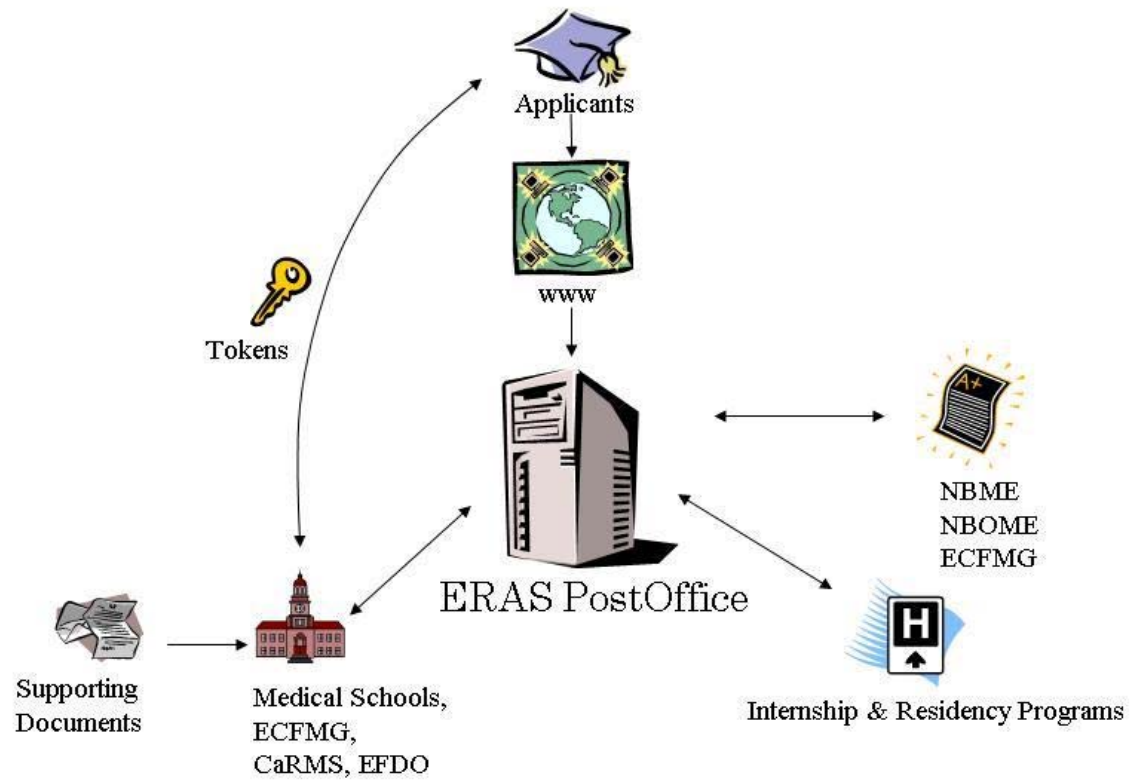


Nuts and Bolts of the Match Process: ERAS, NRMP, MSPE and Other Important Acronyms

June 4 & 5, 2007

ERAS Pathways





Timelines for Year IV

Website Timeline

http://www.unr.edu/med/dept/asa/students/4thyear_residency.htm

Timelines:

NRMP, ERAS, SF Match



Key Elements of the Match Process

- Electronic Residency Application Service (ERAS) or Early Match/San Francisco Match
- Medical Student Performance Evaluation (MSPE)
- Residency Interviews
- Decision-Making/Rank Order (NRMP)



The Terminology

- ERAS (Electronic Residency Application Service)
- Early/San Francisco Match
- MSPE (Medical Student Performance Evaluation) (formerly the Dean's Letter)
- NRMP (National Residency Matching Program)



ERAS: What you'll be doing

- Steps in the ERAS process
<http://www.aamc.org/students/eras/usemyeras/start.htm>
- one common application to all programs
- Token/Password distributed by ASA
- Create application over time – save your work



What you'll be doing, continued

- Request transcripts from Admissions and Records on main university campus Download on the SOM Website:
<http://www.unr.edu/med/dept/asa/students/downloads/transrequest.pdf>
- User's Guide online
- Worksheet (Handout)



ERAS: What we'll be doing

- Collecting letters of recommendation (submitted directly to the Office of Student Affairs in Reno or LV)
- Scanning photos into your application
- Uploading your MSPE/Dean's letter to your ERAS application

Register - Step 1 of 3

ERAS Electronic Token: 00244231081C99 * [token help](#)AAMC ID: Leave AAMC ID blank if you are not sure of your AAMC ID or do not yet have one.

Medical School of Graduation Information:

Country: Chile *

School: Universidad Austral de Chile *

If your Medical
School is *not* listed:

Degree Year: 2006 *

Password: *Confirm Password: *

NOTE: Passwords may be between
6 - 10 characters long and are
case-sensitive.

First Name: Susan *

Middle Name: Jane

Last Name: Tester *

Suffix: Previous Last Name:

Date of Birth: July 1 1979 *

Country of Birth: United States Of America *

City of Birth: Jenn *

State/Province of Birth: Georgia

USMLE ID:

Email: myeras@aamc.org *

SSN:

Confirm Email: myeras@aamc.org *

Canadian SIN:

save

cancel

* Asterisk denotes required fields

Register - Step 3 of 3 > AAMC ID Assignment

You have successfully registered with MyERAS!

Please note your AAMC ID, you will need it to login to MyERAS as well as the ADTS and then click "Continue" to begin working on your MyERAS application.

It is recommended that you print out this page for your records.

AAMC ID: 15000263

Name: Susan Jane Tester

[continue](#)

QUICK STATS

common application form:	- submitted
program applications:	- applications sent
message center:	- no new messages

- Times when MyERAS is closed for maintenance
- MyERAS Tips
- Information about browsers
- Where should you start?
- What about extra documents?

MyERAS Home Page

Each time an applicant logs in, they will arrive at the Home Page.

They should check here for alerts and notification of e-mail messages in the Message Center



ERAS Components

- Profile
- Application
- Documents
- Program Selection



Components of ERAS Application

- Standardized Info
 - Common application form
 - MSPE
 - Academic transcript
 - Photo
- Individualized Info
 - Personal statement
 - USMLE transcript
 - Letters of recommendation
 - Maximum of four assigned to each program



Words of caution...

- Be sure you are ready to submit the information before assigning information (letters of recommendation, USMLE transcripts and personal statements) to a program. **The information can be de-assigned but the program may have already downloaded it.**



And...

- While ERAS is a great system and will help you organize the process, it is your responsibility to know the deadlines for programs. Deadlines vary significantly so be sure to check with each of the programs to which you're applying.

Profile information should be kept up-to-date through the Application Season

First Name: Susan *
Middle Name:
Last Name: Siegel *
Suffix: I
Previous Last Name:
Contact Email: ssiegel@aamc.org *
Confirm Email: ssiegel@aamc.org *
SSN: **Canadian SIN:**

Present Mailing Address:

Country: United States Of America *
Street Address: 123 Elm Street *
City: Bethesda *
State/Province: Maryland **Zip/Postal Code:** 20814
Preferred Phone: 3015554444 * **Alternate Phone:** **Fax:**
Pager: **Mobile:**

Citizenship: U.S. Citizen *
Current Visa: Not Applicable

Expected Visa (the visa you expect to hold during residency):

- B-1 - Temporary visitor for business
- B-2 - Temporary visitor for pleasure
- F-1 - Academic student
- F-2 - Spouse or child of F-1
- H-1 - Temporary worker
- H-1B - Specialty occupation, DoD worker, etcetera
- H-2B - Temporary worker- skilled and unskilled
- H-4 - Spouse or child of H-1, H-2, H-3
- J-1 - Visa for exchange visitor
- J-2 - Spouse or child of J-1
- O-1 - Extraordinary ability in sciences, arts, education, business or athletics
- TN - NAFTA trade visa for Canadians and Mexicans
- E-2 - Treaty investor, spouse and children
- Diplomatic Service
- Immigrant
- EAD-Employment Authorization
- Other

select all that may apply

Profile- pt 1

The Profile provides information that applicants can update at any time during the application process, even after the application has been certified and released to ERAS.

- Get a copy of the Worksheet (pdf)
- View your CAF
- View your CV
- Submit your Application

QUICK STATS	
Page One- General Information	Saved
Page Two- Education	Saved
Page Three- Medical Education	Saved
Page Four- Previous Residency/Fellowship	Saved
Page Five- Experience	Saved
Page Six- Publications	Not Saved
Page Seven- Exams	Not Saved
Page Eight- Licensure Information	Not Saved
Page Nine- State Medical Licenses	Not Saved
Page Ten- Race	Not Saved
Page Eleven - Ethnicity	Not Saved
Page Twelve - Misc.	Not Saved

Application Main
 This shows the status of the application at a glance; allows the applicant to begin work on the application; and displays the two versions of the ERAS application.

Page 2 - Education

(Include only Higher Education)
This page allows entries for each Undergraduate and Graduate School you have attended. Complete the required fields and Save. The page will refresh to allow additional entries.

University of Maryland August 1994 - June 1998 ... [edit] [delete]

To enter a Education record, just begin typing below and click the save button when you are done.

Institution: *

Location: *

Education Type: *

Major: *

Degree expected or earned: *

Degree:

Degree Month: Degree Year:

Dates of Attendance:

From Month: * Year: *

To Month: Year: *Leave month/year blank if experience is ongoing*

save cancel

Next Page >>

Application Page 2
Applicants record undergraduate and graduate education here.

Page was successfully saved.

Page 7 - Examinations

This page allows entries for each each examination you have taken. Complete the required fields and Save. The page will refresh to allow additional entries.

USMLE Step 1 Passed February 1999 . . . [\[edit \]](#) [\[delete \]](#)

To enter an examination record, select from the drop down windows below and click the save button when you are finished. You should list all attempts.

Exam: *
Status: * : Month: * Year: *

[save](#) [cancel](#)

[Next Page >>](#)

Application Page 7

Applicants self-report all board exams taken and the status of the exam (passed, failed, awaiting results) here. Official exam results are transmitted from NBME, NBOME, or ECFMG (for IMGs) when requested by the applicant.

Application Submission

When to certify and submit

Do not certify and submit your application if you think you will need to make **any** changes to it. **You will not be able to change your application** after you have submitted it. **ERAS recommends that you review [My Checklist](#) to ensure completeness before submission.**

When you are confident that your ERAS Application is ready, sign the certification statement by checking the box adjacent to the statement, indicating that the information you have entered is correct and complete to the best of your knowledge and entering your password.

*Note: Your ERAS Application will be stored at the ERAS PostOffice until you have both **selected** and **paid for** programs. No one will receive a copy of your Application until you have done both.*

Can you make changes once you have certified and submitted?

Once you have certified and submitted your application it will be irrevocably locked and no changes will be permitted. Your application, once certified and submitted, is provided to all programs to which you apply during the ERAS 2006 season. Please take the additional time to proofread your application for any errors or omissions.

Please note that your ERAS application comprises a single Common Application Form (CAF), which will be sent to both the allopathic and osteopathic programs to which you apply. To customize your application, please create and assign different supporting documents.

AAMC Policies

Note on AAMC Policies with Regard to the Collection, Use, and Dissemination of Resident, Fellow, and Residency and Fellowship Application Data: The AAMC recognizes its responsibility to treat with care the information it collects about individuals involved in medical education, and to respect their privacy relative to sensitive data concerning them. To meet this obligation, the Association has developed [policies](#) (pdf file) to prevent the exposure of truly confidential personal data without the permission of the individual involved, to limit the distribution of sensitive data to those situations which require it, and to permit distribution of non-sensitive, directory information wherever a useful purpose can be served.

CAF Submit – pt 1

Applicants must certify that the information provided is accurate prior to submitting to ERAS. Also discusses AAMC's Privacy and Data policies.



CAF

General Information

Name: <i>Osteopathic, Susan</i>	ID#: 2006100003
Previous Last Name:	AAMC ID: 44444444
School: <i>Philadelphia College of Osteopathic Medicine Clinical Campus: 999</i>	
Email: <i>ssiegel@aamc.org</i>	
Gender: <i>Female</i>	AUA: 20053333
Birthdate: <i>07/01/1979</i>	NRMP: <i>Yes</i>
Birth place: <i>Fairfax, VA</i>	Couples Match Notification: <i>Yes</i>
SSN:	Partner's Name: <i>Smith</i>
SIN:	Specialties Partner is applying to: <i>Dynatics</i>
Citizenship: <i>Foreign National</i>	USMLE ID: 8-888-888-8
Visa type: <i>B-1 - Temporary visitor for business</i>	NBOME ID: 121021
Expected Visa type(s): <i>B-1 - Temporary visitor for business</i>	
Race: <i>No Answer</i>	
Ethnicity: <i>No Answer</i>	
Present Mailing Address: <i>124 Elm Bethesda, MD</i>	Permanent Mailing Address: <i>123 Elm Street Apt. 23 Bethesda, MD 3333</i>
Preferred Phone #: <i>1111111111</i>	Phone #: <i>301-555-1234</i>
Alternate Phone #: <i>2222222222</i>	
Mobile Phone #: <i>5555555555</i>	
Pager #: <i>4444444444</i>	
Fax #: <i>3333333333</i>	

Application CAF – pt 1
Here is an example of a printed
Common Application Form.



Susan K. Siegel

Present Mailing Address

123 Elm street

Apt 1111

Bethesda, MD 20037

Preferred Phone: 1112223333 MD 1111122222

Alternate Phone: 1115554444

Mobile Phone: 1112224444

ssiegel@aamc.org

Permanent Mailing Address

11111222223333344444555556666677777888889999900000

11111222223333344444555556666677777888889999900000

11111222223333344444555556666677777888889999900000,

Medical Education

d

01 / 2001 -

MChB, 02 / 2001

Albany Medical College , Albany , New York

Clinical Campus: d

09 / 2000 - 08 / 2002

MD, 03 / 2002

Education**Undergraduate** - The University of Pennsylvania, Philadelphia, PA

Sociology

08 / 1992 - 06 / 1999

BA, 06 / 1996

Graduate - Graduate Institution, Graduate Location

Graduate Major

09 / 1996 - 10 / 1998

DART, 05 / 1998

Other - Other Institution, Other Location

Other major

08 / 1998 - 10 / 2000

AH, 12 / 1999

Application CV

CAF printed in CV format.



Documents

- Personal Statement
- Letters of Recommendation
- USMLE Transcript

[Create a Personal Statement](#)

[EDIT / VIEW PS1 - Personal Statement for New York programs](#) [\[print ps\]](#) [\[assignments\]](#)

[EDIT / VIEW PS2 - Statement for OBGYN programs](#) [\[print ps\]](#) [\[assignments\]](#)

Personal Statement

Main Page

Personal Statement Title:

(Enter a title that helps identify your personal statement - programs will *not* see this title)

Personal Statement for New York program

Personal Statement Content:

Note: If you are cutting and pasting text, please be careful to do so from a TEXT file. [Read more about this...](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed sollicitudin, erat ac egestas condimentum, mi enim lobortis eros, at suscipit leo lorem lacinia lorem. Nulla facilisi. Morbi varius malesuada tortor. Maecenas orci tellus, ultricies et, interdum sit amet, sagittis eget, mi. Phasellus non metus. Ut non massa. Praesent nisl nunc, aliquam in, eleifend ut, dapibus quis, urna. Cras facilisis ligula. Praesent dignissim dictum felis. Maecenas pharetra. Duis ac risus. Aenean semper, ipsum vitae condimentum tincidunt, elit tellus laoreet nibh, eu hendrerit justo augue eget lorem. Vivamus erat eros, rhoncus non, fringilla eget, tempor vitae, est.

Fusce wisi est, ornare at, ultricies ac, varius et, elit. Nam neque. Donec eu est at lectus ultrices nonummy. Morbi eu diam. Vestibulum vitae elit. Cras sollicitudin. Aliquam auctor faucibus dui. Aenean porttitor pulvinar lacus. Nunc ligula quam, venenatis at, ultrices dictum, mollis nec, nunc. Integer volutpat. Curabitur mattis. Morbi nibh mi, consectetur eu, congue vel, ultrices et, purus. Morbi elementum urna quis dolor. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Vivamus elementum, turpis a ornare ornare, ipsum sapien vehicula elit, a ornare justo est a nibh. Proin hendrerit, lorem hendrerit sodales lobortis, leo magna rutrum est, ut eleifend ante odio vitae nibh. Duis

save cancel delete

Personal Statement

Create Page

[Account](#) [Application](#) [Documents](#) [Programs](#)

[Home](#) [USMLE Transcript](#) [COMLEX Transcript](#) [Personal Statements](#) [Letters of Recommendation](#)

[Designate a New Letter or Recommendation Writer](#)

- [Edit / View LoR Writer #1 - Dr. Eric Harrison, Dept. Head - Radiology](#) [[print cover letter](#)] [[Assignments](#)]
- [Edit / View LoR Writer #2 - Dr. Robert Siegel, Assistant Professor of Surgery](#) [[print cover letter](#)] [[Assignments](#)]
- [Edit / View LoR Writer #3 - Dr. Benita Howard, Department of Surgery](#) [[print cover letter](#)] [[Assignments](#)]

Letter of Recommendation

Main Page

Designate a New Letter Writer :

Name:

Title / Department:

Letter of Recommendation

Create Page

[Request USMLE Transcript](#)

[[Assignments](#)]

What you need to know about USMLE Transcripts . .

The authorization and distribution of your USMLE transcript is a four-step process. You need to:

1. Verify that the correct USMLE ID is in My Profile.
2. Authorize the release of your transcript.
3. Decide whether you want to have it resent automatically when a new score is available.
4. Assign your transcript to your programs. (In MyPrograms - Selected)

USMLE

Main Page



Program Selection

- Search Programs
- Select Programs
- Apply to Programs
- Assign Documents to Programs
- Pay fees

[Account](#) [Application](#) [Documents](#) [Programs](#) [Help](#)[Home](#)[Search Programs](#) [Programs selected](#) [Programs applied to](#) [Preview Invoice](#) [Apply to Programs](#) [Invoice History](#) [Assignments Report](#)**QUICK STATS**

Number of Programs Selected:	6
Number of Programs Applied to:	3

Applying to Programs

1. Search and Select Programs
2. Assign Documents and Select types of training
3. Apply to Programs

How do I . . . ?

- How do I assign Letters to a program?
- How do I change a document assignment?
- How do I find a program?
- How do I change a document assignment?

Programs

Main page for where applicants begin selecting and applying to programs.

ACGME ID:

State & Specialty:

There are 3 matches found :

- [University of Connecticut/Saint Francis Hospital & Medical Center Program](#), Hartford, CT
ACGME ID: 1200821076, Family Medicine
- *Family Medicine (Categorical)*
- [Middlesex Hospital Program](#), Middletown, CT
ACGME ID: 1200821077, Family Medicine
- *Primary Care (Categorical)*
- [Stamford Hospital/Columbia University College of Physicians and Surgeons Program in Family Practice](#), Stamford, CT
ACGME ID: 1200811078, Family Medicine
- *Categorical*

Program Selection

Residency

Search by ACGME ID or by State and Specialty.

Click on the link to select the program.

Document Assignments and Training Selection

Program Name: University of Pennsylvania Program
Specialty: Family Medicine
Address: University of Pennsylvania, 51 N. 39th Street, 6th Floor Mutch Bldg
Philadelphia, PA 19104
Email: fampract@mail.med.upenn.edu
Web Page: <http://www.uphs.upenn.edu/fampract/>
* If the URL does not work, please contact the Program, and not MyERAS
Phone #: (215) 662-8949 **Program Director:** Richard A. Neill, MD
ACGME: 1204121633

Training Offered

Categorical

Letters of Recommendation Select up to 4 (four)	Personal Statements Select 1 (one)	USMLE Transcript	COMLEX Transcript
LoR1 - Dr. Smith <input type="checkbox"/>	PS1 - test 1 <input type="radio"/>	You have not released your USMLE Transcript. How do I?	You have not released your COMLEX Transcript. How do I?
LoR2 - Dr. Jones <input type="checkbox"/>	PS2 - PS <input type="radio"/>		
		Go to Documents	Go to Documents

Save

Cancel

Documents and Training type
Applicants indicate what type of training they're interested in applying and designate which documents the program should receive.

Disclaimer
Review your program selection carefully. You may not delete programs once you have applied to them.

No refunds will be given for applications sent to closed programs or programs whose deadlines have passed.

You may select additional programs at a later time.

Note: Fees for previously applied to programs are not reflected in invoice.

Billing Group	Previously Purchased	Currently Selected	SubTotal
Anesthesiology	8	0	\$0.00
Family Practice	0	1	\$60.00

ERAS Processing Fee: \$60.00
 USMLE/ECFMG Transcript Fee: N/A
 USMLE/NBME Transcript Fee: \$0.00
 COMLEX Transcript Fee: \$0.00
Total: \$60.00

Apply

Non-Credit card Payment Information:

Payment should be made payable in U.S. currency. Please print a copy of your invoice and include it with your payment to:

AAMC/ERAS
Attn: Accounting
2450 N. Street NW
Washington, DC 20037
USA

Make payments out to **AAMC/ERAS**

IMGs: Please do not send payment to ECFMG!

Do not send cash. Payment must be received within 2 weeks of the date shown on this invoice to avoid cancellation of your application.

Programs – Payments

[Account](#) [Application](#) [Documents](#) [Programs](#) [Help](#)[Home](#) [Profile](#) [Checklist](#) [Messages](#) [Password](#) [Site Map](#) [Track Applications](#)

The Message Center displays copies of messages sent by programs from their ERAS Software. The originals are sent to your e-mail account. [read more ...](#)

Date	Subject	From
02/07/2005 03:03 PM	Subject: Letters of Recommendation	MyERAS System Message
02/07/2005 03:08 PM	Subject: Interview	MyERAS System Message
03/21/2005 04:01 PM	Subject: Notice from MYERAS	MyERAS System Message

Message Center

The Message Center will list all emails that programs have sent an applicant from their PDWS Software.

Unread messages will be listed in bold text.



Early Match/San Francisco Match

- <http://www.sfmatch.org> Link from SOM website
- Earlier deadlines than ERAS
- Disciplines include:
 - Neurosurgery
 - Child Neurology
 - Ophthalmology



Medical Student Performance Evaluation (MSPE)

- Also known as the Dean's Letter
- Format for Appointments
- What to expect
- How to prepare – what to submit to Brandi in advance
- Sign up early for your appointment with Dr. Hug-English!
- Check out the SOM website:
http://www.unr.edu/med/dept/asa/students/4thyear_residency_mspe.htm



CV and Personal Statement

- Update current resume
- Complete the biographical information form
- Review other CVs for ideas on format and content



CVs and Personal Statements

- Easy to read
- At least 10 point font
- Liberal use of white space
- Edit, edit!
- Keep both CV and statement concise



Great Resources

- Iserson's Getting into a Residency: A guide for medical students. Iserson, 2003.
- Resumes and Personal Statements for Health Professionals. Tysinger, 1999.
- SOM Website
 1. 4th Year Timeline
 2. Residency Interviewing Strategies/Questions
 3. ERAS Procedures



ERAS vs NRMP

- Electronic Residency Application Service (ERAS)

- Online site for all application materials
- MyERAS opens July 1st
- Programs can begin downloading applications Sept 1st

www.aamc.org/audience/eras.htm

- National Residency Matching Program (NRMP)

- Online site to match students and residency programs
- Separate registration required, and more fees!
- Match Day is March 20th

www.nrmp.org/



About the Boards...

- Two parts of Step 2: Clinical Knowledge (CK) and Clinical Skills (CS)
- Importance of taking Step 2 CK by December
- Register for Step 2 CS by mid September to insure a test date by December 31, 2007. By taking the test by December 31 you should have scores available by the rank order list deadline for NRMP.



Support Services

- Reno and Las Vegas
- Initial registration/tokens
- Photographs
- MSPE
- Complementary CV and personal statement review
- Letters of Recommendation
 - Guidance and scanning of letters
 - Download Cover Sheets: SOM Website Forms page



Keep in touch!

- Keep your address/email and telephone numbers up to date with our department.