

Medical Student Chapter Application Instructions

The Medical Student Chapter application form is online. <https://www.aans.org/Trainees/Medical-Students/Medical-Student-Chapters>

Fill out the Sponsor/Faculty name. Your chapter Sponsor must be an AANS member. Medical schools that are not associated with a neurosurgical residency may not have the potential to obtain any AANS Neurosurgeon Sponsor. In these cases, please contact memberservices@aans.org to assist you in finding an AANS Sponsor.

You can add an optional Resident Advisor. This resident's term will expire at the end of the resident training. Optional – Resident Advisor. Their term will end with the end date in the resident record.

Student Officers – President, Vice President, Secretary. Any additional Chapter Officers and members should be indicated on a separate sheet with their name, role/title, email, address, and expected graduation date.

Chapter proposal – this is a brief description of the organization of the medical student chapter. The three questions in Section IV of the application should be answered in the Proposal. You can start a chapter with a minimum of three medical students. If you have more members, list them on a separate sheet with their name, mailing address, email, and expected graduation year.

Required Documents

1. A letter/statement of support from the Dean of Student Affairs AND the Neurosurgery Program Chair
2. Draft or Chapter Charter (see sample)
3. List of additional Chapter members (optional) – include their name, email, mailing address, and expected graduation date.

Need application form signed by Sponsor/Faculty Mentor with application fee payment. Need a minimum of three medical students to start a Chapter Send a pdf of the completed application form with payment and supporting documents to member services at memberservices@aans.org. Should you have any chapter questions contact member services at 847-378-0550.

Once the application is complete, an email will be sent to the Sponsor, Chapter President, and Chapter Secretary letting them know their application will be sent to the AANS Board for final review and approval. The AANS Board will review all Chapter applications once a month. Once your application is complete, you will be notified that your members are pending. Your application will be submitted once a month to the membership committee. Once your chapter is approved, your members will receive a welcome letter.