It’s as easy as

1. Select your match.

2. Pick your application service.

3. Apply & submit.
First Step

- Select your match
  - Military
    - The Army, the Navy, the Air Force
  - San Francisco Match
    - Ophthalmology
  - The American Urological Association
    - Urology
  - NRMP*
    - Everyone (unless your recruiter says no)

*NRMP = National Residency Matching Program
Step Number Two

- Pick your application service
  - The military has their own
  - San Francisco Match uses Central Application Service located on their own web site.
  - The American Urological Association uses ERAS*
  - NRMP uses ERAS*

*ERAS = Electronic Residency Application Service
Third and final step

- Assemble and submit your application as instructed.
- This sounds easy – why would you need or want help?
  1. Some of you will need to run more than one match.
  2. Everything in the process is deadline driven.
  3. Some matches require you to assemble the application package.
  4. Some documents must go through the Dean’s Work Station to be processed. I am the DWS.
Why would I apply to more than one specialty or use more than one match?

- Your specialty of choice may require a preliminary year. (Ophthalmology, Urology, and several others do. Your prelim year application is always ERAS)
- You may not be able to preview one of your possible choices until late in the season.
- You may determine you want a backup plan.
- You may be truly undecided and do not want to delay the application process.
There is a lot of information available on the web, in books, and from people you know.

Check out the Careers in Medicine web site for self-assessment tools and specialty information. Talk to your deans and your faculty. Everyone is on your side!

Come to 015 Meiling and talk to Jane and check out the books.

Try writing a personal statement for each choice. Sometimes your subconscious knows more than you think.
As you go through the process you will gauge your competitiveness for your specialty of choice.

You will receive advice about strategy and likelihood of matching.

The ultimate question is whether you would rather have an empty match envelope or delay your graduation than develop an alternate plan as a backup.
Are you part of a couple?

- Only the NRMP makes provision for couples match.
- If one of the members is in an early match specialty, only the preliminary year can 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.
- Our couples have a great success rate!
Military Match

- Application Service
  - Army, Navy and Air Force use a proprietary application
  - Web site is [http://www.militarygme.org/index.html](http://www.militarygme.org/index.html)
- Letters of recommendation will upload through ERAS, but will come from military rotations.
- If you anticipate a civilian deferment or want to seek a specialty not available through the military, you should do a backup application through NRMP, using the ERAS application service.
- All application materials should be completed by October 15. Some branches include both parts of Step 2 by that date. Check with your liaison.
San Francisco Match (Early Match)

- Limited to Ophthalmology
- Register for match first, then the application service.
- Application Service:
  - Central Application Service
- Web site is [https://www.sfmatch.org/](https://www.sfmatch.org/)
- Deadlines typically run 1–2 months ahead of ERAS.
- The web site is now updated for 2015. Please note: target dates listed are not program deadline dates.
- You will assemble your own application – some online and some in hard copy.
- Registration begins June 1– $100 registration fee
Limited to the specialty of Urology

Application Service:
  ◦ Electronic Residency Application Service (ERAS)


The web site is not yet updated for registration 2016. Please note: Applications must move quickly. ERAS timeline for applications, but program deadlines are early.
Includes almost all specialties with the exception of those listed above.

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 listing of letter writers
  - First day to file application September 15
  - Fee determined by number of specialties and number of programs selected
  - Individual programs set deadlines.

Web site
  - $60 fee if paid by November 30
  - $30 additional fee for couples – allows more selections
  - Registration ID number needed for ERAS application
On to Knowing your Letters

- When you look at your programs make sure you have what you want.
- A = Advanced (starts in PGY2; 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 Growl at this one – only for practicing doctors – not for you
Review your application web site before you begin completing or requesting documents

- Know which documents you submit directly.
- Know which documents must be submitted confidentially
- Recognize documents
- Identify documents uploaded through the Dean’s Work Station.
- For Ophthalmology if you want to use the same letters for your prelim and advanced programs, ask your writer up front for 2 copies – 1 for you and 1 for me.
How to start

- Do a preliminary personal statement and CV
  - Decide on a main theme for your personal statement so you can give it to letter writers upon request.
- Consider an “uber” CV listing everything from undergrad, graduate, and medical school.
  - Start eliminating things from undergrad that don’t pertain to medicine.
  - Remember – for NRMP – teaching and clinical experience count as work.
  - All publications count.
  - Don’t forget postbacc.
  - All students must account for any time gaps from undergrad until they started medical school.

Copy this address into your address bar to see a sample of the application form.

If you need your AAMC ID or your USMLE ID, let me know; I can get those for you.

Urology applicants will need to watch when you can register with AUA because your AUA number is needed on the ERAS form.

Unless you are military – check “yes I plan to participate in NRMP”. Applications will not be processed without the check.

Matching as a couple in the NRMP? I recommend to check the box.
More basic application tips

- ACLS is good for 2 years. We do not offer PALS.
- AOA elections should be complete before September 15.
- This is the end of the profile. Everything above this point can be changed at any time through the process.
- Once you submit the application nothing can be changed or added in the main application.
- You can save your entries as you go through the application.
- Education – include graduate education if you did prerequisites for medical school, no matter how few. The most common error here is to forget to add Postbaccalaureate programs.
- Training will be “none” because you have not worked as a resident.
Tougher parts of application

- Read the instructions carefully to sort out your experiences. Include undergraduate experiences relevant to medicine, teaching, or research. If you left an activity to enter Med 3 or because you graduated from undergrad – no explanation is necessary.
- Read formats for publications and which types are acceptable. Be sure to differentiate a research job after graduation from being a student researcher.
- Be sure to check that your explanation of extended or interrupted medical school training matches up with what is listed in the MSPE
- If you need to explicate any negative experiences, the personal statement is probably the best place to do so.
Hobbies and Interests – this is where the extensive CV comes in handy – you may want to list some health fairs, and volunteer things here as well as personal interests and hobbies.

Medical School Awards – Merit scholarships; any grades of Honors or Letter of Commendation; any leadership roles you were elected or selected for. You have 510 characters so if you have a lot to list— the Candy Apple award might not make the cut, but you can still talk about it at interview if you can work it in. An explanation of Project Professionalism and what you do there might serve you better.

Other awards – awards from the university at large; undergrad awards; some include Eagle Scout here; some list church leadership roles; or you may just want to divide all of your medical school things between the two categories.
Coming to the home stretch

- Membership in Honorary/Professional Societies – AMA; AMSA; Gold Humanism Society, AOA, – everyone knows what these are. Landacre is a research honor society which should be identified as such – don’t be parochial.

- Once you certify and submit your application the document is final, and you have attested to its accuracy.

- There are 2 ways to view the application – in application mode and in CV mode. CV mode has next to no formatting and doesn’t look pretty, 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 you can live with.
Next steps

- Contact letter writers you have selected.
  - You will need 3–4 letters of recommendation
    - At least one must be from someone in your desired specialty
    - Find out if you need a Chairman’s letter
  - Be prepared to provide requested documents
  - You must provide a coversheet for your letter writer. They need the unique identifier on the form so they can upload your letter into the portal.
  - Try to meet with the author in person if possible.
The biggest step for some

- Requesting a USMLE transcript is built into your ERAS application.
- Programs which participate in ERAS will only accept scores via official USMLE transcripts.
- There are two questions to consider on the application.
  1. Do you want to release all USMLE scores that are currently in your record? This answer will almost always be yes. Most programs won’t consider an application that doesn’t contain at least a Step 1 score.
  2. Automatic retransmission of all subsequent scores to programs is no longer allowed. Retransmitting scores is easy but you must remember to do so.
  3. You can track delivery of USMLE transcripts in ADTS (Applicant Document Tracking System). You have access to a report that indicates what has been sent. My advice is to make sure it made it all the way to your most preferred programs. We have had some issues the last two years.
  4. Your initial request may take more than a few days to process because no scores are transmitted until fees are processed. The fee is $70, regardless of the number of programs applied to.
Do your part of the application as timely as possibly

During August
- Have your photo taken – send to Jane to upload
  - Color, headshot specifications listed in ERAS user guide.
- Request an OSU transcript sent to Jane to upload – Request a pdf version of the transcript to be emailed to me at trask.4@osu.edu
- Complete your application form as completely as possible.
- Polish, complete, and update personal statement and CV.
  - This CV will be for you to take with you on interviews.
  - Be prepared to update as needed, especially after Sept. 15.
- Ophthalmology and Orthopedics will need undergrad transcripts
  - You will mail these yourself.
When do I need to submit my ERAS application?

- September 15 (80% filed on day 1) This number should be higher.
- Be sure the information is complete and accurate enough to represent you.
- There may be legitimate reasons to delay a few days, but discuss your thoughts with Jane or one of the Deans.
- Always by the program deadline.
Valid reasons to wait a short time to submit

1. You have not had a chance to proof your application. Take the time to read the application.
2. A publication that may be accepted to a major journal in a few days. This is not a strong reason.
3. A pending grade that has direct impact, e.g., you received a Satisfactory with marginal comments in your field of choice, but your August Sub-I was great. Wait no longer than a week. This can always be updated by the MSPE on October 1 or later by email.

Once the application is transmitted, no changes can be made.
Never wait for these reasons!

- I can’t request my OSU transcript – my Peds grade isn’t here. Your Peds grade will never be there! OSU transcripts only show pass/fail for MED 1 and MED 2 and that you are progressing through clinicals.

- Programs will remember me better if I submit later. Programs will fill all of their interview spots before you send in the application!
The ERAS application is generic – designed for all specialties.

Customization occurs in the personal statement, the letters of recommendation, and the programs selected. You have control over these assignments.

You can add programs and specialties at any time.
Where do I turn? What do I do?

- Ask questions when they arise. It’s much easier to prevent an error than fix one.
- The Associate Deans, Program Directors, and Jane Trask are standing by ready to help with questions or problems.
- Many tools exist to help you track documents. Your peers have on-line resources. Most importantly you have a strong community that wants to see you succeed.
- You are not alone in this process unless you choose to be.
Personal to–do list from now until September 15

- Sign Consent to Release Information form
- Choose Match – pay registration fee when due
- Upon receipt of your ERAS token – enter letter writers
  - Others can be added later
- Read instructions or watch tutorials
- Write an original personal statement
- Construct a CV
- Complete your application form
- Gather additional documents
More details on the to-do list

- Get your photograph, OSU transcript, and letter of recommendation requests done ASAP.
- Select the programs you want to apply to and add them to the programs selected column. This is always changeable.
- Assign the additional documents to each program you have chosen. Letters cannot be assigned until they are received.
- 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.
What does Jane do?

- Issue ERAS tokens before July 1.
- Process all documents that go to all programs or that should remain confidential.
  - Photo, transcript, and MSPE go to all
    - Department letters are letters of recommendation.
    - The MSPE IS NOT. DO NOT LIST MSPE anywhere in your letter writer list.
Is that all?

- Proof CVs and personal statements
- Couples Matching advice
- General advising for career and Match in particular.
- Send reminders when the big deadlines are coming up.
- Assist in completing application forms.
- Send out supplemental materials.
You do the work – we will succeed together
October Match Status

- Your application should be filed.
- You should be rounding up final supporting documents.
- You need to check email every day including your spam filter.
- You need to formulate a plan for interviewing.
- You need to respond to each invitation immediately upon receipt.
October questions

- How do I delay an interview appointment?
- How can I get my letter writers to hurry up?
- Why can’t you read my letters and pick the best one?
- Do I need an insurance letter?
- When will you contact a faculty member on my behalf?
October fears

- Why don’t I have more interviews?
- I don’t have vacation scheduled for interviewing, now what?
- OSU is not a top tier program, who will want me?
- Everyone in my class is going into my specialty!
Trick or Treat?

- What is the absolute deadline?
- What if I am still trying to choose a specialty?
- How do I pick my letters of recommendation?
- When all else fails, do a year of research?
- Interviewers are required to tell the truth, right? I can believe everything they say.
The scramble has been replaced by the Supplemental Offer and Acceptance Program or SOAP.

Any students who remain unmatched after the main matching round will have the opportunity to submit applications via ERAS to unfilled programs. Only unmatched students will have access to the list of programs.
Match Week Schedule

- Monday – Medical schools notified 11:30 of unmatched students: students notified at noon. Programs will be notified of unfilled positions at noon. Students begin submitting applications at 1:00 on Monday. Applications will be released at 2:00.
- Tuesday – Thursday SOAP applications continue.
- Friday – Match Day- at noon students across the nation learn of their residency placements.
March 20, 2015

Match Day