**How to Complete a Request Form**

**Please Keep the Application to 1 page**

**Name**

* If you have a middle name, please enter the initial of your middle name
* If your last name changes throughout your rotations? Please put the last name you used on a previous form in parenthesis
	+ For example, the new last name is Smith, and the previous was Jones. Please use Smith (Jones) in the last name field
	+ This is needed as you were entered into the system under the name on your first rotation request

**Email:** Your school email or your Geisinger employee email address

**Expected Graduation:** List the month and year

**Requested Rotation**

* List the rotation you are requesting
* Be as specific as possible
* Example: Family Practice, Critical Care, Women's Health, etc
* Do not list your school's course name
* Complete one form for each requested rotation

**Start date and End date**

* List the exact start and end day
* Month/date/year – EX: (10/3/2022)

**Requested Provider**

* **If you don't know of a provider, leave this section blank**
* **We do not allow students to cold call or email providers for rotations. You must know the provider personally or professionally**
* List the name of the provider that has agreed to take you as a student
* **Include an email from the provider agreeing to take you as a student for documentation**

Please note that submitting the request form does not guarantee a rotation.

Print clearly and complete all of the fields on the form. Request forms that are not completed correctly or if we cannot read the information will be discarded. Also, please return the form as an attachment and not embedded into the email.

Send 1 Application form per semester/rotation. If you are requesting multiple rotations per semester? You would need to send a request form for each one. For example, in Spring, you request Women's Health and Peds; two separate request forms must be submitted. Please do not omit any of the lines on the form. Applications need to be submitted 8 months in advance, and please submit all applications until your last semester before graduation.

**By submitting an application, you agree to travel at least 1-hour one way for placement.**