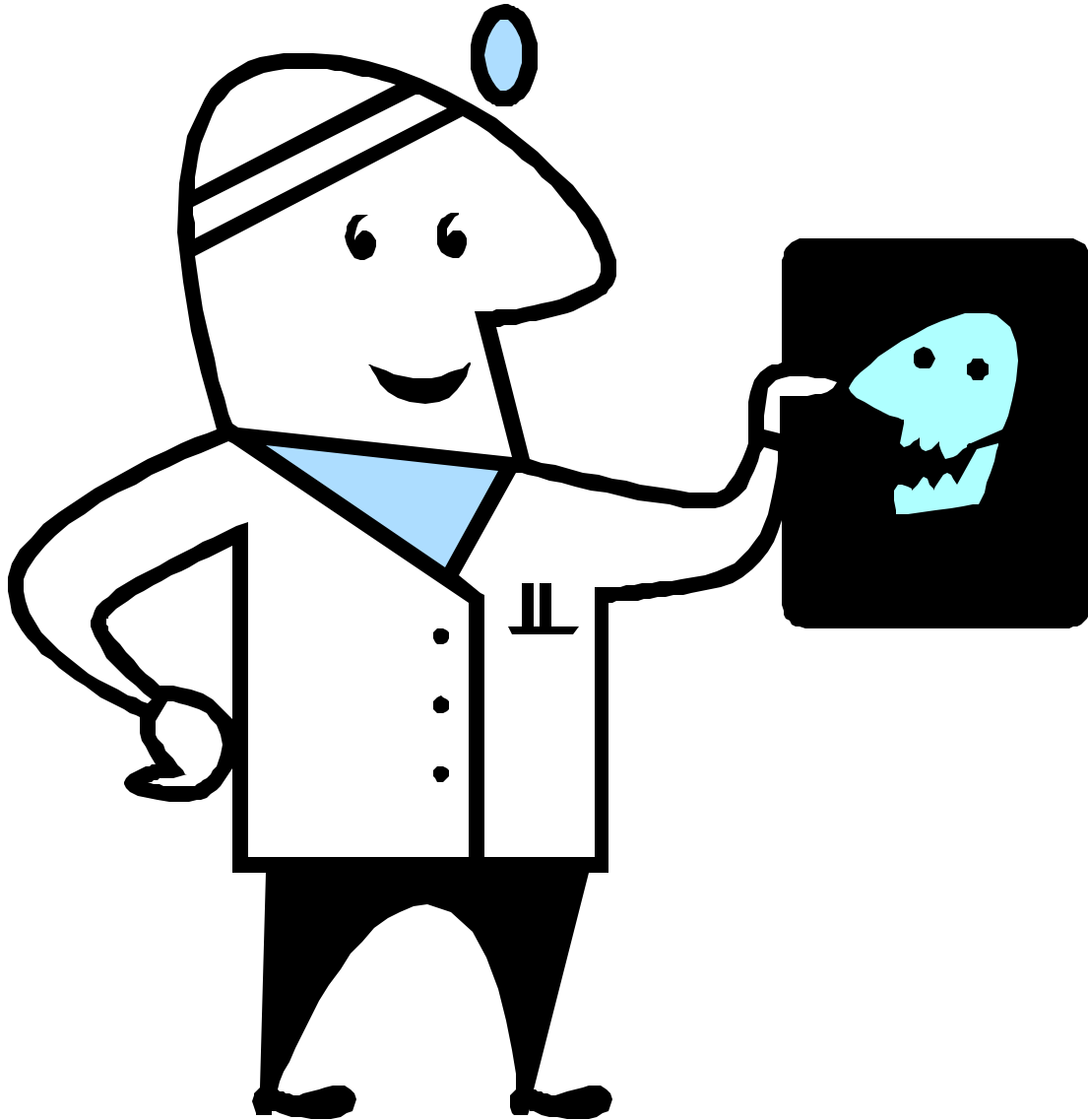


Residency Application Process Short Guide

Class of 2009



General description of “The Match”

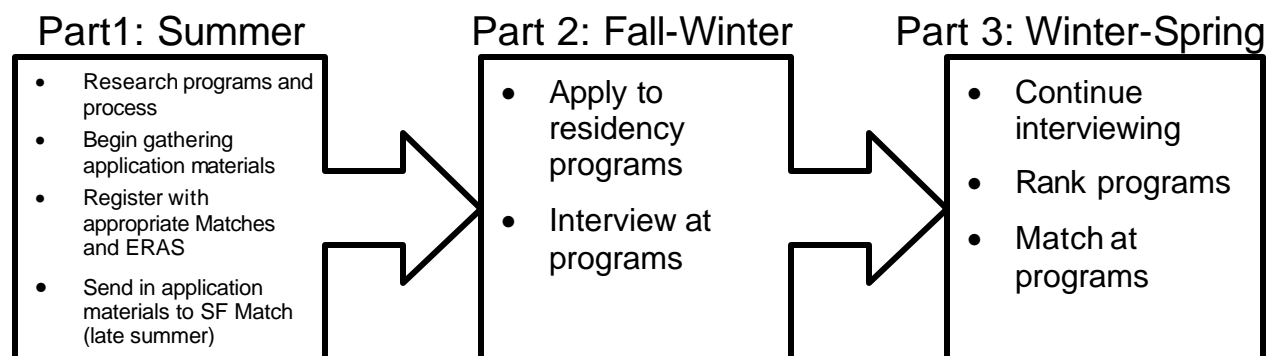
“The Match” is the process by which medical students get into a residency. Senior medical students do not make independent agreements with residency programs to train at their program. Instead, applicants and residency programs are “matched” with each other using ranking lists that both create. The Match was developed to provide an impartial venue for matching applicants' preferences for residency positions with program directors' preferences for applicants.

There are actually four different matching programs: The National Residency Matching Program (NRMP), the San Francisco Match, the American Urological Associate Match (Urology Match), and the Military Match. The SF and Urology Matches are often referred to as “early matches” because they have accelerated schedules compared to the NRMP Match, which is often referred to as the “main match”. Each Match covers different specialties: the SF Match matches applicants into Ophthalmology and Child Neurology, The AUA (Urology) Match matches applicants into Urology. The NRMP Match matches applicants into all the other specialties. Specialties are not repeated in each match, meaning if you want to match into Urology, the AUA Match is the only match that matches into Urology, and if you want to match into Family Practice, the NRMP Match is the only match that matches that specialty.

Different matches have different ways of applying to programs in the specialties they represent. The NRMP, Urology, and Military Matches all use a system called ERAS (Electronic Residency Application Service) to apply to residency programs, while the SF Match has a unique system all their own where you will gather your application materials and send into them, they will then distribute to the programs you specify.

Though there are four different matching bodies, all senior medical students must get their first post graduate year (PGY-1) of residency through the NRMP Match. The SF and Urology Matches match students only into Advanced positions (beginning at the PGY-2 year), meaning students will fill their PGY-1 year via the NRMP match.

The process is broken apart into three distinct parts or time periods: Summer, Fall-Winter, and Winter-Spring. Each of these phases has its own needs and requirements for the applicant.



To do now

- **Learn all you can about the process.** Sources include:
 - Talking to individuals (advisors, residency directors, etc...),
 - Our residency guide and other publications such as the AAMC's "Roadmap to Residency". Copies of both these can be found on our residency information page at <http://www.meded.umn.edu/students/residency/>
 - Careers in Medicine: <http://www.aamc.org/students/cim/> If you do not have an access code to get in just email Scott Davenport at daven016@umn.edu to get one
 - The various matching programs websites
 - NRMP: www.nrmp.org
 - SF Match: www.sfmatch.org
 - Urology Match: <http://www.auanet.org/residents/>
- **Get into the departments of the specialties you are interested in!** Get to know them. Visit <http://www.med.umn.edu/departments/home.html> for a list of links to each department's web site. As each of the residency directors on the panel at the residency workshop said, **they will do everything they can to help you get into the residency you want**, but first they must get to know you.
- **Go to specialty informational events.** I will email an updated list of these in the coming week and update you to when new ones are scheduled.
- **Begin researching programs.** Sources:
 - Advisors
 - Residency Directors and other individuals in your chosen specialty (residents, recently matched students, etc...)
 - FREIDA: <http://www.ama-assn.org/ama/pub/category/2997.html>
- **Begin acquiring letters of recommendation**
 - For letters of rec (LoRs) to be entered into ERAS, use letter of recommendation cover sheet, found at <http://www.meded.umn.edu/students/residency/>
 - Fill in cover sheet and give copy to each letter writer
 - Make sure to sign and check if you waive your right to view letters or not
 - If choose to view, make sure you view it prior to it getting to Scott Davenport, as I scan them in and transmit the day I receive them (beginning September 1)
- **Begin working on developing your Personal Statement and CV**
 - Will have a workshop to help you create your PS on June 19th
 - Samples can be found at various spots online (just Google "CV") and in the big blue binder outside Scott Davenport's office at B626 Mayo

Timeline of Key Dates, 2008 - 2009

- June**Registration opens for Urology (AUA) Match, <http://www.auanet.org/residents/>
- June**SF Match begins accepting requests for registration for the Ophthalmology Residency and Child Neurology Matches
- Summer**Meet with assigned MSPE writer (must be done before September 1)
- Mid June**.....Obtain “Token” to register with ERAS (look for email from Scott Davenport letting you know Tokens are ready for distribution)
- June 19**.....Personal Statement Workshop
- July 1**ERAS registration opens, may begin entering application materials, <http://www.aamc.org/audienceeras.htm>
- Late August**Registration for the NRMP Match begins, www.nrmp.org
- August 27**.....Target Date to have your application submitted to the SF Match for the Child Neurology Residency Match
- September 1**.....May begin applying to programs via ERAS for NRMP, AUA (Urology) and Military Match specialties
- September 3**.....Target date to have your application submitted to the SF Match for the Ophthalmology Residency Match
- Late September**.....Interview Workshop
- October 15**Target date to get all letters of recommendation and medical school transcripts in for ERAS
- Mid October**.....Review completed MSPE
- November 1**.....MSPE released to all programs applied to
- Late November**.....NRMP registration deadline without penalty
- December**.....Applicants begin submitting their rank-ordered preference lists for the Ophthalmology and Child Neurology SF Matches
- December**.....Military Match results released
- December 2008**.....Urology Match Rank List submissions
- January 5, 2009**Urology Match Rank Order List deadline
- January 8, 2009**Ophthalmology SF Match rank lists submission deadline
- January 14, 2009**Child Neurology SF Match rank lists submission deadline
- Mid January 2009**NRMP Match Rank Order List opens
- January 15, 2009**Match results for Ophthalmology (SF Match) released
- January 21, 2009**Match results for Child Neurology (SF Match) released
- January 26, 2009**Urology Match Results released
- Late Feb. 2009**NRMP Rank Order List deadline
- March 19**.....Match Day!

Matching Programs

There are two types of matches: **Regular match** (meaning NRMP Match) and **early match** (meaning SF and Urology Matches). What makes a match “early”? Very simply put, early matches have an accelerated time frame. You must apply earlier, interview earlier, rank earlier, and match earlier.

NRMP Match

- www.nrmp.org
- Often referred to as the “main match”
- Register with NRMP beginning in late August
- Begin applying to NRMP related specialties and programs on September 1 via ERAS
- Matches students into all specialties except Ophthalmology, Child Neurology (SF Match) and Urology (Urology Match)
- All senior US medical students are required to match into their PGY-1 residency year via the NRMP Match
- The NRMP Match happens in March of each year, with “Match Day” always being the third Thursday in March

San Francisco Match

- www.sfmatch.org
- Is an “early match”
- Matches students into the specialties of Ophthalmology (PGY-2) and Child Neurology (PGY-3).
- Register with SF Match beginning in June, begin applying to SF Match related specialties and programs during the Summer
 - August 27th - Target Date to have your application submitted to the SF Match for the Child Neurology Residency Match
 - September 3rd - Target Date to have your application submitted to the SF Match for the Ophthalmology Residency Match
- Students matching into programs via the SF Match will be matching into Advanced residency positions, meaning they will be starting this residency in the PGY-2 year
 - Need to also participate in the NRMP match to secure a PGY-1 year (either through a Preliminary or Transitional position, or for Child Neurology into a Categorical Pediatrics positions)

- The Advanced programs you apply to via the SF Match should let you know their requirement of what type of PGY-1 position you must complete (Prelim Surgery vs. Prelim Medicine vs. Transitional position) prior to arriving to them in the PGY-2 year
- Does not use ERAS for applying to programs
 - It has its own unique system where the applicant completes the Common Application Form and collects all supporting docs (letters of rec, transcripts, etc...) and sends into the match.
- Being an “early match”, applicants participating in this match will follow an accelerated time schedule. Applicants will apply, interview, rank programs and match sooner
 - SF Match matches take place in January each year

AUA (Urology) Match

- <http://www.auanet.org/residents/>
- Is an “early match”
- Matches students into the specialty of Urology (PGY-2)
- Students matching into programs via the Urology Match will be matching into Advanced residency positions, meaning they will be starting this residency in the PGY-2 year
 - Need to also participate in the NRMP match to secure a PGY-1 year (either through a Preliminary or Transitional position)
 - The Advanced programs you apply to via the Urology Match should let you know their requirement of what type of PGY-1 position you must complete (Prelim Surgery vs. Prelim Medicine vs. Transitional position) prior to arriving to them in the PGY-2 year
- Uses ERAS for applying to programs
 - Can use ERAS to begin applying to programs on September 1
- Being an “early match”, applicants participating in this match will follow an accelerated time schedule, and programs will have earlier deadlines to apply by. Applicants will apply, interview, rank programs and match sooner
 - Urology Match takes place in January each year

Types of residency positions

Categorical (C)

Programs entered in June/July 2009 that begin in the PGY-1 year and provide the full training required for board certification in medical specialties

Advanced (A)

Programs that begin in June/July 2010 in the PGY-2 year after a year of prerequisite preliminary training. Example specialties – Dermatology, Diagnostic Radiology, Neurology

If matching into or applying to Advanced positions (via the NRMP or Early matches), must also apply to Preliminary/Transitional positions through the NRMP

Preliminary (P) and Transitional

Begin in June/July 2009, one-year programs beginning in the PGY-1 year that provide prerequisite training for advanced programs.

This is why Early Match participants must also participate in the NRMP Match, to get a PGY-1 position

There are two types of Preliminary Position: Prelim Surgery and Prelim Medicine. The Advanced programs you apply to should let you know their requirement of what type of PGY-1 position you must complete (Prelim Surgery vs. Prelim Medicine vs. Transitional position) prior to arriving to them in the PGY-2 year.

How the 3 different types of residency positions relate

Categorical programs cover all your training. But Advanced and Prelim/Trans programs rely on each other. Since Advanced programs do not begin until the PGY-2 year, students must complete a Preliminary or Transitional PGY-1 year before beginning the Advanced (PGY-2) position. So if you are applying to Advanced programs, you must also apply to and match into a Preliminary or Transitional year program. So you will actually have two matches, one for your Advanced, and the other for your PGY-1 year Preliminary or Transitional program. Also remember that all students are required to obtain their PGY-1 year via the NRMP Match, so you must use the NRMP Match to match into your Preliminary or Transitional PGY-1 position (regardless if you used the SF Match or Urology Match for your Advanced program match).

When applying to programs, be aware that a single residency program may offer multiple tracks. Programs may offer Categorical and Advanced positions. So when applying in ERAS make sure to select the appropriate position you want to apply to, or you can select both and apply to both at the same time.

Components of the residency application

How you apply to residency programs differs with the various matching programs. The NRMP, Urology and Military Matches all use ERAS to apply. The SF Match has its own unique system where you gather your materials and send into them and let them know to which programs you want them distributed. The components of the complete residency application are:

- **Common Application Form**
 - This is a Common Application Form - each program you apply to receives the same one
- **Letters of Recommendation**
 - Can send up to four to any one program
 - For ERAS we have a cover sheet you must give to each letter writer, it can be found at <http://www.meded.umn.edu/students/residency/> . Your letter writer will then send the completed letter and cover sheet to Scott Davenport (his address is on the cover sheet)
 - There is no deadline to get letters of rec in for ERAS, however, a good target date for you to get these to Scott Davenport to scan in is October 15th
 - Once received Scott Davenport will scan into ERAS
 - If you choose to view before they are sent out, it is your responsibility to view prior to them getting to Scott. Scott will scan into ERAS and transmit as soon as he gets them
 - If applying to SF Match programs, you can use the same letters of rec to apply to Prelim or Transitional programs using ERAS. The early Urology Match uses ERAS, so these letters will already be in the system for you to use for Prelim/Trans programs, but if you are applying to the SF Match and you want to use the same letters in ERAS to apply to Prelim or Transitional year programs you must get copies to Scott Davenport (remember, the SF Match does not use ERAS).
- **Personal Statement**
- **Medical Student Performance Evaluation (MSPE)**
 - Sent to all programs via ERAS and sent to SF Match for distribution on November 1
- **Medical School Transcripts**
 - In order to scan in for ERAS, these must be received on white paper. To insure we receive them on white paper we have a special form you must use when requesting these from the registrars office, it can be found at <http://www.meded.umn.edu/students/residency/> .
 - Visit the University of Minnesota's One Stop (<http://onestop.umn.edu/onestop/grades.html>) to view a copy of your transcripts

to see what grades are in before requesting. If a grade is missing that you want on before requesting, contact the department offering the course to get it on

- Target date for you to get these to Scott to scan in is October 15th
- Will automatically go to each program you apply to via ERAS
- Can be updated in ERAS. Just use same request form and process to get an updated copy to Scott Davenport to be placed into ERAS where it will replace the copy already in the system.

- **Photo**

- We will have a photo shoot over a couple days in August. We will use these photos for your residency, commencement program and yearbook

- **USMLE Transcript**

- These USMLE Transcripts contain your test history along with your scores
- If applying to the SF Match you must provide them with a copy of your USMLE Step 1 Score Report as part of your application package for them
- In ERAS, you will release your USMLE transcripts
 - Will have an option to have updated copies automatically resent to each programs you have applied to when new scores are placed on them (i.e. Step 2 scores). **DO NOT** select this option
- Once released in ERAS, each program you apply to via ERAS will receive the most up-to-date copy of your USMLE Transcripts

The following chart lists the average number of applications sent out for each specialty for this last years match class (Class of 08), including Transitional year programs:

Specialty	Total # Applications Sent To Each Specialty	# of Students Applying To Specialty	Avg. # of Applications Sent Per Student Applying	Total # That Matched in Specialty For Class of '08
Anesthesiology	150	6	25	6
Child Neurology	11	1	11	1
Dermatology	372	6	62	3
Emergency Medicine	468	18	26	15
Family Medicine	360	36	10	31
Internal Medicine	768	64	12	39
Med/Ped	88	8	11	6
Neurology	20	2	10	3
Neurosurgery	164	4	41	2
OB/GYN	208	8	26	8
Ophthalmology	220	5	44	5
Orthopedic Surgery	696	12	58	9
Otolaryngology	252	6	42	6
Pathology	52	4	13	4
Pediatrics	300	20	15	17
PM & R	21	3	7	3
Plastic Surgery	38	1	38	0
Psychiatry	36	4	9	5
Radiology-Diagnostic	533	13	41	10
Radiation Oncology	177	3	59	3
Surgery	624	24	26	14
Transitional Year	272	34	8	17
Urology	294	6	49	6
Med/Derm	16	4	4	1
Med/Emergency Med	8	2	4	1
Med/Fam Med	1	1	1	0
Peds/Psych/Child & Adol. Psych	9	1	9	1
Average			24.5	

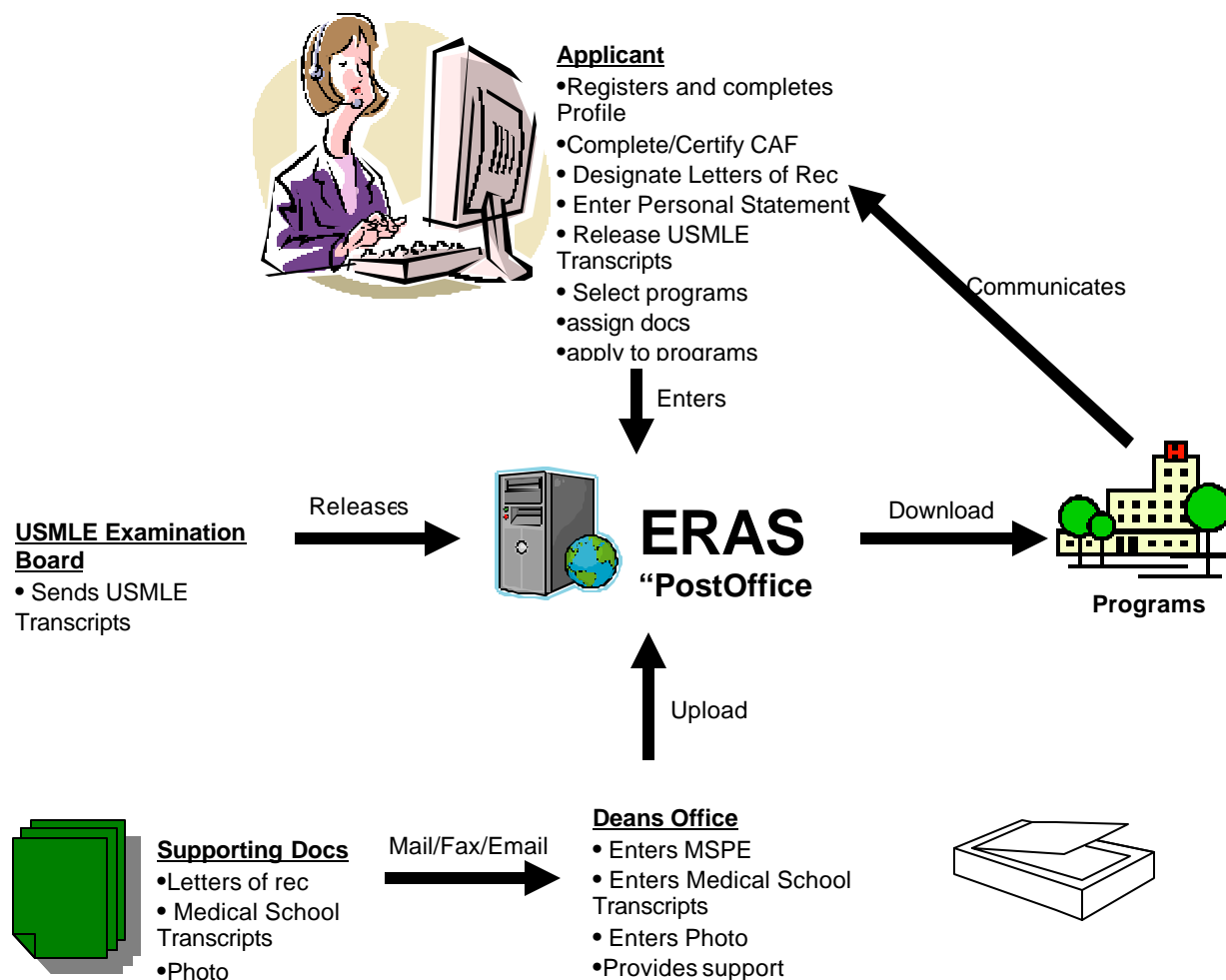
ERAS

What is it?

ERAS (Electronic Residency Application Service) is the web based application program that manages your application materials and allows you to: enter application materials, select programs, assign application materials to programs and apply to programs. It is used to apply to programs that participate in the NRMP, Urology, and Military Matches. ERAS was created by and is administered by the AAMC.

Visit <http://www.aamc.org/students/eras/start.htm> for all the interesting details.

How ERAS works



There are four main pieces of the ERAS puzzle, each with a different responsibility:

1. The applicant

- a. Registers with ERAS
- b. Completes Profile and keeps up-to-date
- c. Completes Common Application Form and certifies
- d. Designates letter of rec writers
- e. Requests the release of their USMLE Transcripts
- f. Requests Medical School Transcripts be released to Dean's Office
- g. Request letters of rec and for them to be sent to Dean's Office
- h. Selects programs
- i. Assigns supporting materials (LoRs, personal statement, USMLE transcripts, photo) to programs
- j. Applies to programs

2. Dean's Office

- a. Distributes registration Tokens
- b. Receives applicants supporting docs (letters of rec, medical school transcripts, MSPE and photos), scans into designated spots in individual student ERAS files, and uploads these materials into the ERAS PostOffice for programs (to which they have been assigned by the applicant) to download
- c. Provide support

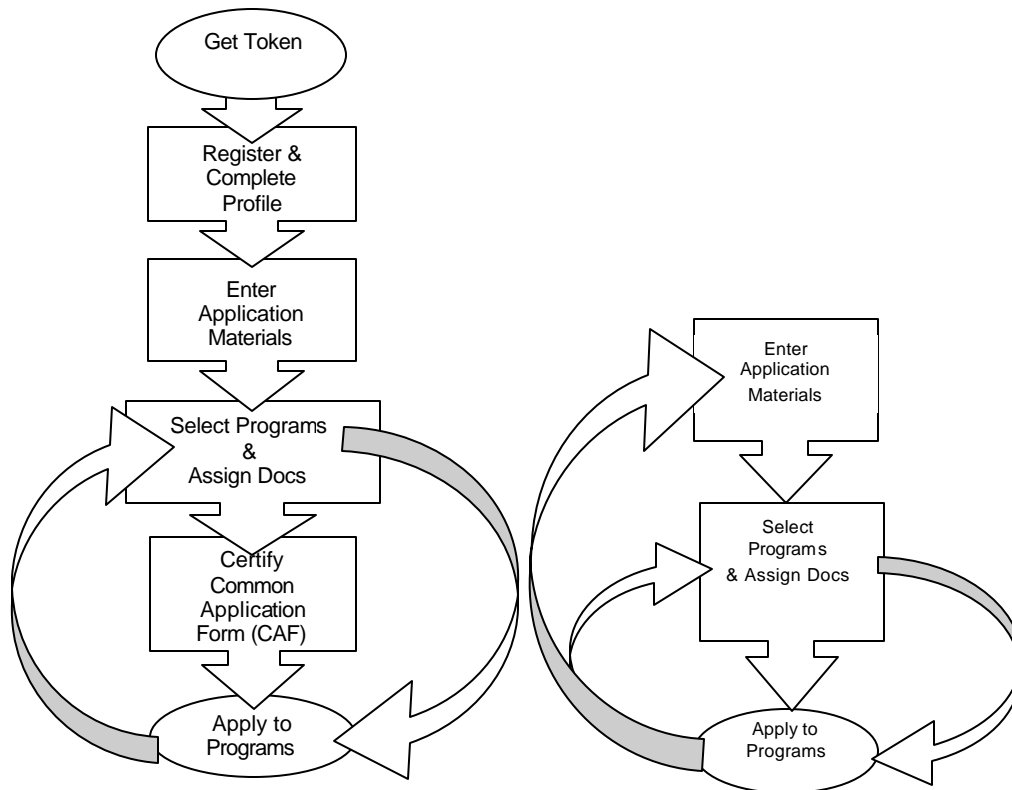
3. Residency Program

- a. Downloads application materials assigned to them from applicants
- b. Communicates with applicant via ERAS message center

4. ERAS "PostOffice"

- a. Central server where each applicants MyERAS file is saved along with their documents
- b. Acts as central site where documents are stored and assigned by applicant and where programs go to download documents assigned to them by applicants

ERAS Applicant Process



1. The process for an applicant in ERAS begins in late June or early July with the acquisition of a **Token**. These Tokens are individual codes that will allow applicants to register with ERAS. These Tokens will be distributed by the Dean's Office (Scott Davenport) via email beginning in late June. Once a Token is received the applicant can use it to register with ERAS. Can register with ERAS beginning July 1.
2. When registering the applicant will complete the **Profile** section of ERAS. This section contains the basic information about the applicant such as name, email address, phone number and is what programs will use to find contact information about a student. The Profile is always accessible and updatable by each applicant.
3. Once registered, the applicant can begin entering information into their **Common Application Form (CAF)**. The CAF can be saved and worked on over a period of time and can be certified beginning **September 1**. Once certified the CAF can not be changed and the applicant may begin applying to programs.
4. Prior to applying to programs the applicant can **designate their letter of rec writers, enter their personal statement and release their USMLE transcripts** in ERAS.

5. Also prior to applying to programs (and after you have begun applying) the applicant can **select programs and assign their supporting documents** to them. The documents that applicants will assign to programs are:

- Letters of Rec (4)
- Personal Statement (1)
- USMLE Transcripts
- Photo

Along with these assigned items, the following will automatically go to each program an applicant applies to and do not require assigning:

- CAF
- MSPE
- Medical School Transcript

6. Once your CAF is certified you can **begin applying to the programs** (beginning September 1).

- You will only certify your CAF once, and ***ONCE CERTIFIED IT CAN NOT BE CHANGED***
- The same CAF will be sent to each program you apply to

7. Once you have begun to apply to programs you will begin to follow the process as shown in the image above on the left. You can continuously select new programs, assign documents to them and apply. You can even enter new application materials (designate new letters of rec for example) and assign these to programs you have already applied to, or to new programs you select.

Key points to remember about ERAS

- You will only certify your CAF once. Once certified it is locked and can never be changed
- You can collect as many letters of rec as you wish, but you can only assign a max of 4 to any one program
- You do not need to wait till all your letters of rec are in to begin applying. All you need to do is designate your letter writers in ERAS and assign these letters to programs. Once the letters have arrived they will be instantly transmitted to the programs they are assigned to and you have applied to
- You can select new programs, assign docs and apply to them any time. Does not need to be done all at once
- You can designate new letters of recommendation at any time and even assign new letters of recommendation to programs *after* you have applied to them

ERAS processing fees are based on the number of programs applied to per specialty. MyERAS automatically calculates your fees and you may pay online. ERAS fees are the same for all residency and osteopathic applicants. The ERAS processing fee is dependent on the number of programs per specialty and the schedule is as follows:

Number of Programs Per Specialty	ERAS Fees
Up to 10	\$60
11-20	\$8 each
21-30	\$15 each
31 or more	\$25 each

Medical Student Performance Evaluation (MSPE)

What is it?

As defined by the AAMC:

“The MSPE describes, in a sequential manner, a student’s performance, as compared to that of his/her peers, through three full years of medical school and, as much as possible, the fourth year. The MSPE includes an assessment of both the student’s academic performance and professional attributes.”

The MSPE is a *performance evaluation*, not a recommendation. All medical students across country get one and they are released nationally on November 1 to all the residency programs you have applied to. The MSPE contains **NO** ranking information and is **NOT** specialty specific. To make them as personal as possible you are involved in its creation.

The parts of the MSPE are:

- Identifying Information
- Unique Characteristics (written by student, edited by your MSPE writer, max 300 words)
- Academic History
- Academic Progress
 - Preclinical Record
 - USMLE Step 1 score
- Selection of Clinical Evaluation Comments and grades (this is the bulk of the MSPE)
- Summary Paragraph (written by your MSPE writer)
- Appendices

MSPE Process

1. Make an appointment with your assigned writer
 - a. Must meet with your assigned writer before September 1
 - b. Bring copy of CV (and Personal Statement if have a final or rough draft of)
 - c. You *do not* need to know your career specialty before meeting
2. Draft Unique Characteristics paragraph
 - a. Max 300 words
 - b. Email to Scott Davenport week prior to your meeting
3. Meet with your assigned writer and review your MSPE as is up to that date
4. Final review your MSPE in October prior to November 1 release date

The MSPE and your role in its creation

You will author the Unique Characteristics portion of your MSPE with a max of 300 words. You will write it in the third person about yourself. Paragraph may address some or all of the following topics:

- Personal values and characteristics
- Activities and rationale for selection
- Research activities
- International studies
- Other interests and hobbies
- Experiences between college and med school
- When appropriate, description of significant challenges or hardships

You will need to get your completed UC to Scott Davenport prior to your summer meeting with your assigned MSPE writer. Scott will place into your MSPE and your assigned letter writer then will have access to it and can edit or change as they please.

Key links and sites

Our Residency Information Page: <http://www.meded.umn.edu/students/residency/>

NRMP: www.nrmp.org

San Francisco Match: www.sfmatch.org

AUA (Urology) Match: <http://www.auanet.org/residents/>

ERAS Info: <http://www.aamc.org/students/eras/start.htm>

ERAS Applicant Timeline: <http://www.aamc.org/students/eras/guideline/start.htm>

MSPE Preparation Guide: <http://www.aamc.org/members/gsa/mspeguide.pdf>

Fellowship and Residency Electronic Interactive Database (FREIDA): <http://www.ama-assn.org/ama/pub/category/2997.html>

Medical School page with list of links to each department:
<http://www.med.umn.edu/departments/home.html>

Career MD: <http://www.careermd.com/cgi-bin/careermd/resdb/resdb.exe?cgicommand=2>

Careers in Medicine (CiM): <http://www.aamc.org/students/cim/>