# Handy-Dandy Residency Application Checklist
KEEP THIS HANDY!

- ☐ **Prepare Your three (3) brief "Unique Characteristics" in bullet format**
  - ❖ Required for MSPE appointment
- ☐ **Prepare Your Curriculum Vitae**
  - ❖ Required for MSPE appointment
- ☐ **Prepare Your Personal Statement**
  - ❖ Required for MSPE appointment
- ☐ **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 2019.
    - o Register your token: Create ERAS username/password by logging into the ERAS website; http://www.aamc.org/eras
    - o Complete ERAS application by *target* date: September 1, 2018.
    - o 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.
    - o 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: September 15, 2018.**
    - o **September Early Opening and Release of USMLE Step 2 CK Scores – September 6th.**
    - o **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!
  - ❖ All application materials must be received by the program's application deadline.
    - o **Exception: *the MSPE, which will not be released prior to October 1, 2018 no matter the match service you are using (e.g., NRMP, MODS, SF Match).***
  - ❖ A complete ERAS application includes**:**
    - o Certified electronic ERAS application
    - o Personal statement
    - o 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)
    - o Official ERAS transcript
      - ▪ 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!)
    - o MSPE (**See email for scheduling MSPE appointments**)
    - o Photo [see below for more details]
    - o USMLE request
    - o **Emergency Medicine applicants only**: Know about SLORs; Standard Video Interview (SVI) deadline July 31st!!

- ☐ **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. ERAS photos are being provided through Stroud Photography (see email for details).**
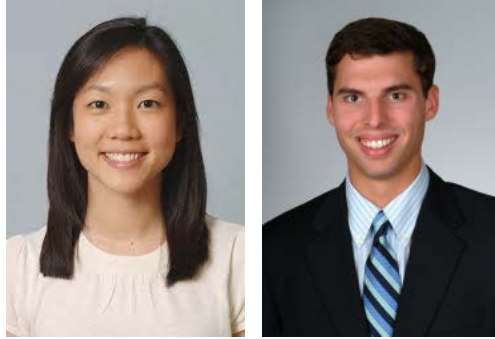
- ☐ **Request Letters of Recommendation**
  - ❖ 3-4 are required by programs; **Recommend you submit 4 to each program**.
  - ❖ If using ERAS, you must provide your letter writer with an ERAS LOR Request Form:
    - o **LOR request forms are generated when you designate your letter writers in ERAS and contain the letter writer's unique upload code/link.**
  - ❖ Letters of Recommendation must be uploaded directly using the LOR Portal, which is outline 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.
- ☐ **Register for Match Services**
  - ❖ *National Resident Matching Program (NRMP)*
    - o Bookmark the NRMP timeline at http://www.nrmp.org/res_match/yearly.html for reference
    - o Registration is required for anyone entering the 2018-19 NRMP match process.
    - o **Registration for NRMP begins September 15, 2018**.
  - ❖ *Military Match (early match)*
    - 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 (http://www.afms.af.mil/shared/media/document/AFD-130614-088.pdf)*
    - o *Navy (http://www.med.navy.mil/sites/navmedmpte/gme/Pages/annualgmeupdate.aspx)*
    - o *Army (http://www.mods.army.mil/medicaleducation)*
  - ❖ *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 NOW**
    - o Includes ophthalmology, pediatric neurology and plastic surgery.
    - o Does not use ERAS to transmit application materials.
    - o Will require registration with NRMP match for preliminary year.
  - ❖ *Urology Match (early match)*
    - o http://www.auanet.org/education/auauniversity/residents/residency/urology-and-specialty-matches
    - o **Applicant Registration for the 2019 Urology Residency Match NOW OPEN!** 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 2019 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 an LOR Request Form.
- ❖ **All MSPE appointments are scheduled on-line using the MSPE Appointment Request Form**.
  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 Debbey Hester (dhester@uthsc.edu/448-5531) should you need to change or cancel an appointment.
- ❖ Scheduling of MSPE appointments begins **June 29, 2018;** Appointments begin **July 9, 2018.**
- ❖ 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:
    - • Susan Brewer MD (Author Code SB-OPEN): 910 Plaza, STE 1031
    - • Gerald Presbury, MD (Author Code GP-OPEN): 910 Plaza, Suite 1031
    - • Catherine Womack, MD (Author Code CW-OPEN): 66 N. Pauline Bldg., 6th Floor Preventive Medicine Lobby (Dial 45903 for access)
    - • George Maish, MD (Author Code GM-OPEN): 920 Plaza, Room 215 (secured access; ID required)
    - • Mukta Panda, MD, (Author Code MP-OPEN): 960 E. Third Street, STE 104 (Chat; ALL TIMES EST)
    - • William Dabbs, MD (Author Code WD-OPEN) 1924 Alcoa Highway, 2nd Floor CEC (Knox; ALL TIMES EST)
  - o N**ot all appointment options are posted at this time.** An email will be sent out to the class announcing the addition (or cancelation) of MSPE appointments. Watch for them! Appointments go fast!
  - o **No MSPE appointment will be scheduled before July 9, 2018**.
  - o **No MSPE appointment will be scheduled after September 21, 2018.**
  - o **MSPE appointment are not available online. If you will be unable to access any of our campuses for the full duration of the MSPE process, contact Debbey Hester (**dhester@uthsc.edu/448-5531**) as soon as possible.**
- ❖ Three (3) brief "unique characteristics (bullet format), CV, Personal Statement, unofficial transcript and 3/4th year schedule are **required** for all MSPE appointments.
- ❖ **No MSPE released prior to October 1st**; **Completed** MSPEs will begin uploading to ERAS begins September 24, 2018.
- ❖ MSPEs will contain coursework evaluations received in our office **by September 21st**. Missing evaluations at the time of your appointment will be added as they are received.
- ❖ A draft of your MSPE will be emailed to you within 7-10 days following your appointment. Instructions to 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 review.**
- ❖ **Official class rank for the MSPE will be available September 1st**. This ranking will be the "official" ranking used to determine the MSPE Overall Performance Rate. It will not change.

How to schedule your MSPE appointment:

Step 1: *Review the* MSPE Appointment Calendar. (***Opens June 29, 2018***)
(Calendar updated as appointments are added and/or deleted; check back often!)

Step 2: *Select an author and three (3) **different** appointment options (MM/DD T:TT).*

Step 3: *Access and complete the online* MSPE Appointment Requet Form.
(***Available June 29, 2018***)

Please contact our office at 901.448.5531 if you have questions or require assistance.