<div align="center">

Handy-Dandy Residency Application
Checklist
KEEP THIS HANDY!

</div>

☐ **Brief, 3 short sentences with an explanation of "Unique Characteristics"**.
- ❖ Required for MSPE appointment
- ❖ [Strolling through the match audio](#)
- ❖ [Strolling through the match slides](#)

☐ **Prepare Your Curriculum Vitae**
- ❖ Required for MSPE appointment
- ❖ Be sure to review strolling through the match above.

☐ **Prepare Your Personal Statement**
- ❖ Required for MSPE appointment
  - [Dean Strome's podcast](#)

☐ **Complete Your ERAS application**
- ❖ Required to transmit documents to any program utilizing ERAS
- ❖ ERAS tokens have just been sent out to all members of the Class of 2021 on June 8th, 2020.
  - ○ It is important to register for ERAS and make an account **promptly** when receiving a token. This will help avoid last-minute hiccups.
  - ○ Register your token: Create ERAS username/password by logging into the ERAS website; http://www.aamc.org/eras
  - ○ Complete ERAS application by *target* date: September 1, 2019.
  - ○ Once you have registered your ERAS Token, you will be able to start your ERAS application, generate LOR request forms, attach personal statement(s), upload your photo, request USMLE scores, and select programs.
  - ○ Once you've generated the LOR Request Forms, your letter writers can begin uploading letters; Student Affairs can begin attaching transcripts (beginning September 1st – please DO NOT send me your ERAS transcripts prior to September 1st unless you are participating in an early Match).
- ❖ ERAS Post Office begins transmitting **application materials to programs: October 21st, 2020.**
  - ○ **ERAS has no deadline, but the sooner your application is transmitted to programs, the sooner you can receive interview offers**; Programs set their own deadlines – be familiar with them!
- ❖ A complete ERAS application includes**:**
  - ○ Certified electronic ERAS application
  - ○ Personal statement
  - ○ Letters of Recommendation
    - ▪ Recommend sending four (4) to all programs.
    - ▪ Make sure you get a Chair's Letter for programs who require one! Not all specialties require a chair's letter, but it only takes one to ask for it!
    - ▪ Maximum number that can be transmitted to each program via ERAS is four (4)
  - ○ Official ERAS transcript: ONLY YOU CAN AUTHORIZE THIS!
    - ▪ To ensure the most up-to-date copy, **do not request until the first week of September! No ERAS transcript received in the Office of Student prior to September 1st will be uploaded to ERAS.**
    - ▪ Transcripts can be requested in person by visiting One Stop, 910 Plaza Lobby or via the Registrar's Forms webpage: (https://uthsc.co1.qualtrics.com/jfe/form/SV_24Q1kb2wEEGWu9v)
    - ▪ Not considered "official" if delivered by student (even if it's contained in a sealed envelope!)
  - ○ MSPE (**See email for scheduling MSPE appointments**)
  - ○ Photo [see below for more details]
  - ○ USMLE request
  - ○ **Given the national COVID-19 crisis, there is uncertainty about timing and result transmission regarding STEP 2 CK. Watch your emails!**

- ☐ **Upload Your ERAS Photo**
  - ❖ **Because your ERAS photo will be passed along to various individuals and groups while interviewing,**
    your ERAS photo should be of professional quality, more information about photos will be sent.
    (see email for details).

- ☐
  Request Letters of Recommendation
  - ❖ 3-4 are required by programs; **Recommend you submit 4 to each program**.
  - ❖ If using ERAS, you must provide your letter writer with an ERAS LOR Request Form:
    - o **LOR request forms are generated when you designate your letter writers in ERAS and contain the letter writer's unique upload code/link.**
  - ❖ Letters of Recommendation must be uploaded directly using the LOR Portal, which is outlined on the LOR cover sheet generated by ERAS.
    - o Make sure to designate your LORs in ERAS once you have requested them. **LORs cannot be uploaded if you have not designated them and/or assigned them to your programs.**
    - o The **MSPE does not count as an LOR** and therefore does not require an LOR request form.
    - o LORs cannot be deleted once they have been created so be careful to review the information you enter when creating an LOR.
  - ❖ An LOR is not viewable in ERAS except by the letter writer who uploaded it.
  - ❖ **Again, DO NOT DELAY SUBMITTING YOUR APPLICATION PENDING RECEIPT OF AN LOR OR ANY OTHER SUPPORT DOCUMENTATION! Finalize and s**ubmit your ERAS application once you have completed it so that we can begin attaching your documents.
    - ❖ *National Resident Matching Program (NRMP)*
      - o Bookmark the NRMP timeline at https://mk0nrmp3oyqui6wqfm.kinstacdn.com/wp-content/uploads/2020/03/2021-Main-Residency-Match-Detailed-Calendar.pdf for reference
      - o Registration is required for anyone entering the 2020-21 NRMP match process.
      - o **Registration for NRMP begins September 15th, 2020**.
    - ❖ *Military Match (earlymatch)*
      - o Army and Navy use ERAS to transmit application materials; Air Force does not.
      - o All branches set their own process timelines so make sure if you are required to participate in the military match, you familiarize yourself with the application requirements and deadlines.
      - o *Air Force Match* https://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/Application-Instructions/
      - o *Navy* https://www.med.navy.mil/sites/nmcp/Dept/SitePages/GMED/default.aspx
      - o *Army* https://www.goarmy.com/amedd/education.html
      - o For further guidance, contact Taylor Smith, and we can partner you with a former senior who recently went through the military match.
    - ❖ *San Francisco Match (early match; uses ERAS for prelim year)*
      - o Bookmark the SF timeline at http://www.sfmatch.org
      - o **Register for SF Match begins July 1ˢᵗ, 2020**
      - o Includes ophthalmology and plastic surgery fellowship **not residency**.
      - o Does not use ERAS to transmit application materials.
      - o Will require registration with NRMP match for preliminary year.

- *❖ Urology Match (earlymatch)*
  - o **https://www.auanet.org/education/auauniversity/for-residents/urology-and-specialty-matches/specialty-match-timelines**
  - o **Applicant Registration for the 2019 Urology Residency Match opens June 24th, 2020!** https://internal.auanet.org/secured/andrology/applicant_RF.cfm
  - o Uses ERAS to transmit application materials.

Schedule Your MSPE Appointment
- ❖ All students entering residency in July 2021 are required to have an MSPE.
- ❖ The **MSPE is not a letter of recommendation and should not be included as one of your four LORs**.
- ❖ The MSPE does NOT require a LOR Request Form – this will be submitted by COM office
- ❖ **All MSPE appointments are scheduled on-line using signupgenius. Please do not contact the MSPE authors directly to schedule an appointment or to reschedule an appointment.** This causes confusion and can result in duplication. Contact Taylor Smith (tsmit198@uthsc.edu /448-5684) for access to the signupgenius.
  Appointments begin **July 6th, 2020.**
  Appointments are scheduled on a "**first-come; first-serve**" basis.
- ❖
- ❖
  - o Authors have a limited number of appointments so don't wait until the last minute to schedule yours! Medical Student Performance Evaluation (MSPE) authors available:
    - • Catherine Womack, MD
    - • Deirdre James, MD
    - • Sara Cross, MD
    - • Andrew Olinger, MD
    - • Mukta Panda, MD
    - • William Dabbs, MD
    - • Gerald Presbury, MD
  - o **Not all appointment options are posted at this time.** An email will be sent out to the class announcing the addition (or cancellation) of MSPE appointments. Watch for them! Appointments go fast!
  - o **No MSPE appointment will be scheduled before July 6th, 2020 unless you will not have access to UTHSC campuses from July 1st through October 2nd.**
  - o **No MSPE appointment will be scheduled after October 2nd 2020.**
  - o **All MSPE appointment will be held via Zoom.** Please make sure you have a strong internet connection for meeting time.
- ❖ Three (3) brief "noteworthy characteristics", CV, Personal Statement, unofficial transcript and 3rd/4th year schedule are **required** for all MSPE appointments. Be sure to review strolling through the match.
- ❖ **No MSPE released prior to October 21st**; **Completed** MSPEs will begin uploading to ERAS begins October 2nd 2020.
- ❖ MSPEs will contain coursework evaluations received in our office **by September 20th**. Missing evaluations at the time of your appointment will be added as they are received. No evaluation will be added once the MSPE has been uploaded.
- ❖ A draft of your MSPE will be emailed to you within 2-3 weeks following your appointment. Instructions for making corrections to your MSPE draft will be provided in the email. **Review your draft carefully as no additional drafts will be sent to you. No MSPE will be held from upload pending a student's review. Review of your MSPE is to change grammatical errors and enhance clarity, not to change the evaluation of you.**
- ❖ **Official class rank for the MSPE will be available October 1st.** This ranking will be the "official" ranking used to determine the MSPE Overall Performance Rate. It will not change, but your transcript will!

- ☐ **Create your rank list on NRMP**

  - ❖ ERAS is the software platform that NRMP uses to view your application
  - ❖ NRMP is the actual organization who reviews your ERAS
  - ❖ Your rank list is submitted to **NRMP** – NOT ERAS!
  - ❖ NRMP Application opens 9/15/2020.
  - ❖ Standard NRMP Application Deadline is 1/31/2021
    - o After this date, the cost to apply rises – An additional $50 fee is charged
    - o Furthermore, programs begin ranking on 2/1/2021, so it is important they have your application prior to this.
  - ❖ List of fees and what to expect
    - o Follow link and click on "Applicant Fees"

Other excellent resources:
AAMC careers in medicine website:

Apply to Residency   SHARE: f 𝕏 in ✉

Application Process

Applying to residency programs involves developing and assembling your residency application and supporting documents. Your goal: presenting your best self through your application.

LEARN MORE ›

Choose Programs

A successful match to a residency program starts long before you create your rank order list. How effectively you research programs and identify the appropriate mix to apply to contributes to your likelihood of securing a match.

LEARN MORE ›

Application Services

You may use one or more application services. Here are descriptions the different services available and when you need each.

LEARN MORE ›

Your Application

Applying for residency programs involves developing and assembling your residency application and supporting documents. Your goal: presenting your best self through your application.

LEARN MORE ›

Interviewing

Your goal is to walk away from the interview trail confident in your knowledge of how happy and successful you'd be at each program, so you can submit the best possible rank order list for the match.

LEARN MORE ›

Match 2018 Data:
A very helpful guide that give data about matching based off of national trends. Highly recommended!

THE MATCH®
NATIONAL RESIDENT MATCHING PROGRAM®

Charting Outcomes in the Match:
U.S. Allopathic Seniors

Characteristics of U.S. Allopathic Seniors Who Matched to Their Preferred Specialty in the 2018 Main Residency Match

2nd Edition

☐ **Helpful information from the AAMC**

- ❖ [Navigating the couples match](#)
- ❖ [Creating a parallel plan](#)
- ❖ [Creating a rank order list (ROL)](#)

Please contact our office at 901.448.5684 if you have questions or require assistance.   *Rev060262020*