Nuts and Bolts of the Match
Match Types

- National Residency Match Program (NRMP)
  - Everyone (unless your recruiter says no)

- Military
  - Army, Navy, Air Force

- San Francisco Match
  - Ophthalmology

- The American Urological Association
  - Urology
Match Application Services

- Electronic Residency Application Service (ERAS)
  - NRMP
  - The American Urological Association
- MODS
  - Military-Army, Navy, Air Force
- Central Application Service
  - San Francisco Match (Ophthalmology)
Do you need to apply to more than one match service or specialty?

- Your specialty of choice may require a preliminary year.
  - Ophthalmology, Urology, and several others do
  - Prelim year application is always ERAS

- You may not be able to complete a rotation in one of your possible specialty choices until later in the season.

- You may determine or be advised that you need a parallel or backup plan.

- You may be undecided between two specialties and do not want to delay the application process.
Do you need help deciding?

- Collect information
  - Websites
  - People (specialty champions, deans, faculty)
  - Books

- Review the Careers in Medicine web site for self-assessment tools and specialty information.

- Write a personal statement for each choice.
OSU Specialty Information Website

http://medicine.osu.edu/students/life/career_advising/specialties/pages/index.aspx
Careers in Medicine Website

https://www.aamc.org/cim/specialty/list/
Couples Match

- Only the NRMP has provision for couples match.
- If one member is in an early match specialty, only the preliminary year will be considered for that partner’s match.
- If one member of the couple is applying to an advanced program, the advanced program is the program that will be used in the algorithm.
- Couples matching complicates the process but generally does not compromise the outcome.
- OSUCOM couples have a great success rate!
Military Match

http://www.militarygme.org/

▪ Application Service
  ▪ Army, Navy and Air Force use a proprietary application (MODS)
  ▪ If you anticipate a civilian deferment or want to seek a specialty not available through the military, you should complete an application through NRMP, using the ERAS application service.

▪ All application materials should be completed by September 15.
  ▪ Some branches include both parts of Step 2 by that date. Check with your liaison.

▪ Pay close attention to deadline dates.
San Francisco Match (Ophthalmology)

https://www.sfmatch.org/

- Register for match first ($100)
- Then register for Central Application Service (CAS) ($60 base/then increases with number of applications)
- Deadlines typically run 1-2 months ahead of ERAS.
- You will assemble your own application—some online and some in hard copy.
- Will need undergrad transcript
- Registration begins June 1
American Urological Association (Urology)

http://www.auanet.org/eforms//resmatch/

- Application Service:
  - Electronic Residency Application Service (ERAS)
  - In ERAS, AUA number will be needed

- ERAS timeline for applications, but program deadlines are early.
National Residency Matching Program (NRMP) “The Match”

Includes almost all specialties—exception of those listed on previous slides

Application Service
- Electronic Residency Application Service (ERAS)
  - [https://www.aamc.org/services/eras](https://www.aamc.org/services/eras)
  - Opens early May for registration and creation of LOR requests
  - First day to file application: September 15
  - Fee determined by number of specialties and number of programs selected
  - Individual programs set deadlines

Website
- [http://www.nrmp.org/](http://www.nrmp.org/) opens September 15 for registration
  - Reduced fee if paid by November 30
  - Additional fee for couples—allows more selections
  - NRMP ID number needed for ERAS application
Program Types

- When you look at your programs make sure you have what you want.
  - A=Advanced (starts in PGY-2; still need to find PGY-1)
  - P=Preliminary (PGY-1 only)
  - C=Categorical (entire residency at one program)
  - M=Primary Care (may cross specialties)
  - R=Practicing Doctors (not for you)
Before you begin

Review the application website and user guide before you begin completing or requesting documents

- Know which documents
  - you (applicant) submit directly*
    - Photo
      - Dimensions 2.5 in. x 3.5 in.; Resolution 150 dpi; File size 100kb
      - In the past Student Council has arranged for opportunities to have photos taken
  - USLME Scores
  - Application
  - Personal Statement
  - must be submitted by letter-writers*
    - LORs through LOR portal
  - must be uploaded through the Dean’s office*
    - Medical School Transcript
    - MSPE

*documents listed are for ERAS application service only. Other match services may have different requirements
Getting Started

• CVs are no longer required in ERAS
  • Develop one anyway; it will help letter writers write your letters of recommendation and you with completion of the application
  • Eliminate undergrad items not pertaining to medicine
  • Include all publications
MyERAS

www.aamc.org/eras

- Read the MyERAS Residency User Guide FIRST
- A token will be provided for registration (this week)
- Start EARLY and work on it often
- Save entries as you go
MyERAS Application

- **Personal Information Section**
  - Basic Contact Information
  - Check the box “Yes, I plan to participate in NRMP.” Applications will not be processed without the check.
  - Check the “Couples Match” button, if applicable
  - ACLS is good for 2 years. We do not offer PALS
  - AOA elections should be complete before September 15
  - Membership in Honorary/Professional Societies—AMA; AMSA; Gold Humanism Society, AOA; Landacre is a research honor society and should be identified as such
  - Everything in this section can be changed at any time through the process.
MyERAS Application

**Education Section**
- Include graduate education if you did prerequisites for medical school, no matter how few. The most common error here is to forget to add post baccalaureate programs.
- Extended or interrupted medical school training should match up with what will be listed in the MSPE
- If you need to explain any negative experiences, do so in the personal statement.
- Medical School Awards
  - Merit Scholarships
  - Grades of Honors or Letter of Commendation
  - Leadership roles for which you were elected or selected.
  - Limited space—select included items carefully (e.g. the Candy Apple award vs. Project Professionalism)
  - Undergrad awards only if space permits
MyERAS Application

- **Experience Section**
  - Teaching and clinical experience count as work experience
  - Training will be “none” because you have not worked as a resident.

- **Publications Section**
  - Publications should be listed under predetermined publications types designated by the programs. Review these carefully.

- **Certify and Submit Section**
  - Proofread your application before submitting!
  - You may release your application so that we can see it once submitted.
MyERAS Submission/Home Stretch

- Once you submit the application, NOTHING can be changed or added except in the Personal Information section.

- There are 2 ways to view the application:
  - application mode
  - CV mode
    - CV mode has next to no formatting, but some programs will only look at that version.
    - Before you decide on bullets or sentences, do short segments of the form and see what looks best.
Letters of Recommendation (LORs)

- Contact letter writers you have selected
  - Need 3-4 letters
    - Depends on specialty
    - Find out if you need a department or chairperson’s letter
  - Be prepared to provide requested documents
    - CV
    - Personal Statement
- You must provide a coversheet for your letter writer. They need the unique identifier on the form so they can upload your letter to the LOR portal.
- Try to meet with the author in person if possible.

The MSPE IS NOT a letter of recommendation. DO NOT LIST MSPE anywhere in your letter-writer list.
Creating LoR Letters of Request Form

- LoRs must be uploaded through the LoR Portal by the LoR Author.
- It is the applicant’s responsibility to follow up on LORs and submission.
- Once you receive your token, you can begin making “Letter of Request” entries for your letters of recommendation.
- You must create an LoR entry for EACH LoR you intend to use during the application season.
You must indicate whether you will waive your right to view the LoR for each entry created.

Entries must be “Confirmed for Upload”

Once confirmed for upload, a letter ID will be generated and an option to Print Letter Request Form will become available under the Actions column.

The Letter of Request Form can be printed and given to or emailed to the letter-writer. This form contains all of the information the letter-writer needs to upload the letter.

You may have more than one Letter of Request Form for each letter-writer.
Creating LoR Letters of Request Form

Add Letter of Recommendation

* Indicates required field.

LoR Author Name: 
LoR Author Title/Department: 
Specialty to which this letter will be assigned:

Note: Specialty field will only be viewable to applicants, their Designated Dean’s Office and the LoR Author - not programs.

Additional LoR Information *

- This LoR Author is a Program Director in a current/previous residency or fellowship where I trained. (Applies to Residents/Fellows only)
- This LoR Author is a Department Chair where I completed my clerkship training. Group departmental letters must be signed by the team composing the letter.
- None of the above.

I waive my right to view my Letter of Recommendation: *  Yes  No

Cancel  Save
Letters of Request Form

ERAS Letter Request Form

ERAS Application Season: 2016

Request from: Stacey Drake
To: Joanne Lynn
stay.dra@osumc.edu
Faculty Member/Neurology
6142292650

With this form, I am requesting that you submit my Letter of Recommendation (LoR) to the Electronic Residency Application Service (ERAS), which transmits my LoRs to the residency programs to which I am applying.

If “I waive” is selected, I waive my right to view this letter now and in the future under the Family Educational Rights and Privacy Act (FERPA). I acknowledge that this letter is for the specific purpose of supporting my application for residency.

X... (I waive) my right to see this letter.
X... (I do not waive) my right to see this letter.

NOTE:
- It is recommended that letters be written and submitted on professional letterhead
- Letters should include a date
- Letters should be signed by the LoR Author
- Carefully review your letter for accuracy and grammatical errors before submitting
- Do not submit LoR(s) by mail. Documents submitted by mail cannot be processed through the ERAS application.

Please see Page 2 for instructions on how to submit letters to ERAS.

Instructions for submitting LoR(s) to ERAS

ERAS LoR Portal: This application enables LoR Authors to upload letters securely to ERAS. Please go to https://www.aamc.org/eras/loa and click sign in to LoRP on the upper right-hand side of the page.

You must sign in using an AAMC account. Simply sign in if you already have an existing AAMC account, otherwise select Register for an AAMC Account and complete the forms to gain access.

To submit your LoR using the LoR Portal, your letter must meet the following system requirements:
- File must be in a PDF format
- File size cannot exceed 500 KB
- File cannot be password protected, encrypted and/or contain an electronic signature
- Page size must be 8.5 x 11 inches
- File name cannot contain spaces or special characters (i.e. hyphens, slashes, periods, etc.)

Standardized Forms/Letters of Evaluation:
Programs may request standardized forms/letters in addition to or instead of a narrative letter. If the standardized form/letter is requested in addition to the narrative letter, both documents should be uploaded as a single PDF file. Otherwise, the standardized form/letter should be uploaded alone.

When uploading a letter to the LoR Portal, please have the information directly below available:

Applicant AAMC ID: 13714321
Applicant Name: Stacey Drake
Preferred Name: 
ERAS Letter ID: 4224500569
Specialty to which this letter will be assigned: Neurology

Once submitted through the LoR Portal, the LoR will display a watermark containing a date/time stamp of when it was received by ERAS, source of upload, and name of the LoR Portal account holder.

Example: Received by ERAS: 12 JUN 2015 02:32 PM Source: LoR Portal Uploaded by: John Smith

Contact ERAS for LoR Portal Help: erasloportal@aamc.org 202-652-6298

The Ohio State University Wexner Medical Center
USMLE Transcripts

- Certify the release of USMLE transcripts first.
- Scores are only transmitted via official USMLE transcripts
- Need to “Assign” scores to programs
  - You may retransmit scores once new scores are added; you must retransmit scores
  - Scores will be sent to all programs to which they are assigned.
  - You can track delivery of USMLE transcripts in MyERAS; this is a good idea
  - Scores are not transmitted until the fee (flat fee) is processed.
All students should Certify and Submit their applications on September 15.

- Never wait to submit application for these reasons!
  - Grades have yet to be posted.
    - MSPE will be uploaded on October 1 and will contain grades.
  - Programs will remember me better if I submit later
    - Programs will fill all of their interview spots before you send in the application!
  - LORs have not been uploaded
  - Waiting on article to be published in a journal

Note: You can add programs and specialties at any time.
More ERAS Information

- Select the programs you want to apply to and add them to the “Saved Programs” list.
- Assign the additional documents to each program you have chosen. Letters cannot be assigned until they are uploaded.
- Application fees and USMLE transcript fees will be assessed when you submit your application.
- Programs can be added at any time with the standard fee structure.
- No refunds. USMLE will not transmit until your payment has cleared.
Application/Match Process Questions?

- Ask questions when they arise. It’s much easier to prevent an error than correct it.
- The Associate Deans, specialty faculty and coordinators, and Stacy Drake are ready to help with questions or problems.
- Most importantly, you have a strong community that wants to see you succeed.
- You are not alone!
What to do next:

- Sign and submit the “Authorization to Release Information”
- Choose Specialty
- Upon receipt of your ERAS token—register and then create LoR slots
- Read user guide and/or watch tutorials
- Write an original personal statement
- Construct a CV and/or Complete your MyERAS Worksheet (application form) [https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/fe/b7/febeb788aa-96d0-468a-837a-e66b20789ddd/worksheet2016.pdf](https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/fe/b7/febeb788aa-96d0-468a-837a-e66b20789ddd/worksheet2016.pdf)
What does Stacy do?

- Issues ERAS tokens
- Processes and uploads the MSPE and Medical School Transcripts
- Proofs personal statements, CVs, and applications
- Advises on completion of application and documents associated with application
- Sends reminders
- Assists in completing application forms.
April-May Timeline

- Complete MSPE questionnaire via Vitals (now)
- MSPE meetings begin late May/early June
- Register for early Match programs, if applicable
- Identify and contact faculty to request LORs (now)
- Create LOR entries in ERAS (now)
- Search for residency programs through AMA’s FREIDA
- **Late May:** MyERAS opens to all applicants to complete full application and upload documents
Obtain professional photo and upload to ERAS
Check that letter-writers are actually writing letters and submitting them; this is your responsibility.
September Timeline

- Register for the NRMP on September 15
- Applications must be certified and submitted by September 15.
  - Make sure you have assigned LORs, photos and USLME scores to programs
- Stacy will upload med school transcripts
October Timeline

- MSPE will be uploaded on October 1.
- Round up final supporting documents/LORs
- Check email daily including your spam filter
- Respond to each invitation immediately upon receipt.
- Release new USLME scores as applicable. **You must resend to do this.**
November-January

- Start thinking about rank order list
- Early Match (Ophthalmology, Urology, Military) rank-order lists due early January; results mid-January
February-March

- Rank order lists for NRMP due mid-late February
- Match Week!
Supplemental Offer and Acceptance Program or SOAP. (SOAP)

- Students who remain unmatched after the main matching round will have the opportunity to submit applications via ERAS to unfilled programs.
Match Week Schedule

- **Monday**
  - Medical schools notified 10:30 a.m. of unmatched students; students notified at 11:00 a.m.
  - Programs notified of unfilled positions at 11:00 a.m.

- **Tuesday–Thursday**
  - SOAP applications begin, offers are made and accepted in several rounds.

- **Friday/Match Day**
  - At noon students across the nation learn of their residency placements.
Questions?