

UMMS Residency Applicant Reference Guide

This document has been designed to assist University of Michigan Medical School M4 residency applicants with the residency application process. Applicants will find information and resources pertaining to the Medical Student Performance Evaluation (MSPE), Electronic Residency Application Service (ERAS), Letters of Recommendation (LORs), the various matching programs, and the process for submitting your National Residency Matching Program (NRMP) Rank Order List (ROL). Please note: information contained in this guide is for the 2012-13 residency cycle. ERAS and the various Matching Programs may subsequently change their processes, deadlines, etc.

Office of Medical Student Education Resources/Contacts:

Deans	Counselors	Other
Associate Dean – Mangrulkar, Rajesh Assitant Dean – Gay, Steven Assistant Dean – Gay, Tamara Assistant Dean – Santen, Sally	Middleton, Eric Tschirhart, Amy	ERAS Coordinator – Barbara Sharp ERAS/NRMP Administrator – Cupitt, Pamela

Medical Student Performance Evaluation (MSPE)/Dean’s Letter Appointments (Sign Up) - Students sign up for MSPE appointments in Mid-May. An e-mail is sent to m4@umich.edu in the spring, with instructions and information regarding the MSPE, and how to sign up for your appointment.

The MSPE may be added to an applicant’s ERAS file any time after the applicant have signed off of the MSPE (this will take place with the support person for the Dean who wrote the MSPE). Please note that programs will not have access to this MSPE document until the MSPE National Release Date of October 1, or the following business day if October 1 falls on a weekend.

Transcripts - ERAS requires a specific format of the medical school transcripts. This requires our office to special order the medical school transcript from the University of Michigan Registrar’s Office. Our office submits a transcript order on August 15, for all students eligible to participate in the current year Match program. The transcripts will include all M3 grades through period 12. Unless we receive a specific request to NOT scan the medical school transcripts from the applicant, the transcript will be scanned and uploaded to ERAS. Please note that these transcripts will be available to programs on September 15. Applicants must contact the ERAS Coordinator (Barbara Sharp bajeshar@umich.edu 734/763-2380), if there is a concern with uploading the transcript.

San Francisco Match (SF Match) applicants must order transcripts directly from the University of Michigan Registrar’s Office (via Wolverine Access or 734/763-9060), as the SF Match requires transcripts with the university’s official seal.

Photos - ERAS applicants will need to submit a photo as part of the application. Students will receive an e-mail from the Office of Medical Student Education (OMSE - Paula Meyer) with details regarding M4 photo sessions. The majority of ERAS applicants use these photos from the M4 photo session for the ERAS application.

ERAS Photograph – Applicants have the option of assigning their photo to the programs they apply to. The photograph is attached and transmitted by the UMMS ERAS Coordinator. Programs use the photograph to identify applicants during the interview visit and as a memory aid when they create their ROL. UMMS applicants have the option of using their “Sr. Photo” for the ERAS application, or a different photo. UMMS Applicants, who want to use a different photo, must submit their preferred photo to the ERAS Coordinator, Barbara Sharp (bajeshar@umich.edu) by August 15, to ensure that it is available for release to residency programs on September 15. Electronic jpg images work best with the ERAS program – photo guidelines can be found below:

The photograph must:

- Be in color, not black and white

- Show a full front view of the person's head and shoulders with full face centered in the middle of the photograph
- Have a plain white or light colored background as dark colored backgrounds do not display very well in the program's software
- Measure between 2.5 x 3.5 inches and not more than 5 x 7 inches.

Residency Application Services

ERAS (Electronic Residency Application Service) – ERAS is a service that transmits the residency application, LORs, the MSPE, medical school transcripts, USMLE transcripts and other supporting credentials from the applicant and the applicant's designated dean's office to program directors using the internet. ERAS consists of: (1) MyERAS (the web site where you create your application), (2) the Dean's Office Workstation (DWS), (3) the Program Director's Workstation (PDWS), (4) and the ERAS Post Office. (<https://www.aamc.org/students/medstudents/eras/>)

ERAS will transmit supporting documents to the program to which you apply. Any documents not listed are considered non-ERAS documents. Programs that request non-ERAS documents (additional recommendation letters, etc.) need to provide instructions on how the documents are to be submitted. The instructions should not involve the ERAS program or our OMSE office.

ERAS is comprised of four main components

MyERAS Web Site	This is where applicants complete the personal statement (PS), selection programs to apply to, and assign documents to be received by those programs.
Dean's Office Workstation (DWS)	This is ERAS software used by UMMS ERAS Coordinator. From this software an electronic token is created by the ERAS Coordinator that the applicant uses to access MyERAS. The ERAS Coordinator also uses this system to scan and attach supporting documents to the residency application, such as photograph, medical school transcript, MSPE, and LORs.
Program Director's Workstation (PDWS)	This is ERAS software used by program staff to receive, sort, review, evaluate, and rank applications.
ERAS PostOffice	This is a central bank of computers that transfer the application materials from applicants and the ERAS Coordinator's office to residency programs. Applicants can monitor the activity of their files in the ERAS PostOffice via the Applicant Data Tracking System (ADTS).

How does ERAS work?

- Applicants will be issued an electronic token. You will use it to access the MyERAS Web site.
- Applicants will complete the ERAS application, select programs, assign supporting documents, and transmit their application to programs.
- Schools (via ERAS Coordinators) receive notification of the completed application and start scanning and transmitting supporting documents into the ERAS program.
- Examining boards receive and process requests from applicants for USMLE score reports, and uploads information in the ERAS program.
- Programs contact the ERAS PostOffice on a regular basis to download application materials.

MyERAS Tutorials - Various tutorials are available on the ERAS website to assist applicants with the completion of their application. To explore these, please visit <https://www.aamc.org/students/medstudents/eras>.

Letters of Recommendation (LORs) - are required by all residency programs. Applicants will need 3-4 LORs to support their residency application. ERAS applicants may request as many letters as they like, but each program requests a specific number – usually **3** or **4**. Please review program specific information regarding the number of LORs required. Send programs the number of letters they require (not more and not less). It is suggested that the applicant choose letter writers who know you and your work well, authors who can write a strong recommendation letter regarding your candidacy. Some programs request that one LOR come from the Department Chair.

When the time comes for applicants to request LORs, the applicant should set up meetings with the letter and provide a copy of their personal statement and CV. Applicants might need to gently remind the LOR writers several times of application deadline constraints.

OMSE personnel **cannot** review LORs, make decisions/suggestions about which letter should be used to support your residency application. OMSE also **cannot** proof the letters for typos, grammar, etc.

- May-June: It is suggested that applicants select their LOR writers
- July-midAugust: Applicants should ask faculty (3-4) for letters (check programs to see if a recommendation letter from a department chair is needed).
- August-September: Applicants are encouraged to follow-up with LOR writers to see if your letter(s) have been submitted.

The **Letters of Recommendation** tab in MyERAS will allow you to create a list of people who will write letters on your behalf. After you activate your ERAS token, you can assign your letter writers in the ERAS system. Once you assign your letter writers, you will be able to print out the recommendation Letter Request Form, that will be given to your letter writer. The recommendation Letter Request Form provides instructions regarding letter content and submission for the letter writers.

Reserving Slots for LORs - Applicants will need to reserve LOR slots in order for the ERAS Coordinator to attach these documents to your electronic application through the designated DWS. This can be done prior to applying to residency programs through ERAS or the receipt of the applicant’s LOR documents in OMSE for scanning by the ERAS Coordinator. When the applicant finalizes the LOR request, the ERAS Coordinator will receive an update that allows them to scan the LOR(s) and make them available to programs (if the applicant has applied). An applicant may create an unlimited number of LORs; however, no more than four (4) letters may be assigned to any individual program.

ERAS Recommendation Letter Request Form - The purpose of the Recommendation Letter Request Form is to provide instructions for your letter writers on content and submission of the recommendation letter. The Recommendation Letter Request Form is created in the ERAS system, once the applicant assigns the recommendation letter writer. The Recommendation Letter Request Form provides instructions to the letter writer in regards to submitting the letter (electronic or mail) for ERAS upload. The Recommendation Letter Request Form gives the applicant the option of waiving their rights to see the letter.

ERAS Recommendation Letters should be submitted to either of the addresses below

Outside (non UM Campus Mail)	UM Campus Mail
Barbara Sharp – ERAS Coordinator University of Michigan Medical School 1301 Catherine Street Rm 5110C Med Sci I/SPC 5611 Ann Arbor, MI 48109	Barbara Sharp-ERAS Coordinator UMMS/MSA/OMSE 5110C Med Sci I Box 5611

If you have asked for your letter before you apply to ERAS, the letter can be submitted without the AAMC ID. Please note, that the Recommendation Letter Request Form is not considered a part of your application, and it is not scanned.

ERAS Token/Registration - “Tokens” are electronic codes that once activated, will allow the applicant to register and access MyERAS (your personal workstation in ERAS) online. ERAS tokens are e-mailed to all UMMS M4 students as early as July 1 and no later than July 6. If you have not received your ERAS token by July 6, please send an ERAS token request e-mail to Barbara Sharp (bajeshar@umich.edu 734/763-2380).

The AAMC ID question can be skipped when you activate the token. Once your token is activated, ERAS will generate your AAMC ID. The ERAS token is only used to provide initial access to MyERAS, all logins after that point, will use your AAMC ID and password that you select for ERAS.

It is important to register early. Your ERAS Coordinator cannot scan your documents until you have registered. After receiving your token from your designated dean’s office, log into MyERAS to register your token. Carefully fill out required fields, and type in your token number. **You may only register once**; therefore, enter all information and review it to ensure accuracy **before** submitting. For subsequent logins, you may access MyERAS from the ERAS homepage or from the MyERAS login screen.

Create Your Profile - We recommend that you complete as much of your Profile as you are able to right away. Examples of information collected in the profile include:

Name	SSN (not a required field)	Preferred and Alternate Phone
Preferred Name	Citizenship	NRMP Participation
Previous Last Name	Contact E-MAIL	USMLE ID
Birthdate	Contact Address	

Many of the Profile areas can be updated after you submit your ERAS application. You will need to enter your USMLE ID to request your USMLE transcript, the USMLE transcript is sent directly from USMLE to ERAS.

Creating your MyERAS application - You may only have one ERAS application. All programs to which you apply will receive the same application. The ERAS personal statement allows the applicant the option of personalizing their application for specific programs when more than one specialty is being considered by the applicant. At any time, you may print a MyERAS Worksheet, which allows you to view the application in its entirety. The Worksheet allows the applicant the option of working on the application off line, before actually entering their information online. The worksheet contains every question asked in the ERAS application.

There is no need to complete the application in one sitting. Applicants are encouraged to take their time and work on each page at their convenience. Information that is entered on a page is stored when saved. The information in the application may be changed at any time prior to the applicant certifying and submitting the application. ERAS provides a checklist function for applicants to make sure that all ERAS application sections have been completed.

Create Your Personal Statement (PS) and Request Supporting Documents - Each applicant needs to create at least one PS. There is no limit on how many PS’s an applicant can create. Each applicant will need to designate and assign their PS and LOR writers. Each applicant will need to authorize the transmission or retransmission of the USMLE transcript.

Applying to Programs and Assigning LORs - Applicants have the option of searching the various residency programs that participate in through ERAS. The residency program listings in ERAS provide general information about each program. Once an applicant applies to a program, the application cannot be withdrawn. If applicant finds that they are no longer interested in a program, the applicant should inform the program that they are no longer wish to be considered for a position if an interview was granted. Alerting the program allows them an opportunity to

provide the slot to another applicant. Applicants are encouraged to contact each program before applying, to make sure that they understand and meet the program requirements (all programs are allowed to set their own deadlines, amount of recommendation letters, etc.).

Programs have the ability to update their participation status in ERAS to inform applicants when they are no longer accepting new applications. If this should happen, applicants will not be able to apply to these programs. If an applicant applies to a program before they change their status to “no longer accepting applications”, the applicant will be able to make document assignment changes, etc.

Note: ERAS does not give refunds for any reason. Applicants are advised to contact programs before applying to them to minimize the risk of applying to a program that is no longer accepting applications or not participating in ERAS.

Prior to applying to programs, the applicant may edit the type of training track that has been selected for the program. However, once the applicant has applied to the program, the selection cannot be changed. To deselect a type of training track after applying to a program, the applicant must contact the program directly to request a modification of the selection. For program which the applicant has already applied to, changes to document assignment and type of training selections will be transmitted immediately.

Assign Documents to Programs - All programs to which an applicant applies will receive the ERAS common application form (CAF), the applicant has the option of assigning other documents as well. The University of Michigan Medical School (UMMS) ERAS Coordinator is responsible for attaching the letters of recommendation (LORs), the Medical Student Performance Evaluation (MSPE), the UMMS transcript. The UMMS ERAS Coordinator will also attach the applicant photo, if one is available. The UMMS ERAS Coordinator is not involved with the applicant personal statement or the USMLE transcript. The applicant is responsible for assigning the Personal Statement(s) for programs, and authorizing the release of the USMLE transcript in the ERAS program.

Some applicants will create one personal statement to assign to all of their programs. Some applicants applying to more than one specialty will create a specific personal statement for each specialty. It is very important that the applicant assigns the documents to the correct program. If a program downloads a document, there is no way the applicant can undo the document assignment (if the wrong document was sent).

Guidelines for Assigning Documents

LORs/ Personal Statements/USMLE Transcripts/Photographs

- Applicants may create an unlimited number of LORs; but a maximum of 3-4 for can be assigned to any program (check the program for their recommendation letter requirement).
- Applicants must assign the LOR writers in ERAS in order to be able to assign the letters to programs.
- Each Letter Request Form generated by ERAS, has a unique code, which allows the letter writer the ability to upload the letter directly in ERAS.
- ERAS Allows applicants the options of creating an unlimited number of personal statements, but only one may be assigned to any one program at a time.
- Once the applicant has sent a personal statement, the document cannot be changed.
- Once the applicant's USMLE transcript has been assigned to a program, it cannot be un-assigned.
- Once the applicant's photo has been assigned to a program, the photograph cannot be unassigned.

Note: Once a program receives a document the document remains in the program's records. The document **cannot** be deleted, even if an applicant chooses to un-assign a document. Programs may have downloaded or printed a copy of the application with the un-assigned document(s). It should not be assumed that the program will not be able to reference the original document(s) in the future.

The ERAS program provides an option where the applicant is able to see a listing of the documents that have been assigned to programs the applicant is applying to. This listing should be used by the applicant to make ensure that the documents assigned to the program(s) meet their application requirements. To review this information, visit the ERAS ADTS(Applicant Data Tracking System) at aamc.org/students/medstudents/eras.

Curriculum Vitae - The Curriculum Vitae (CV) is the same information that the applicant entered in the application section of MyERAS. The PDWS will display it as a CV. The CV is nothing more than the CAF formatted in a different manner for the benefit of those programs that prefer to view the ERAS application in CV format. The ERAS application is able to view their CAF in the CV format as well.

Submitting the ERAS Application - On September 15, residency programs will be able to access all certified and submitted ERAS applications and supporting documents, except the MSPE. The MSPE has a national release date of October, 1.

The CAF is the printed version of the information entered by the applicant in MyERAS. The printed CAF allows the ERAS applicant to view the application in the format which the programs will view the application. Applicants should review the CAF to ensure there are no omissions or inaccuracies **before** certifying and submitting the ERAS application. For this reason, we recommend that the applicant **not** submit their certified application before September 1.

The ERAS application can only be submitted and certified and submitted once! No changes can be made to the application once it has been certified and submitted, there are **no** exceptions.

Certify and Transmit the ERAS Application - Applicants should review their application carefully **before** certifying. Once the application is completed, it needs to be submitted to the ERAS PostOffice for processing. **Applicants cannot apply to residency programs until the application is certified and submitted.**

To transmit the ERAS application to programs, the applicant must make a payment in MyERAS. **Before** completing the payment process:

- Applicants should have contacted program to confirm ERAS participation
- Applicants should review program eligibility requirements and deadlines, to ensure that they have been met.
- The applicant should review the ERAS fee schedule to understand how ERAS fees are calculated.

Note: No refunds will be given for applications sent to programs not participating in ERAS or whose deadlines have passed. ERAS uses a secure server to transmit credit card information and does not retain credit card information for future use.

What happens when the applicant submits the ERAS Application?

- Programs the applicant applies to will receive the applicant's CAF and Profile information, as well as the assigned personal statement.
- Programs the applicant applies to will receive the assigned USMLE transcript (the transcript is transmitted directly from USMLE to ERAS at the current fee).
- The UMMS ERAS Coordinator will receive the list of programs the applicant applied to, and application supporting documents will be attached (recommendation letters, photograph, medical school transcript, etc.), and transmitted to the programs (if/when available).

- Most uploaded files become available immediately. **The MSPEs, however, are not viewable until the National release date, October 1st.**
- Programs must log into the ERAS PostOffice to download applicant files and documents. Applications transmitted after a program's deadline may not be downloaded by the program. It is the responsibility of the applicant to ensure that application materials are transmitted to programs before the deadline(s). Refunds will **not** be given if a residency program does not download files that available in the ERAS PostOffice.

Note: The UMMS ERAS Coordinator may not receive all ERAS applicant documents immediately. As recommendation letters are received, they will be attached and transmitted to the ERAS PostOffice. It is the responsibility of the applicant to follow-up on recommendation letters.

Programs use the PDWS to download application documents. Program Directors may print, review, and evaluate applications using criteria they establish.

Applicants should direct questions regarding the uploading of the application and supporting documents to their UMMS ERAS Coordinator Barbara Sharp (bajeshar@umich.edu 734/763-2380).

Applicants should direct questions regarding why their application or supporting documents have not been retrieved by the program, to the residency program director's office.

Note: Program do not receive a list of other programs you applied to, nor do they know the number of applications that you have submitted.

Checking Status of Application (ADTS) and Monitor the Message Center for Information from Programs - The Applicant Document Tracking System (ADTS) feature in MyERAS, gives the applicant the option of monitoring the status of the ERAS application, and its supporting documents. The ADTS lists each program that the applicant has applied to, the documents the applicant assigned to the program, the dates the documents were uploaded by the ERAS Coordinator, the date the documents were available to the program, and the date the program downloaded the documents. The applicant accesses the ERAS ADTS by using the AAMC ID and the MyERAS password at aamc.org/students/medstudents/eras.

MyERAS Message Center - MyERAS has a Message Center that stores a copy of all communications sent to the applicant by the program(s) using the e-mail feature with the PDWS. ERAS may also use the vehicle from time to time to provide important information to applicants like outstanding billing issues or system updates. The Message Center is used in conjunction with the applicant e-mail account as a secondary way to receive messages.

Note: E-mails sent to the ERAS PostOffice from the PDWS are included in the Message Center. However, if the program uses a personal or institutional e-mail system, those messages will not be sent to the Message Center.

Select and Apply to New Programs, Update Your Documents and Track Their Delivery - Applicants may apply to additional residency programs at any time. The process for selecting additional programs is the same as selecting previous programs. Applicants are reminded to assign the ERAS supporting documents to the additional residency programs before transmitting the additional program applications. Applicants are encouraged to review the ERAS fee schedule to calculate the costs of the additional residency program selections.

Match Programs

A small number of UMMS residency applicants will participate in the following early match programs:

- Ophthalmology applicants will apply and match through the San Francisco (SF) Match program (early match). For information or to register for the SF Match visit <http://www.sfmatch.org/residency/ophthalmology/index.htm>.

- Urological Surgery applicants will apply through ERAS and match through American Urological Association (AUA) Match Program (early match). For information visit the Urological Surgery Match at <http://www.auanet.org/>.
- Military applicants will apply and match through either the Military Match program (early match) or to one of the other matching programs with the permissions of the Military to secure a civilian residency training program.

Note: Applicants who are not applying to the specialties or programs above, will apply through ERAS and match through the NRMP.

SF Match Program (Early) - Ophthalmology applicants will need to apply to the SF Match, this match takes place several weeks before the NRMP Match. Ophthalmology applicants can expect deadlines for the SF Match to be 4-6 weeks earlier than those in the NRMP match. Ophthalmology applicants need to pay close attention to the SF Match timeline. The SF Match performs the match and sends the results out to the applicants, medical schools and Ophthalmology training programs. Ophthalmology applicants will also register with the NRMP to secure a PGY-1 position that supports their advanced training program.

Urological Surgery (Early) - Urological Surgery applicants will apply to residency programs through ERAS. Urology applicants will use the ERAS deadlines for the application process, and they will use the Urology Residency Matching Program deadlines for submitting the rank order list. The Urology Residency Matching Program performs the match and sends the results out to the applicants, medical schools and Urology training programs. Urological Surgery will also register with the NRMP to secure a PGY-1 position that supports their advanced training program.

Military Match (Early) - The U.S. Air Force, Army and Navy coordinate their own residency matching program. Military applicants use ERAS to submit applications as well. Since the number of military appointments available is insufficient for the number of candidates applying, applicants are required to register with the NRMP. The Military performs their own match and the results are announced early enough for applicants to withdraw from the NRMP if they match successfully in a Military residency program.

National Residency Match Program (NRMP) - The NRMP is not an applicant service or a job placement service. Applicants must apply directly to residency programs in addition to registering for with the NRMP. The NRMP is popularly called "The Regular Match". Programs and applicants use this computer program to rank each other.

Applicants must register with both NRMP and ERAS to participate in the services of each. There are four categories of programs participating in the NRMP.

Categorical	Programs that begin in the PGY-1 year and provide the training required for board certification in medical specialties
Advanced	Programs that begin in the PGY-2 year after a year of prerequisite training
Preliminary	One-year programs beginning in the PGY-1 year that provide prerequisite training for advanced programs
Physician	Programs that are reserved for physicians who have had prior graduate medical education. Physician programs are not available to senior U.S. medical students

Registration for the NRMP opens on September 1 (a late fee of \$50.00 is assessed to applicants that register after the 9:00 pm November 30 deadline). All residency programs are required to use the NRMP for their PGY-1 positions (even SF Match).

Couples/Partner Match - Applicants interested in matching in the same geographic location as a couple, can submit their NRMP ROL's as part of a couple. Each partner enrolls individually in the Match and indicates in the NRMP system that they want to be in the Match as part of a couple. The NRMP allows couples to form pairs of choices on their primary rank order lists. The couple will match to the most preferred pair of programs on the rank order lists where each partner has been offered a position.

The process is the exactly the same as in the regular Match. The only difference is that each applicant should mention something about their spouse/partner in their personal statement. Ranking the programs is the only major difference of the couple's match. If a decision is made not to go through the couples match, the applicant should submit the regular ROL instead of the couples ROL.

Ranking

January-February: Applicants will create and submit Rank Order Lists (ROL) via NRMP. The NRMP will provide a PowerPoint document detailing the steps for creating and submitting the Rank Order List.

The application process for residency training is an involved one which demands attention to many details and deadlines for both the applicant and UMMS support staff. For the major phases of the process, applicants will receive e-mail notification from our office, or the various agencies (ERAS, SF Match, NRMP, etc.). It will be important for applicants to read the information carefully and respond promptly.