

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## 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

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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 Application](#)

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[Preview](#)[APPLICATION](#)[ACTIVITY](#)

Your tasks

[Application Submission Eligibility](#)[Back to application](#)[Visiting Resident Elective Application](#)

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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

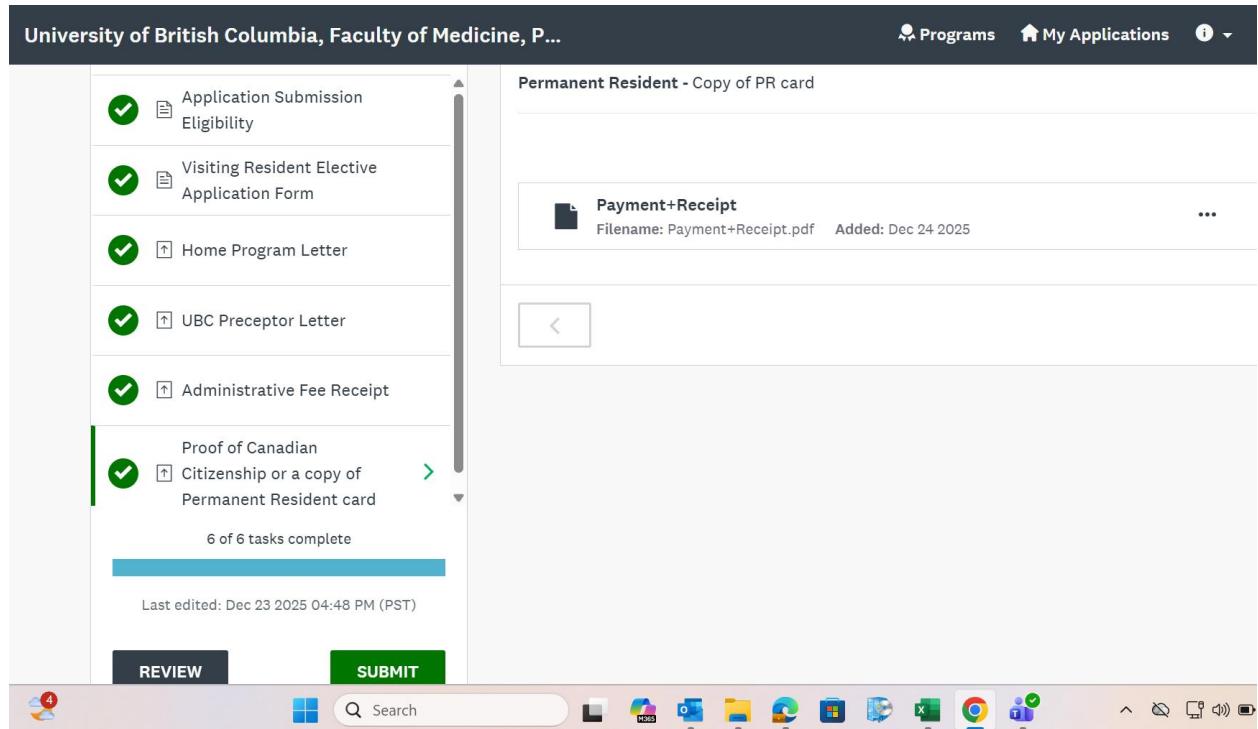
Does your Preceptor have a clinical faculty appointment with UBC?

 Yes

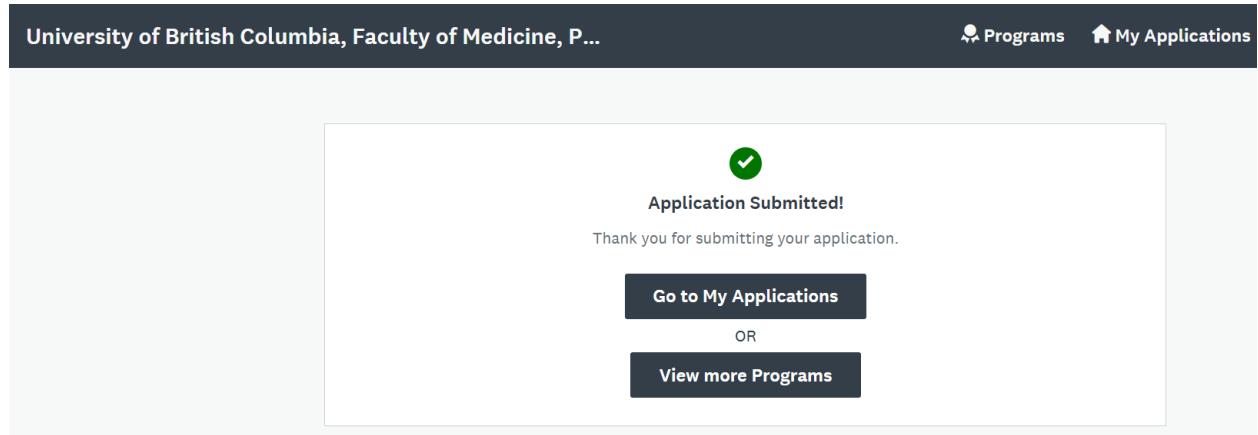
<a href="#">Back to application</a>	<p>Is your elective scheduled to begin at least eight weeks from the current date (i.e., a minimum of eight weeks in advance of the elective start date)?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><a href="#">Clear</a></p> <p>Does your Preceptor have a clinical faculty appointment with UBC?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><a href="#">Clear</a></p>		
<a href="#">REVIEW</a>	<a href="#">SUBMIT</a>	<a href="#">SAVE &amp; CONTINUE EDITING</a>	<a href="#">MARK AS COMPLETE</a>

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

<a href="#">Application Submission Eligibility</a>	<p>Training Site (list all applicable sites full name)</p> <input type="text"/>		
<a href="#">Visiting Resident Elective Application Form</a>	<p>Preceptor Full Name</p> <input type="text"/>		
<a href="#">Home Program Letter</a>	<p>Preceptor Email Address</p> <input type="text"/>		
<a href="#">UBC Preceptor Letter</a>	<p><b>Elective Start Date</b></p> <input type="text"/>		
<a href="#">Administrative Fee Receipt</a>	<p><b>Elective End Date</b></p> <input type="text"/>		
<a href="#">Proof of Canadian Citizenship or a copy of Permanent Resident card</a>	<p><a href="#">SAVE &amp; CONTINUE EDITING</a></p>		
<p>1 of 6 tasks complete</p>	<p><a href="#">MARK AS COMPLETE</a></p>		



- 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.



- 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

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## 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

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## 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

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## 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

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## 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.

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## 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.

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## 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/>