**Establishing an Affiliation Agreement with VUMC:**

The Program Coordinator of the VUMC program with which you desire to rotate must initiate a contract /program letter of agreement process at least 90 days before your desired start date.

Therefore, you must communicate with that individual well before the desired rotation. (If your institution has a preferred format for such contracts and/or requires a PLA, please send it to the VUMC Program Coordinator for receipt at least 90 days in advance for negotiation and final signature.) A copy of all documents will be sent to the CPiAH Administrative Assistant. If VUMC does not have a contract currently in place with the home institution, sufficient time must be allotted to submit a Contract Request in PEER.

Please contact [VUMCvisitingstudents@vumc.org](mailto:VUMCvisitingstudents@vumc.org) with any questions.