2014 ERAS Survival Guide

"Nurse, get on the internet, go to SURGERY.COM, scroll down and click on the 'Are you totally lost?' icon."

NEED-TO-KNOWS ABOUT THE

ELECTRONIC RESIDENCY APPLICATION SERVICE

CAREER SERVICES
OFFICE OF STUDENT DEVELOPMENT
CEEAD 116
Phone (817) 735-5006
Fax (817) 735-0448

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*** Special thanks to the Office of Student Affairs at the Philadelphia College of Medicine who allowed the adaptation of this manual for our students.***

I.

TIMELINE

When do I…?

Prior to Registration	Read the Survival Guide!
Late June/ Early July 2013	Registration begins. An electronic token will be generated and emailed to your UNTHSC "Live" e-mail account. If you do not receive a token via email by July 1, please contact the Career Services ERAS helpdesk at ERAS@unthsc.edu to request your token. ***Also, check your "Junk Mail" folder in case your spam blocker defaulted the message there.*** After you acquire your token, visit MyERAS at https://services.aamc.org/eras/myeras2014/. Click on the "Register" button to access the registration page. Carefully fill out all required questions, and type your token in correctly. **You can only register once.** Please carefully enter all information accurately and review it to enter accuracy before submitting. Register as soon as possible. **Download the 'MyERAS User Guide'** from the ERAS Resources page at: https://www.aamc.org/download/269176/data/myeras_print.pdf. You will need both these resources and the Survival Guide to help you during the process.
After MyERAS registration:	Research the programs and contact them for information regarding requirements, deadlines, and their participation in ERAS 2014.
June 2013	Registration begins for the 2014 Main Match for osteopathic residencies. If you are planning on ranking osteopathic programs, you must register with the National Matching Program at http://www.natmatch.com/aoairp/. ***Recommended that applicants register for the Nat Match by November 1, 2013.***
July 1, 2013 ***July 15, 2013***	MyERAS Web site opens to applicants to begin working on application and begin the process for selecting and applying to **Osteopathic** programs ONLY. Osteopathic programs can begin contacting the ERAS PostOffice to download application files
September 15, 2013	Registration **begins** for the 2014 Main Match for **Allopathic** residencies. If you are planning on ranking any allopathic programs, you must acquire an NRMP number. In order to do that, please log onto www.aamc.org/nrmp. ***Early registration deadline is November 30, 2013.***
Sept. 15, 2013	Applications are released to ACGME/Allopathic programs. ACGME Programs may begin downloading application files (not including MSPE/Dean's Letter).
One week prior to program's deadline	Each program has different deadlines. **At least one week prior to each program's deadline, you must ensure that the following materials are processed in the ERAS post office: Dean's Letter/MSPE, Transcript, and Letters of Recommendation.**
Oct. 1, 2013	Dean's Letters released to ACGME programs (national date for all applicants)
Oct. 1, 2013	***NEW for AOA:*** Dean's Letters released to AOA programs (national date for all applicants)
December 2013 ***January 2014*** ***February 10, 2014*** ***March 17, 2014***	Military Match San Francisco Match (Urology, Ophthalmology, Pediatric Neurology) Osteopathic Match results released Allopathic Match results released (Match/No Match). "Match Day" is March 21, 2014
May 31, 2014	ERAS Closes for 2014 Application Season.

II.

INTERNET RESOURCES

Where do I go to find…?

Applicant Resources for all US applicants**:**
https://www.aamc.org/students/medstudents/eras/residency/344058/resources-info.html
(*The applicant resources site includes PDF versions of the User Guide, animated tutorials, application worksheet, and applicant information sheet.)*
Note: *ERAS only supports the following browsers – Internet Explorer 6.0 or greater and FireFox 3.0 or greater.*

ERAS Resources/Request for Letters of Recommendation:
http://www.hsc.unt.edu/departments/StudentAffairs/CareerServices/ERAS.cfm

Dean's Letters/MSPEs:

Jimmy Renfro
Asst. Director, Career Services
CEEAD 116
(817) 735-2501
James.Renfro@unthsc.edu

Lauren Griffin
Career Services Coordinator
CEEAD 110
(817) 735-2251
Lauren.Griffin@unthsc.edu

Application Status (ADTS):
***See "Quick Links"**
https://services.aamc.org/eras/adts2014/

MyERAS Login:
https://services.aamc.org/eras/myeras/

MyERAS Technical Support:
myeras@aamc.org
(202) 862-6264

ERAS Policy and Procedural Support:
Jimmy Renfro and Lauren Griffin
Career Services
ERAS@unthsc.edu

Check LOR arrival status (Student Development):
(817) 735-5006
studentdevelopment@unthsc.edu

** Please direct all initial ERAS questions and requests to Career Services at ERAS@unthsc.edu **

Career Services will provide periodic updates and announcements via campus e-mail. Also, follow us on Twitter!
http://twitter.com/unthscareers

ERAS is now also on Twitter!
https://mobile.twitter.com/ERASinfo

III.

FEES

How much is this going to cost…?

Your ERAS fee for applying to residency/internship programs will be assessed on the total number of programs you apply to, regardless of their associated specialty. **ERAS does NOT issue refunds, for any reason, even if you withdraw an application or submit in error.**

The following is provided as information only. Please verify accuracy on the ERAS website

ERAS Fees – NEW FOR 2014

*****PER SPECIALTY/PER ACCREDITING BODY (ACGME/AOA):***

- **First 10 applications (base fee)**: **$92**
- **For applications 11-20:** $9 per each application
- **For applications 21-30:** $15 per each application
- **For applications 31 and over:** $26 per each application

Example 1

40 ACGME Emergency Medicine programs [$92 + (10 x $9) + (10 x $15) + (10 x $26] = **$592**

Example 2

20 AOA OB/GYN programs [$92 + ($9 x 10)] + *10 AOA Family Medicine programs* [$92] = **$274**

Example 3

5 military Family Medicine programs, *3 military Internal Medicine programs*, and *2 military Surgery programs* [$92] + *7 civilian Pediatrics programs* [$92] = **$184**

Example 4

3 ACGME accredited Family Medicine programs [$92] + *3 AOA accredited Family Medicine programs* [$92] = **$184**

NBOME Fees (confirmed for 2014):

For unlimited COMLEX transcripts via ERAS: $70

NBME Fees (confirmed for 2014):

For unlimited USMLE transcripts via ERAS: $70

Note: ERAS will accept payment by credit card only (Visa or MasterCard)—no checks. Again, ERAS does not issue refunds for any reason.

DON'T FORGET YOU GENERALLY HAVE TO PAY FOR ALL YOUR TRAVEL EXPENSES PERTAINING TO INTERVIEWS!

IV.

STEP BY STEP

Now what…?

The following information is an abridged version of the information that can be found on the ERAS Resources page as well. Please read the following information carefully **before** beginning the application. Also note: The Office of Student Development cannot attach or transmit your files at the last minute. Processing may take a week or longer. If there is a problem with transmissions, you could miss a deadline. Give the office and yourself breathing room around deadlines.

The ERAS process is a combination of 14 distinct steps.

STEP 1 >> RESEARCH/CONTACT PROGRAMS OF INTEREST TO FIND OUT THEIR REQUIREMENTS AND DEADLINES.

Please check Participating Specialties and Programs to see if the programs in which you are interested are participating in the current ERAS season before sending your application materials to them via ERAS. Contact the programs in which you are interested to find out more about their program, requirements, and deadlines.

NOTE: *It is your responsibility to ensure the program's participation in ERAS and to meet all eligibility requirements and deadlines of the programs you select.* ***ERAS does not refund fees because of missed deadlines, errors in your application, unfulfilled requirements, or if a program does not download files that are transmitted.***

STEP 2 >> RECEIVE YOUR TOKEN AND DOWNLOAD YOUR APPLICATION MANUAL

Tokens will be generated by Career Services and emailed in bulk via the AAMC/ERAS office once the system goes online. If you fail to receive a token, contact Career Services/ERAS help at ERAS@unthsc.edu. **Note: It could be that your spam blocker detected the e-mail as "spam" and forwarded to your "Junk" folder.**

STEP 3 >> REGISTER ON MYERAS

It is important to register early. We cannot begin uploading your documents until you have registered.

Go to MyERAS. Click on the register button to access the registration page. **You can only register once; therefore, carefully enter all information accurately and review it to ensure accuracy before submitting.**

For subsequent logins, you can access MyERAS from the ERAS Web site or from the MyERAS Login Screen. The next time you login, you will be immediately brought to the MyERAS Home Page.

AAMC ID

Carefully read and follow the instructions on the Web to complete this step. You will be asked to enter your AAMC ID, but if you do not know your AAMC ID, leave this field blank **(you may have already generated one through VSAS)**. At the end of the registration process, once you click the 'Register' link the system will process your information and create or assign your AAMC ID. Please take note of your assigned AAMC ID, as it will be needed to access MyERAS 2014 and ADTS. It is recommended that you print the Final Registration page for your records.

Create and Confirm a Password
During registration, you will be prompted for a password. Create a secure and private password that you can remember; and be sure to keep track of your password. You will need to update your information and to track your applications with the ADTS.

When creating a password, keep the following in mind:

- Passwords must have a minimum of 6 characters and a maximum of 10 characters.
- Passwords can have characters and numbers only.
- Passwords are case sensitive. Therefore the passwords **CARRIE** and **carrie** are different.

Note: If you forget or lose your password or AAMC ID, go to the MyERAS Login Page and click on "Forgot My Password". Your password will be emailed to you.

E-mail Address
During registration, you will be prompted to enter an e-mail address. You need an active e-mail address so programs can contact you for information or to schedule an interview. You also need an e-mail address if you lose your password. **It is highly recommended that you use your school email address for official correspondence.** Avoid "compromising" e-mail addresses, such as "hot_chick@aol.com"

Note: If you plan to use a Hotmail e-mail address (e.g. myname@hotmail.com) be sure to check your "junk mail" folder regularly. In Hotmail, for example, some messages from residency programs which have multiple recipients are treated as junk mail or spam.

STEP 4 >> REGISTER FOR YOUR MATCH!

AOA Match – www.natmatch.com/aoairp ACGME Match – www.aamc.org/nrmp

STEP 5 >> OBTAIN DOCUMENTS AND SEND THEM TO STUDENT DEVELOPMENT TO BE SCANNED AND UPLOADED.

Step 6 >> Create My Profile

After you have registered, you will arrive at the My Profile page. You can work on My Profile now, or you may work on it later. We recommend that you complete as much as you can right away. Examples of information contained in My Profile:

- First, Middle, and Last Name
- Suffix
- Previous Last Name
- SSN
- Birth date
- Contact Email
- Contact Address
- Preferred Phone/Alternate Phone
- Citizenship
- USMLE ID
- NBOME ID ***Required Field for all DO applicants***
- Alpha Omega Alpha Status ****This is an allopathic honor society**
- ECFMG Certification – this is ONLY for foreign medical graduates
- A check box to indicate participation in NRMP
- A check box to indicate if you are participating in the NRMP couples match
- ACLS and PALS Certification information and dates

My Profile contains information that you can update anytime during the residency application season.

Step 7 >> Create Your MyERAS Application

At anytime, you may print out a MyERAS Worksheet to complete off-line to minimize connection time to the Internet and to give you as much time as you desire to complete the application thoroughly. You may access this blank worksheet from the My Application Page. You will still need to complete the online Common Application Form (CAF).

To begin working on your CAF, click on the MyERAS link for "My Application." You can only have one ERAS application. All programs to which you apply will receive the same CAF. You can personalize your application to a specific program or to different specialties in your personal statement(s). You do not need to complete your application in one sitting, so you can take your time and work on each page when you want. Information you enter on a page is stored when you click SAVE. You can change information in your application at any time before you certify and submit it. If you are unsure about whether you completed a page, use My Checklist.

On the "Self Identity" tab, you will be asked to submit ***OPTIONAL*** information regarding ethnicity and race. Neither one of these categories is a required field, therefore, if you choose not to answer these questions, please select "No Answer". You will not be penalized for selecting "No Answer".

Tip: Don't fill in a field if you are not sure of your answer. It is better to leave it blank so My Checklist can flag it for you.

Programs will not receive any information about you until you select and apply to them. (See Step 7, Selecting Programs)

Submitting your Application:
Once you have completed all sections of your application, you will need to submit it to the ERAS PostOffice for processing. You cannot apply to programs until your application is certified and sent (submitted). Once you have submitted your application, you will not be able to make any changes to it or update any information on your CAF. You can only submit your application once! There are NO EXCEPTIONS or back doors. Submitting your ERAS application is like placing a written application in the mailbox. You can't get it back, so be sure that your application is complete and correct before submitting.

Note: Review your application **carefully** before certification. My Checklist will alert you when it finds "obvious" errors, like a missing USMLE ID or Application Pages that have not been filled out yet. It will NOT notify you if you have made spelling errors in your application or forgot to enter a word.

During certification graduates of U.S. Medical Schools who are applying for residency positions will have to select Yes or No to the question "Do you give your Dean's Office (Career Services) permission to view your application once it has been submitted?" This question must be answered to certify and submit your CAF.

Once you certify and submit your CAF, you will be unable to change your selection.

The Dean's Offices for U.S. medical schools (Career Services) will be able to see an applicant's CAF after, and only after, it has been submitted via the Dean's Office Workstation.

Step 8 >> Work with My Documents

In the My Documents work area, you can create personal statements, create a list of recommendation writers, and authorize retransmission of your USMLE and/or NBOME transcripts.

USMLE Transcripts
Sending your USMLE transcripts to programs is a 4-step process:

1. Entering USMLE ID in MyProfile.
2. Authorizing the release of your transcript.
3. Assigning transcripts to a program in My Documents.
4. **New for 2014**: You will have to manually retransmit board transcripts when notified of new scores.
5. **Also New for 2014:** *DO applicants will no longer be able to assign USMLE transcripts when applying to AOA programs.*

To access the release agreement, click on USMLE Scores in the My Documents workspace. Carefully read the entire page before making your decision. You must authorize the release of your USMLE transcript before you can assign it to a program.

Note from National Board of Medical Examiners (NBME)

USMLE Step 1, Step 2 and Step 3 scores are reported as part of a complete USMLE transcript. USMLE transcripts include the following information:

- Your name, USMLE identification number, date of birth, date the transcript was produced and the name of the recipient;
- A complete USMLE score history as of the date the transcript is processed.
- Any examinations for which you sat and no scores were reported (incomplete examination or indeterminate results);
- Whether you have previously completed NBME Parts I, II, or III, or FLEX;
- Whether any test accommodations were provided;
- Documentation of any irregular behavior;
- Any action taken by medical licensing authorities that has been reported to the FSMB Board Action Databank.

*Notice of Prior NBME Part history:

1. If you have passed a combination of NBME Parts and USMLE Steps, your USMLE transcript will be sent electronically, and a message will appear stating that NBME Part scores will be sent by mail.
2. If you have passed NBME Parts only, an electronic message will be sent to all programs indicating that your NBME Part scores will be sent by mail.

Please Note: Graphical performance profiles are not included in USMLE transcripts. In the absence of an unusual event, NBME generally will process transcript requests within one week of receipt.

COMLEX Transcripts

Sending your COMLEX transcripts is a 3-step process:

1. Enter your NBOME ID in MyProfile
2. Authorizing the release of your Transcript.
3. Assigning Transcripts to a program. To access the release agreement, click on COMLEX Scores in My Documents.
4. For updated scores, you will have to manually retransmit.

To access the release agreement, click on "COMLEX scores" in MyDocuments. Carefully read the entire page before making your decision. You must authorize the release of your COMLEX transcript before you can assign it to programs.

Personal Statements
You can create one or more personal statements; however, only one personal statement can be assigned and sent to a program. You can create and send different personal statements to different programs. Each personal statement is limited to 28,000 characters, although the equivalent of a one-page document is still highly recommended. If a program requires information that is not included in your transcript or CAF, you can create a personal statement including these details and assign it to that specific program.

We recommend that you create your personal statement(s) in your word processor and cut and paste the text into My Documents. All personal statements are formatted using standard ASCII characters. Do not use bold, italic or special characters. Also, be descriptive in the title of your personal statement. Since residency programs will not be able to see the titles of your personal statements, use them to help you identify the personal statement when you are assigning them to programs later in the process. When you've completed the personal statement, don't forget to print copies of your personal statement(s) for your own records.

To create a new Personal Statement, click on New Personal Statement. To edit a personal statement in progress, click on the personal statement's title. You will be able to edit any personal statement that has not been transmitted to a program. Once you have transmitted a personal statement to a program, it will become locked. If it contains errors, you will need to create another personal statement and assign the newly created personal statement and assign the newly created personal statement in its place.

You may wish to create one personal statement for each specialty or specific program.

Request Letters of Recommendation (LOR)
This area lets you create a list of people who will write letters on your behalf, or who have written the letters of recommendation (LOR) you will submit. You can also print out a formatted cover sheet for your letter writers.

You may target each LOR to specific programs; and you may have as many LORs as you feel necessary. However, no more than four (4) letters can be sent to any individual program. Be sure to contact each program for their LOR requirements. It is your responsibility to follow up with letter writers, and confirm that LORs reach the Office of Student Affairs in time to meet program deadlines. (See 'Assign Documents')

Note: You will have the opportunity to edit and delete before "finalizing" your LoR Author(s). Once you finalize a LoR Author, you cannot delete it. If it contains errors, you will need to enter and finalize a new LoR Author. **Once you submit LOR's to residency programs, you are unable to "de-assign" the letter from their view.**

Letter-Writers may also choose to upload LOR's directly into your ERAS application without sending them to Career Services first. ERAS does NOT notify Career Services when an author directly uploads a letter. However, we have opted into the ability to conduct a quality assurance (QA) review before they are made available to programs. Letters can only be corrected/retracted before posting to your application under two conditions:

- **Incorrect identification data (i.e. applicant's name, gender, AAMC ID, etc.)**
- **Letters uploaded for incorrect applicant.**

***** For more information, the "LOR Process Overview" can be found on the ERAS Resources page or directly here***

Photograph Specifications
Photographs are scanned and transmitted by your Designated Dean's Office. Residency programs use the photographs to identify you when you come to interview, and as a memory aid when creating a rank list. Residency programs cannot view your photograph during their initial evaluation of your application—the photograph is not visible until you have been selected for interview.

Note: The photograph must: be in color; show a full front view of the person's head and shoulders showing full face centered in the middle of the photograph; have a plain white or light colored background since dark colored backgrounds do not display very well in the program's software; and measure approximately 2 1/2 x 3 1/2 inches and not more than 3 x 4 inches.

Medical School Transcript and Dean's Letters/MSPE's
Your "Designated Dean's Office" (Career Services) will attach both the medical school transcript and the MSPE/Dean's Letter to your electronic file; and they will be sent to all the programs to which you apply. **Note: This is NOT a letter of recommendation, so you don't have to create and "finalize" a separate LOR spot for it—it has its own designated slot in ERAS.**

Step 9 >> Select Programs

To begin selecting programs, click on the link for My Programs. From there, you may look up programs as well as, review Selected Programs and/or Applied to Programs. Selected vs. Applied to Programs.

Selected vs. Applied to Programs
Programs are split up into two different categories: ***Selected* and *Applied To*.**

Selected Programs are programs that you have reviewed, selected, and are currently assigning documents. These programs have not yet received your application. You can add or remove programs from the "Selected" area. You can select programs before you submit your CAF.

Applied to Programs are programs where you have sent your application. Programs in the "Applied to" area cannot be removed because they have already received your application. You can however change document assignments, however (see My Documents). At any time, you will be able to switch views between "Selected" and "Applied to" Programs by clicking on the link on the Side Menu.

Using Program Search/Selection provides general information about individual residency programs in ERAS 2014 specialties, distinguished between AOA (Osteopathic)- and ACGME (Allopathic)-accredited programs. This information is provided to help you identify the program. You can find the programs you are interested in by ACGME number or narrow your selection by specialty and state. The programs that are "grayed out" are not participating in ERAS this year. You cannot apply to these programs using ERAS. On rare occasions, a program will sign up initially to participate in ERAS and later withdraw from participating. Sometimes, the residency program doesn't communicate the withdrawal to ERAS staff; therefore it is imperative that you contact all programs to ensure that they are participating in ERAS before submitting your application materials to them.

Consult your residency advisor before finalizing your program list. Although you can change your selected programs before applying to the program, once your application has been transmitted, *you cannot delete the selected programs to which you've already **applied**, but you can "withdraw" your application (see below)*. Your ERAS processing fee is based on the number of programs you apply to.

Again, be sure to contact each program before you apply to make sure you understand and meet their requirements. ERAS does not provide refunds for any reason. When you select a program, you will be asked to assign documents or select tracks. It is a good idea to make your document assignments at this time, so that you don't forget! You may, however, assign documents later. When you click SAVE, the program is added to your "Selected Programs."

Note: Be sure to contact the residency programs for information on their accreditation status, requirements, and deadlines. ERAS is not an authority on accreditation and is not responsible for any changes to residency program status after the software has been finalized. The Program Catalog is a snapshot of program information available at the time of ERAS registration. The list is available for selecting programs using ERAS. All participating programs met ERAS eligibility requirements when they registered.

Changes to your Program Selection
You may delete any program that is in your "Selected Programs" list, but you cannot delete a program that you have already applied to. However, you can "withdraw" your application. Withdrawing your application from a program in MyERAS does not remove it from the program's PDWS software. It will just mark your application as *Withdrawn*. In addition to withdrawing your application in MyERAS, you should contact the program directly and make them aware of your decision

Step 10 >> Assign Documents to My Programs

All programs to which you apply will receive the same Common Application Form (CAF) Dean's Letter/MSPE, transcript and photo. Your personal statement(s), letters of recommendation, COMLEX transcript, and USMLE transcript, however, are individually assigned to programs according to your instructions. Some applicants will create one personal statement to assign to all their programs. Some applicants applying in more than one specialty will create a specific personal statement for each specialty. Some applicants will create a personal statement for each program. It is entirely up to you. It is important to carefully assign the documents to the correct program; you don't want to send the wrong personal statement! Applicants can also assign different combinations of recommendations to their programs.

Once you have completed your CAF and are in the process of selecting programs, you will be prompted to assign documents.

Guidelines for Assigning Documents:

- You can create an unlimited number of Letters of Recommendations (LORs) but only 4 may be assigned to any one program at a time. **Note: Once you submit all 4 to a program and they download/view, you cannot retract or add another LOR to submit to that program.**
- You can only assign a LOR to a program once you have "finalized" the letter and Career Services has uploaded it into your Application (ERAS Post Office).
- You can create an unlimited number of Personal Statements, but only one may be assigned to any one program at a time.
- You may de-assign a Personal Statement to a program and assign a new Personal Statement in its place at any time—however, this is not recommended after you have already sent your Personal Statement to a program.
- You can only switch LOR's before you send them to programs. However, if you get a **replacement** LOR for one already assigned (e.g., Dr. Smith sends a new version to correct an error in the original), Career Services can replace the already-assigned/submitted LOR in this regard, and the program will then see the new version.
- Changes to document assignments or track selections for programs that have been previously applied to are transmitted to the PostOffice as soon as you click SAVE.
- Once you have sent your USMLE transcript to a program, it cannot be de-assigned.
- **CAUTION:** De-assigning a document does not erase it from a program's records. A program may have already downloaded and printed a hard copy of your file. DO NOT assume they will not be able to reference your original document in the future.

Step 11 >> Send your Application to Programs

To transmit your application to programs, you must make payment in MyERAS. Before you complete the payment process:

- Make sure you've contacted the residency program to confirm their participation in ERAS.
- Review your list to ensure that you've met all eligibility requirements and deadlines.
- Review the fee schedule to understand how your ERAS fees were calculated.

When you click on Apply to Programs, you will be taken to an invoice page. Review your Invoice carefully. Once you have completed the payment process, print out a copy of your Final Invoice for your records.

Note: ERAS uses a secure server to transmit your credit card information.

What Happens When You Transmit Your Application:

1. All programs that were selected are sent your CAF and profile information, as well as any personal statement that you created and assigned to them.

2. If you selected a USMLE transcript and assigned it to at least one program, the National Board of Medical Examiners (NBME) will be sent a request for the transcript, and a list of programs to which you assigned your transcript.

3. If you selected COMLEX scores and assigned them to at least one program, the National Board of Osteopathic Medical Examiners (NBOME) will be sent a request for the transcript, and a list of programs to which you assigned your transcript.

4. Your Designated Dean's Office is sent a list of programs that you applied to and the documents you assigned to these programs.

5. According to their schedule, your Designated Dean's Office downloads the list of programs and supporting document assignments and attaches the following documents to an electronic file folder assigned to you on the DWS:
   - Dean's Letter/MSPE
   - Medical School Transcript
   - Photo
   - Letters of Recommendation

   Note: Your Designated Dean's Office may not receive all the documents immediately. As letters of recommendation arrive, they will be attached and transmitted to the ERASPostOffice. It is your responsibility to follow up on letters of recommendation to see that they are received and processed by your Designated Dean's Office.

6. According to their schedule, your Designated Dean's Office will upload the scanned files to the ERAS PostOffice. ERAS documents are transmitted from the Dean's Office Workstation to the ERAS Post Office, and are placed in the residency programs' mailboxes. (Most uploaded files become available immediately.) Dean's Letters/MSPE's are held until October 1st for allopathic programs, however MSPE's for osteopathic programs are released immediately.

7. Using the Program Director's Workstation (PDWS), application documents are downloaded by participating residency programs. Program directors can print, review, and evaluate applications using criteria they establish.

   Note: Programs do **<u>not</u>** receive a list of programs you applied to nor the number of applications that you have submitted.

Remember that residency programs must log in to the ERAS PostOffice to download files. Applications transmitted after a program's deadline may not be downloaded by the program. It is your responsibility to ensure that application materials are transmitted to programs before their deadline. No refunds will be given if programs do not download files that are available.

Questions

- Direct all questions regarding the uploading of your application and supporting documents to your "Designated Dean's Office," starting with Career Services. **Use ERAS@unthsc.edu for all correspondence.**
- Direct questions concerning downloading documents to the residency program

Step 12 >> Check the Status of Your Application (The Applicant Document Tracking System – ADTS)

Track the status of your ERAS application materials using the Applicant Document Tracking System (ADTS). The ADTS lists each program that you applied to, the dates the documents were uploaded by your Designated Dean's Office, and the date the program downloaded each document.

You need your AAMC ID number and password to access the ADTS. If you lose or forget your password or AAMC ID, go to the MyERAS Login Page and click on "Forgot Password".

Step 13 >> Adding Programs/Updating Assignments

Additional Programs
You can apply to additional programs at any time. Use the Program Search and Selection to make additional selections just as you did previously and do not forget to make your document assignments before you transmit the applications.

Note: If the programs added are within the first 10 applications per specialty covered in the ERAS Fee, you may not be charged additional fees.

Changes to Documents and Assignments

- At any time, you may change your personal statement assignments.
- You can de-assign a personal statement to a program and assign a new personal statement in its place.
- You can only de-assign letters of recommendations to a program and assign new letters of recommendations in their place BEFORE the program downloads your LOR's submitted. Once they have downloaded them, they are locked into place for that particular program application.
- If a program has already downloaded a document that you de-assign, they may have printed out a hard copy. Do not assume they will not be able to reference it in the future.
- Changes to document assignments or track selections for programs that have been previously applied to are submitted immediately.
- The first time you release your USMLE transcripts, you will be charged the NBME ($70) fee. This fee is collected by ERAS.
- The first time you release your COMLEX transcripts, you will be charged the NBOME ($70) fee. This fee is collected by ERAS.

Step 14 >> Keeping 'My Profile' Current

Information in My Profile is very important to programs you have applied to, and it is essential that you keep it up to date. Be sure to update:

- Whether you are participating in the NRMP match, which you may not know at the time you begin your CAF.
- Contact numbers and addresses which change due to a move or for an away rotation.
- Alpha Omega Alpha status that may not be released until after your CAF is completed.
- Changes in your visa status.
- Changes to your ECFMG Certification Status.

If you have applied to programs previously, saved changes are processed immediately.

V.

FAQs

How do I…?

1. How do I **get started**?
   - Read the Survival Guide (good job so far!)
   - Receive an electronic token via email (around July 1)
   - Download the MyERAS User Guide.
   - **Note:** ERAS only supports the following browsers – *Internet Explorer 6.0/greater, FireFox 3.0/ greater*.

2. Which portions of the application can I **complete on my own**?
   - Common Application Form (CAF) – Main part of application, much like an expanded CV ****This part of the application may not be changed after it is "certified and submitted"**
   - USMLE Transcripts (request directly from Boards – Career Services does not have access)
   - COMLEX Transcripts (request directly from Boards – Career Services does not have access)
   - Personal Statement(s) – you can have multiple

3. Which portions of the application are **coordinated by the Career Services Office**?
   - Letters of Recommendation (LORs)
   - Medical School transcript(s) – posted automatically by Career Services around 9/1
   - Medical Student Performance Evaluation ("MSPE", also known as "Dean's Letter")
   - Optional (but highly recommended): Photographs

4. How do I **submit my Letters of Recommendation (LORs)**?
   - Register on MyERAS and fill in the names of your recommenders. **We cannot enter your LORs into ERAS until you submit and "Finalize" the names of your recommenders on ERAS. You will not see any LORs in your application until you enter your recommenders' names and Finalize. Note: *"Finalizing" your LOR's does not submit them to programs or limit you from entering more LOR's, it simply transmits your request to the "Dean's Work Station" (Career Services) for uploading so you can assign them to programs.***
   - Use the request for letter of recommendation form located on the Career Services/ERAS webpage, or download a cover letter through ERAS.
   - Have your Letters of Recommendation addressed: "Dear Program Director:"
   - Have all letters sent to:

     University of North Texas Health Science Center
     Office of Student Development
     Attn: Jimmy Renfro
     James.Renfro@unthsc.edu
     3500 Camp Bowie Blvd.
     Fort Worth, TX 76107
     Ph: 817/735-2501 Fax: 817/735-0448

   - Submit all required LORs **at least one week prior to the program's deadline.**
   - For feedback regarding the content of your letters of recommendation, submit the Letter of Recommendation Summary Request form through OrgSync at https://orgsync.com/38566/forms/42605.
   - Go to the ERAS Resources page for details about the LOR request/transmission process.

5. How do I **submit my Medical School transcript**?
   - Transcripts will be run for all students by September 1st and uploaded to ERAS shortly thereafter.
   - If your transcript is not completely up to date at that time, and is later updated, you will need to request a transcript at the Office of the Registrar (CEEAD 247). This can be contacted at (817) 735-2201. Please request that the transcript be an ERAS copy.
   - Submit transcript **at least one week prior to the program's deadline.**

IV.

FAQs (CONT'D)

How do I…?

6. How is my **Medical Student Performance Evaluation ("MSPE", also known as "Dean's Letter" written?**
   - Complete the online Dean's Letter Personal Profile through 'MyHSC.'
   - Schedule your dean's interview online when dates are released.
   - Once you have completed your online Dean's Letter Profile and dean's interview, your dean's letter is written. This letter includes the following:
     - Biographical data obtained from your Dean's Letter Profile
     - Clinical grades and comments obtained from Clinical Education
     - Dean's summary - based on your dean's interview.
     - Graphs detailing your comparative preclinical academic performance, including quartile rank as of the completion of the second year of medical school.

   Note: Your MSPE/Dean's Letter is not a letter of recommendation; rather, it is an objective evaluation and summary of your medical school performance, "warts and all." You do not create a LOR slot for it.

7. How do I **submit my photograph?**
   - You may use your ID Badge photo taken during your First Year. Student Development/Career Services has access to these and will automatically upload unless otherwise indicated. The ERAS requirement is that it be in color and have a light-colored background (see Step 8 below).
   - For a nominal fee you may have an additional headshot done in our photography studio. Contact Mr. Tommy Hawkes at (817) 735-2474 to schedule an appointment. The photo will be sent electronically to the Office of Student Development.
   - You may also send a wallet or passport-sized color photograph, electronically or hard copy to:

     ERAS@unthsc.edu, or
     Office of Student Development
     3500 Camp Bowie Blvd., EAD 116
     Fort Worth, TX 76107

   - Please note that a photograph is **optional, but recommended.** Programs can only view these once an interview offer has been made. They use this to identify you, so generally the will require it.
   - Submit photograph **at least one week prior to the program's deadline.**

8. How do I **keep track of the documents in my Student Development file?**
   - Your documents are kept in Career Services in the Student Development office (EAD 116), and include all letters of recommendation that have arrived for each student. Emails are sent to students as time permits, and you are always welcome to call **(817) 735-5006** to check on letters. These documents are also scanned and saved electronically.
   - To check what documents have been uploaded to ERAS logon to MyERAS and click on the ADTS https://services.aamc.org/eras/adts2014/. All items uploaded by the Dean's Office and all items downloaded by the program will be listed.
   - Allow at least **ONE WEEK** for any documents to be scanned into your ERAS file. Accordingly, submit all documents **at least one week prior to the program's deadline.**

9. How do I **apply for allopathic programs?**
   - All allopathic programs with the exception of early match programs such as ophthalmology, neurology, and otolaryngology are available through ERAS.
   - Log on to www.aamc.org/nrmp to acquire an NRMP number. This is your match number and is required to rank and match programs in the allopathic match.
   - Registration for the 2014 Main Match will begin September 1. It is a three-step process: complete the registration form, agree to the Terms and Conditions of the Match and pay the registration fee.