2019 ERAS Survival guide

A STEP BY STEP GUIDE TO UTILIZING
THE ELECTRONIC RESIDENCY APPLICATION SERVICE

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Where can I find information on...?

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

TIMELINE
When do I...?

Prior to Submitting ERAS Applications	Read the Survival Guide!
June-July 2017	Registration begins. An electronic token was generated back in June 2017 and emailed to your UNTHSC student e-mail account. If you did not receive a token via email, please contact the Career Center 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. 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 ensure accuracy before submitting. Register as soon as possible. **Download the 'MyERAS Residency User Guide'** from the ERAS Resources page for US Medical Graduates at: https://students-residents.aamc.org/attending-medical-school/how-apply-residency-positions/tools-residency-applicants/ . 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 2019. Information about participating residency programs and specialties can also be found with the ERAS resources here: https://services.aamc.org/eras/erasstats/par/index.cfm.
June 2018	Registration begins for the 2019 Main Match for **osteopathic** residencies (NMS). 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, 2018.***
July 5, 2018	AOA early-submit date begins. Programs will not be able to see applications until July 15th. Applications posted between July 5th-15th will be time-stamped July 15th.
July 15, 2018	Applications released to AOA programs for review. Osteopathic programs can begin contacting the ERAS Post Office to download application files.
September 5, 2018	ACGME early-submit date begins. Programs will not be able to see applications until September 15th. Applications posted between September 5th-15th will be time-stamped September 15th.
September 15, 2018	Applications released to ACGME programs for review. 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, 2018.***
September 15, 2018	Applying to ACGME/Allopathic programs commences. 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* (*After October 1), Transcript, and Letters of Recommendation.**
October 1, 2018	Dean's Letters released to **ACGME** and **AOA** programs (national date for all applicants)
December 2018	Military Match
January 2019	San Francisco Match (Urology, Ophthalmology, Pediatric Neurology)
February 4, 2019	Osteopathic Match results released. Match schedule: https://natmatch.com/aoairp/aboutdates.html
March 11, 2019	NRMP/Allopathic Match results released (Match/No Match). Match Day is March 15, 2019. Match schedule: http://www.nrmp.org/match-calendars/
May 31, 2019	ERAS Closes for 2019 Application Season.

INTERNET RESOURCES
Where do I go to find...?

Applicant Resources for all US applicants**:**
https://www.aamc.org/students/medstudents/eras/residency/432546/resources-residency-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 most current internet browsers: Internet Explorer 10/11, and the latest versions of Firefox and Chrome. ERAS is Mobile Friendly, however ERAS does not provide support for Safari.*

UNTHSC ERAS Resources Online/Career Center:
https://www.unthsc.edu/students/career-center/eras-information/

Dean's Letters/MSPEs:

Beyer & Zachary College	**Elko & Everett College**	**Luibel & Richards**
Jimmy Renfro	Nancy Eanes	Lydia Negron
Director, Career Center	Asst. Director, Career Center	Career Consultant
SSC 207	SSC 205	SSC 200
(817) 735-2251	(817) 735-0430	(817) 735-2501
James.Renfro@unthsc.edu	Nancy.Eanes@unthsc.edu	Lydia.Negron@unthsc.edu

MyERAS Login: https://apps.aamc.org/myeras-web/#/landing

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

ERAS Policy and Procedural Support: **UNTHSC Career Center/ERAS Office**
ERAS@unthsc.edu

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

The Career Center will provide periodic updates and announcements via campus e-mail. Also, follow us on Facebook, Twitter and LinkedIn!
www.facebook.com/UNTHSCCareerCenter
www.twitter.com/unthscareers
www.linkedin.com/groups/8424073

ERAS is also on Twitter!
www.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 <u>NOT</u> 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

<u>ERAS Fees</u>

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

- **First 10 applications (base fee)**:   **$99**

- **For applications 11-20:** $14 per each application

- **For applications 21-30:** $18 per each application

- **For applications 31 and over:** $26 per each application

<u>Example 1: 30 Emergency Medicine programs [$99.00 + (10 x $14.00) + (10 x $18.00)] = $419.00</u>

<u>Example 2: 20 OB/GYN programs [$99.00 + (10 X $14.00)] + 10 Family Medicine programs [$99.00] = $338.00</u>

<u>Example 3: 23 Internal Medicine programs [$99.00 + (10 X $14.00) + (3 X $18.00)] + 7 Radiology programs [$99.00] = $392.00</u>

<u>NBOME Fees (confirmed for 2019):</u>

For <u>unlimited </u>COMLEX transcripts via ERAS: **$80**

<u>NBME Fees (confirmed for 2019):</u>

For <u>unlimited </u>USMLE transcripts via ERAS: **$80**

<u>Note</u>: 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 Tools for Residency Applicants page as well. Please read the following information carefully **before** beginning the application. Also note: The UNTHSC Career Center office 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 the Career Center and emailed in bulk via the AAMC/ERAS office once the system goes online. If you fail to receive a token, contact the Career Center/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 2019 initially. 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.

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 login 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 for example.

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 >> Create Personal Information Profile in MyERAS

After you have registered, you will arrive at the Personal Information page. You can work on Personal Information 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 this section include:

- First, Middle, and Last Name
- Suffix
- Previous Last Name
- SSN (last 4 digits)
- Contact Email
- Contact Address
- Preferred Phone/Alternate Phone
- Citizenship
- Match Preferences, including Couples Matching information (if applicable)
- AOA ID *Required Field for all DO applicants*
- NBOME ID *Required Field for all DO applicants*
- USMLE ID
- Sigma Sigma Phi / Alpha Omega Alpha (allopathic honor society) and **Gold Humanism Honor Society** status
- ECFMG Certification – this is ONLY for foreign medical graduates
- ACLS, BLS, and PALS Certification information and dates

The Profile page contains information that you can update ***anytime*** during the residency application season (except for Permanent Address), event after you Certify & Submit your application.

Step 6 >> Create Your MyERAS Application

At any time, 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 MyERAS Application (main application) Form.

To begin working on your MYERAS APPLICATION, 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 MYERAS APPLICATION. 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 & Submit it.

In the "Biographical Information" section, you will be asked to submit ***OPTIONAL*** information regarding ethnicity and race. Neither one of these categories is a required field; therefore, you may choose not to answer these questions. You will not be penalized for skipping over this section and leaving it blank.

Be sure and save all your other work on each page and _often_ as you go along so that you don't lose it.

Programs will not receive any information about you until you select and apply to them. (See Step 8 below, "Select Programs").

Submitting your Application
Once you have completed all sections of your application, you will need to submit it to AAMC/ERAS. 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 MYERAS APPLICATION. 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. The ERAS system will NOT detect or report spelling or grammar errors in your application, or if you forgot to enter a non-required field.

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 Designated Dean's Office (UNTHSC Career Center) permission to view your application once it has been submitted?" This question must be answered to certify and submit your MYERAS APPLICATION.

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

Step 7 >> Work with My Documents

In the Documents work area, you can create and edit personal statements, upload/change personal photo, create a list of letter 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 your Personal Information.
2. Authorizing the Release of your transcript (Documents/Authorize Release).
3. Assigning transcripts to a program in Documents.
4. You will have to manually retransmit board transcripts within the application when notified of new scores. In the Document section, simply hit the "Resend My Scores" button, which you can do once per day.
5. *DO applicants are not able to assign USMLE transcripts when applying to AOA programs.*

To access the release agreement, click on USMLE Scores in the 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.

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 your Personal Information
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 in Documents/Resend My Scores.

To access the release agreement, click on "COMLEX scores" in Documents. 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 has a limit of 28,000 characters but it is suggested you utilize 600-800 words or the equivalent of a one-page document. **Note: ERAS is formatted so that you can input a personal statement that may be up to 1,000 words or a little more and, this will actually fit onto one page in the application.** You are now able to use various formatting options through the ERAS website including bold, italic, underline, etc. If a program requires information that is not included in your transcript or MYERAS APPLICATION, 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 plain text word processing applications such as Notepad and cut and paste the text into the Personal Statements section. Personal statements created in word processing applications not using plain text may contain hidden and potentially invalid formatting. All personal statements are formatted using standard ASCII 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 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, which includes a uniquely-assigned **ERAS Letter ID**, which the author will need in order to upload through the LOR Portal.

You may target each LOR to specific programs; and you may have as many LORs as you feel necessary in ERAS. You will need at least three (3) LORs to apply for a program. 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 in time to meet program deadlines. (See "Assign Documents")

Additionally, ERAS requires that LOR PDF files be 500KB or smaller in order to upload into the application. If your LOR author is having difficulty uploading the document, saving it as an "Optimized PDF" and/or a "Reduced Size PDF" file should do the trick. If they are still having difficulty, they can contact the ERAS help desk at (202) 862-6298.

Note: You will have the opportunity to edit and delete before confirming your LoR Author(s). Once you Confirm 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 or their designees are <u>required </u>to upload LOR's directly to your ERAS application on your behalf. ERAS will send an e-mail notification to you directly each time an author uploads an LOR into the LOR Portal. Only the designee can <u>replace </u>an erroneous letter from their end.

Generally, LOR's can only be replaced in 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 regarding the LOR process, be sure and check the MyERAS User Guide. For LOR author questions regarding creating and LOR Portal account and uploading letters, please refer them to the ERAS Letter of Recommendation Portal Page, which includes a User Guide.*

Photograph Specifications
Photographs are uploaded by the applicant. Residency programs use the photographs to identify you when you come to interview, and as a memory aid when creating a rank list. 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. The photo file should not exceed the following requirements:
- **Dimensions: 2.5 in. x 3.5 in.**
- **Resolution: 150dpi**
- **File Size: 100kb**

<u>Note</u>**: The UNTHSC Office of Communications offers Heads Up days the first Wednesday of each month (except July) in LIB 100 for FREE professional photo portraits. Check the Daily News for information.**

*** IMGs Only: The ECFMG is responsible for uploading the Photo into the ERAS system for IMG residency applicants. Applicants should visit the ECFMG website for information about submitting the Photo for upload.*

Medical School Transcript and Dean's Letters/MSPE's
Your Designated Dean's Office (Career Center) 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. **<u>Note</u>: The Dean's Letter is NOT a letter of recommendation, so you don't have to create and confirm a separate LOR spot for it—it has its own designated slot in ERAS.**

Step 8 >> Select Programs

To begin selecting programs, click on the Programs tab. From there, you may Search programs as well as, review Saved Programs and/or Programs Applied To, Payment History, and Assignment Report—which provides a breakdown of the documents assigned to each program.

Saved vs. Applied to Programs
Programs are split up into two different categories: ***<u>Saved </u>*** and ***<u>Applied To</u>***.

Saved 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 "Saved" area. You can select programs before you submit your MYERAS APPLICATION.

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 (see My Documents).

Using Program Search/Selection provides general information about individual residency programs in ERAS 2019 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, state, and other search criteria. The programs that indicated as "Incomplete Registration" 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. **ERAS does not refund your fees when you withdraw your application from a program.**

Step 9 >> Assign Documents to My Programs

All programs to which you apply will receive the same MYERAS APPLICATION, 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 MYERAS APPLICATION 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 confirmed the letter and the LOR Author/designee has uploaded it into your Application.
- 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 if 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), the Author/designee can replace the already-assigned/submitted LOR in this regard, and the program will then see the new version only.
- Changes to document assignments or track selections for programs that have been previously applied to are transmitted 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 10 >> 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 MYERAS APPLICATION 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 (Career Center) has access to view the programs you applied to and the documents   you assigned to these programs, but cannot initiate any changes to your application except to upload your medical school transcript and MSPE.

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:
   o Dean's Letter/MSPE
   o UNTHSC/TCOM Medical School Transcript

6. 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 **not** 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 Program Directors Work Station (PDWS) 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, the Career Center. **Use ERAS@unthsc.edu for all correspondence.**
- Direct questions concerning downloading documents to the residency program

Step 11 >> Check the Status of Your Application in the *Programs Applied To* page and the *Message Center*

Remember to check the *Message Center* and to track the progress and status of your application and documents frequently.

Step 12 >> 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 ($80) fee. This fee is collected by ERAS.
- The first time you release your COMLEX transcripts, you will be charged the NBOME ($80) fee. This fee is collected by ERAS.

Step 13 >> Keeping the 'Personal Information' Section 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 MYERAS APPLICATION. You will also need to include your Match ID numbers once you register.
- Contact numbers and addresses which change due to a move or for an away rotation.
- Whether you are going through the Couples Match.
- Alpha Omega Alpha, Sigma Sigma Phi, and Gold Humanism Honor Society status that may not be released until after your MYERAS APPLICATION 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.

Step 14 >> Scheduling Interviews

Program directors may contact applicants at any time regarding their application via the MyERAS *Message Center*, email, telephone, or regular mail. Programs may use an applicant's email address to send invitations to interview and to ask for additional information. Applicants should be sure to check their email regularly while their applications are active. The MyERAS Contact email address entered under the *Personal Information section* needs to be up-to-date and active. If an applicant will not have access to their email (e.g., may be away), they should make arrangements to have someone keep them updated.

- Keep in mind that ERAS programs are not obligated to use the ERAS interview scheduling tool.

- Interview invitations sent outside of the ERAS system will not be captured in MyERAS.

For each interview invitation an applicant receives, the following information will display on the interviews page: Program Information Row-Program Name/Specialty/City/State/Accreditation Id/Action column with option to DECLINE an interview invitation

The Interview Status tile will display date(s) you have scheduled or waitlisted for an interview with that program. An Applicant's interview status will display in a color block to the right of the Interview Status header. Possible interview statuses are as follows:

➢ Invited-applicant has received an interview invitation but has not taken any action
➢ Scheduled-applicant has scheduled for an interview date
➢ Waitlisted-applicant has waitlisted for an interview date(s).

The View Interview Dates tile will display all available interview dates sent to the applicant as part of the interview invitation and consist of the following information:

- Interview Date-displays the date or date range of an interview, along with the duration of the interview (AM/PM/All Day). NOTE-Specific details about the duration of an interview will not appear in the Interviews Section of MyERAS. Applicants should contact programs directly for questions regarding the exact time of an interview and any additional information they may need.
- Freeze Date-a deadline set by the program to prevent applicants from taking any further action on an interview date. With the exception of CANCEL, applicants will not be able to take any action on an interview date as of 12 AM EST on the freeze date.
- Status-provides the status of the availability of openings for an interview date. Interview date statuses are as follows:
  - Available to Schedule-openings are available to schedule for an interview
  - Available to Waitlist-there are no more opening to schedule but an applicant may waitlist for an interview
  - Expired-no action can be taken because it is past the Freeze Date
  - Scheduled-applicant has scheduled to interview
  - Waitlisted-applicant has waitlisted to interview
  - No Longer Available-there are no openings available to schedule or waitlist for an interview
- Action-displays the option to schedule or waitlist for an interview date, as well as cancel an already scheduled or waitlisted interview date. Available actions will display according to the status of the interview date.

Scheduling for an interview:

- For each program, applicants can only schedule to interview for one (1) interview date
- The interview date must have a status of Available to Schedule in order to schedule to interview for that date
- Once an applicant has scheduled for an interview date, the date will appear in the Interview Status tile
- Applicants cannot be scheduled AND waitlisted for an interview with a single program. However, an applicant can cancel a scheduled interview and then waitlist for any number of days.

FAQs
How do I…?

1. How do I **get started**?
   - Read the Survival Guide (good job so far!)
   - Receive an electronic token via email (already issued as of June)
   - Download the MyERAS User Guide.

   Note: **ERAS supports all internet browsers except for Safari.**

2. Which portions of the application can I **complete on my own**?
   - Common Application Form (MYERAS APPLICATION) – 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 – the Career Center does <u>not</u> have access)
   - COMLEX Transcripts (request directly from Boards – the Career Center does <u>not</u> have access)
   - Personal Statement(s) – you can have multiple
   - Photographs

3. Which portions of the application are **<u>coordinated by the Career Center Office</u>**?
   - Medical School transcript(s) – posted automatically by the Career Center around September 1
   - Medical Student Performance Evaluation (MSPE, also known as Dean's Letter)

4. How do I **submit my Letters of Recommendation (LORs)**?
   - LORs must be uploaded through the ERAS Letter of Recommendation Portal by the LOR Author or their designee.
   - **ERAS does <u>NOT</u> notify the Career Center when an author directly uploads a letter.**
   - Create LOR Entries
     - Applicants must create a LOR entry for each LOR that they intend to use.
     - Applicants must indicate whether they waive their right to view the LOR for each LOR entry created. **Applicants who waive their right to view a LOR are not permitted to view or obtain the LOR under any circumstances.**
   - Confirm LOR Entries
     - LOR entries can only be confirmed on the Letters of Recommendation page by wither selecting individual entries or selecting all entries from the Confirm dropdown, then entering the MyERAS password to complete the process.
     - Letter ID will then become available followed by the option to Print Letter Request Form: You can either send your LOR Author/designee the PDF of the Letter Request Form, or have it e-mailed to them directly through ERAS.
     - **Letter Request should not be duplicated and distributed to multiple LOR Authors. They are customized for each letter and contain a unique Letter ID that can only be used once.**
   - Uploaded LORs
     - Once LORs have been uploaded, the associated Status will update to Uploaded and the option to Assign will become available
   - Assigning LORs
     - May designate the assignment of up to four (4) LORs to each program.
   - Submit all required LORs **at least one week prior to the program's deadline.**

5. How do I **submit my Medical School transcript**?
   - Transcripts will be run for all students by September 1 and uploaded to ERAS shortly thereafter.
   - If you are applying to AOA programs and need your transcript uploaded earlier than September 1, please make this request to the Career Center at ERAS@unthsc.edu.
   - If your transcript is not completely up to date at that time, and is later updated, you will need to request an updated transcript be uploaded through the Career Center (SSC 200). They can be contacted at (817) 735-5020.
   - Submit transcript **at least one week prior to the program's deadline.**

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 Profile.
    - Schedule your Dean's Letter Interview with your Advisory College adviser when dates are released.
    - Once you have completed your online Dean's Letter Profile and Dean's Letter Interview, your Dean's Letter will be written. This letter includes the following:
        o Biographical data obtained from your Dean's Letter Profile
        o Academic performance information, including GPA and class rank (optional) as of Year 2
        o Clinical Evaluation comments obtained from Clinical Education
        o Dean's summary - based on your dean's interview.
        o Graphs detailing your comparative 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. You do not create a LOR slot for it.

7. How do I **submit my photograph?**
    - You may use your photo taken on campus (including ID photo) or a wallet or passport-sized color photograph. You will be responsible for uploading your photo on the ERAS website.
    - You can have a professional quality photo portrait made by the Office of Communications on the first Wednesday of every month (except July) in LIB 100. Check the Daily News for more information.
    - 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.
    - Applicant must upload their own photo in MyERAS by selecting Upload New Photo in the Actions column.
    - Submit photograph **at least one week prior to the program's deadline.**

8. How do I **keep track of my documents?**
    - To check what documents have been uploaded to ERAS logon to MyERAS. 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 2019 Main Match will begin September 15. It is a three-step process: complete the registration form, agree to the Terms and Conditions of the Match and pay the registration fee.