THE UNIVERSITY OF ARIZONA
College of Medicine
Phoenix

CAREER AND PROFESSIONAL ADVISORS'

MS3 & MS4 RESIDENCY ADVISING PACKET

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MS3, MS4 ERAS & NRMP MATCH DEFINITIONS & TIMELINES

Definitions/Abbreviations

ERAS an acronym for Electronic Residency Application System. The main application process for residency.

FREIDA — Fellowship & Residency Electronic Interactive Database which provides information on almost 10,000 residency & fellowship programs with Match statistics

LoR — Letter of Recommendation

LoRP — ERAS LoR Portal is a part of the system that allows the student to request a LoR from a faculty member and the faculty member to upload to the LoRP confidentially. Students can access portal through AAMC with their login credentials. No token necessary for LoRP.

MatchTrack© — Confidential web-based application developed for our students to inform Advisor regarding application offers and acceptances

MSPE — Medical Student Performance Evaluation. The "Dean's Letter"

NRMP — National Residency Matching Program. The main residency match is conducted by the NRMP.

NRMP R3 system — The Registration, Ranking, and Results® (R3®) system is the web-based software application through which all NRMP Matches are managed

ROL — Rank Order List is the preference list of residency programs you submit to the NRMP

SF Match — San Francisco Match. Match for ophthalmology.

Signaling — Process to let a specified number of programs know you are specifically interested in their residency. Number of signals varies by specialty.

SOAP — Supplemental Offer & Acceptance Program. This process occurs during the Match week for students registered for the NRMP who are unmatched, or partially matched.

Supplemental Application — No longer in use as of Match season 2024

Token — Access to myERAS provided by the Registrar

VSLO — Visiting Student Learning Opportunities. AAMC site to apply to many AWAY electives. Also check site specific websites if electives not found on VSLO, as many have their own application process.

Important Points

- Students need to register for ERAS (MyERAS) & NRMP, deadline for regular NRMP registration is usually January of Match year.
- A token for ERAS will be provided by the Registrar at UACOMP for one-time use
- ERAS opens in June; applications can be viewed by programs at end of September- see table below
- ERAS application requirements: the application, personal photograph, CV, personal statement, authorized release of USMLE Step 1 & 2 (the latter when available), at least 3 & preferably 4 letters of recommendation. COM-Phx takes ERAS photos during Intersessions 2.
- The medical school will upload your transcript & MSPE
- Early Match specialties: Urology & Ophthalmology (January); Military (December)
- Away rotations- provide experience, opportunity for letters of recommendation, & networking
- Couples matching has many intricacies; the Career & Professional Advisors will, individually & as a group, help guide your application and ROL strategies
- Based on the ERAS application, transcript, Step scores, & away rotations, programs will offer interviews
- Interview offers typically begin in October; interviews can continue into January
- Rank Order List must be finalized by March

ERAS timeline for the 2024 Residency Application Season

Date	Activity
May 31, 2023	ERAS 2023 season ends at 5 p.m. ET.
June 7, 2023	ERAS 2024 season begins at 9 a.m. ET.
Sept. 6, 2023	Residency applicants may begin submitting MyERAS applications to programs at 9 a.m. ET.
Sept. 27, 2023	Residency programs may begin reviewing MyERAS applications and MSPEs in the PDWS at 9 a.m. ET.
May 31, 2024	ERAS 2024 season ends at 5 p.m. ET.

MS3 and MS4 Preparation for Residency Application Season Timeline

MS3 year

December-January

- Schedule a meeting with your Career Advisor
- Complete sections 1-4 of the Residency Advising Guide prior to your meeting
- Apply to Mayo by end of December if interested in elective in early blocks of fourth year

January-February

- MS4 lotteries (two phases) for 4th year schedule
- Military students begin researching/applying for away rotations [Active Duty Training (ADT) or non-ADT], some sites/branches use VSLO
- Update CV for VSLO, ensure credentials are up-to-date in preparation for VSLO applications (e.g. vaccines, ACLS).

February-March

- Register for VSLO and apply for away rotations (electives)
- Apply for *core Sub-I's* that are scheduled through our scheduling team
- Apply for core Sub-I's at Affiliated Sites: Abrazo, HonorHealth, Valleywise, Creighton/Dignity, and Mayo-see December for early Mayo blocks (see student resource page for details on how to apply)
- Review individual residency program's website if not finding elective on VLSO, as many have their own application for electives, although some are not posted until April

MS4 year

April-May

- Continue checking VSLO for away rotations. These are uploaded individually by sites so timelines vary widely.
- Schedule a meeting with your Career Advisor to review the Residency Advising Guide and upcoming 4th year schedule
- Update CV, begin work on Personal Statement, see https://medadvisement.arizona.edu/ for ILMs, examples.
- Ophthalmology, Military and Urology students, see estimated timelines at end of this document

June

- ERAS season begins. Register for MyEras; The Registrar will issue you an ERAS token. https://myeras.aamc.org/myeras-web/#/token
    - ERAS application requirements: the application, personal photograph, CV, personal statement, authorized release of USMLE Step 1 & 2 (the latter when available), at least 3 & preferably 4 letters of recommendation
    - LoR writers will continue (if you've already requested any from third year) uploading letters on the ERAS LoRPortal. Students generate a Letter Request Form (LRF) for each LoR they are requesting and provide the form to the relevant author. Each LoR needs a separate LRF.

August

- Continue refining your application and personal statement. Double check your LORs.

September

- Residency applicants may begin submitting MyERAS applications to programs
- The medical school will upload your transcript & Dean's letter (MSPE)
- NRMP R3 system registration begins September 15, through approximately January 31 is the standard registration fee. After January 31, the fee increases. https://r3.nrmp.org/viewLoginPage
- When 100% complete, certify and submit ERAS application before program directors gain access to applications, usually around September 28.

October-January

- Residency interview season- check with Career and Professional Advisor for common timelines for your specialty.

December

- Military match

January

- Ophthalmology and Urology matches

February

- Begin creating a Rank Order List (ROL) in R3 system

March

- ROL is due at the beginning of March
- Match week/SOAP occurs mid-March

Other Specialty Application and Match Timelines (Non-ERAS Match)

Specialty	Signaling Opens for applicants/ & deadline	Application Registration Begins	Central Application Target Deadline	ROL deadline	Match Results
Ophthalmology	NA	July 1	September 1	January	February 8
Urology	Early Sept-Late Sept	Late June	End of December	Mid-January	February 1
Military (see specific Branch websites on 'How to apply')	NA	July usually	Initial application by mid-September	Student ROL October 15 & Program ROL November	December

Airforce:https://www.airforcemedicine.af.mil/Organizations/Physician-Education-Branch/Instructions-for-Medical-Schools/

Army, Navy, Marines: process has changed annually. You should get an email with the process from your Military contact.

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Residency Advising Document[1]

This document will be an outline for your residency application process. You will begin filling in the document as soon as Intersessions 1 in third year and complete it at the beginning of fourth year. Please consider the advice given as it is based on years of experience assisting students to succeed in the Match. If you receive *different* advice from another source, please discuss with your Career Advisor about these discrepancies before changing your plans.

Intersessions 1 (October of 3rd year)

1. Complete sections 1-4 on the attached Residency Advising Document. It's okay if you don't have everything figured out. This is a place to start and brainstorm ideas. *You will continue to finalize through the beginning of 4th year.*
2. Review the Student Action Items (To Do Checklist). Spend time reviewing your prior Careers in Medicine work, (Values Auction, Medical Student Preference Inventory, Scavenger Hunt), the NRMP Interactive Charting Outcomes in the Match website, and the AAMC Residency Explorer tools.
3. Between October and January of third year, schedule a meeting with your Career Advisor to discuss the following:
   - ☐ What is/are your final choice(s) of specialty? Ok to include estimates such as 50% IM, 50% Psychiatry.
   - ☐ How competitive are you as an applicant for your first-choice specialty? (Step score, grades/evals, research, etc.)
   - ☐ Fourth Year Schedule requirements/draft schedules
   - ☐ Who should you request Letters of Recommendation from?
   - ☐ Do you need standardized letters? (e.g. EM = SLOE, Ortho = SLOR; confirm on program specific website)
   - ☐ Do you need a departmental Chair letter? (e.g. ENT, IM, Med-Peds, Ortho, General Surgery; confirm on website)
   - ☐ What can you do over the coming months prior to submission to strengthen your application?
   - ☐ What are good resources/websites recommended for residency application in the specialty?
   - ☐ Update your Residency Advising Document (RAD) after discussion with your Career Advisor.

Intersessions 2 (beginning of 4th year)

1. You will again meet with your Career Advisor between April and June of your 4th year to review your Residency Advising Document and discuss next steps. To get the most out of the meeting, please review the resources on the checklist and come prepared with your questions.
2. The Associate Dean of Students is available to meet with all students, especially those that are off-cycle, have concerns for their competitiveness, and/or are considering a research year.
3. It is important to keep your Advisor informed of any changes so we can help advise you.

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RESIDENCY ADVISING DOCUMENT

Feel free to indicate "?" if uncertain of any answers as this is a working document

Part 1

Student name:	Career Advisor name:
Planning graduation with matriculating class YES ☐ NO ☐ If No, anticipated graduation date:	Date(s) of meeting with Advisor:

Part 2 Background Research

Please review the following websites to gather detailed information regarding your specialty choice prior to your Residency Advising meeting. Check the boxes once you have reviewed the following websites:

☐ Career Advisor Website: https://medadvisement.arizona.edu/
- Review FAQs for many specialties, links to National organization membership, Specialty newsletters, example CVs, Personal Statement ILM, and much more

☐ NRMP Residency Match Data: https://www.nrmp.org/main-residency-match-data/

☐Results of NRMP Program Director Survey
- Learn what Program Directors deem important when making interview and rank list determinations nationally

☐Results of the NRMP Applicant Survey
- Learn what factors applicants weigh in selecting programs to interview and rank

☐Results of the NRMP Charting Outcomes in the Match
- Learn characteristics of students who matched to their preferred specialty

☐Interactive Charting Outcomes in the Match https://www.nrmp.org/interactive-charting-outcomes-in-the-match/
- Input your specialty, your step scores, and CV components and play around to see impacts of each

☐ Residency Explorer Tools: https://www.residencyexplorer.org/Account/Login and https://careersinmedicine.aamc.org/explore-options/specialty-profiles Compare your stats to matched stats (login to AAMC upper right corner)

☐ ERAS for Application Information: https://students-residents.aamc.org/applying-residency/applying-residencies-eras/
- Review and bookmark this site for information about the application process

☐ TEXAS STAR
- Sign-in when email received and bookmark this site to compare stats for programs, applicants nationally

☐ UArizona COM-Phoenix Alumni list under ***Connect:*** https://medadvisement.arizona.edu/
- Connect with graduates you might like to contact for additional information

☐ Big Sib (4th year student in same specialty)
- Name of Big Sib in your specialty provided by your Career Advisor

☐ Specialty guidebook
- Created by students for students. Career Advisor will share once you determine your specialty of choice

Part 3: Education and Documentation

Other Degree (include anticipated degree)? YES ☐ NO ☐ Type of Degree:	Certificate of Distinction? YES ☐ NO ☐ Type of COD:
Any Leave of absence (LOA)? YES ☐ NO ☐ Dates: Type:	List any mentors you have in addition to your assigned Career Advisor:
Specialty choice at matriculation/prior to third year?	Do you have a Specialty Specific Advisor (SSA)? YES ☐ NO ☐ Specialty Specific Advisor:
Specialty choice(s) now (include percentage interest of each, if more than one)? Why?	USMLE: Step 1: Pass ☐ Retake needed? ☐ Step 2 CK date: Note: You must take Step 2 by Sept 1 of 4th year.
Applying for a Parallel ("back-up") plan: YES ☐ NO ☐ Which specialty & why?	**CV:** Complete CV by the time you ask for letters. Begin early so that there is time to send it Advisors/mentors for review. Please complete no later than May. https://medadvisement.arizona.edu/year-4 for examples, ILM
Need Prelim / Transitional Year (TY): YES ☐ NO ☐ What mix of programs (Transitional, Prelim Surgery or IM, Peds)?	**Personal Statement:** https://medadvisement.arizona.edu/year-4 for ILM. First draft by end of May to allow time for review, rewrites. Ask Advisor, specialty advisor, mentor to review

Letters of Recommendation (LOR):

1.	
2.	
3.	
4.	
5.	

Clerkships and Sub-I's Grades: (indicate pending if not completed)

Medicine:	Psychiatry
Surgery	OB/GYN
Neurology	Peds
Family Med	Ambulatory

Do you need additional research mentoring? ☐ Yes ☐ No

Research Mentor Recommendation:

Research (# of posters, abstracts, publications):

Known Level 1 professionalism concerns? ☐ Yes ☐ No

Ok to include CV in lieu of typing out these items:
Extracurricular activities (research, volunteering, advocacy, etc):
Work experiences:
Leadership positions:

Part 4: Wellness

Do you have any concerns about your wellness, rising stress and/or anxiety levels? YES ☐ NO ☐
If yes, please reach out to your career advisor and/or to our wellness team of psychologists ASAP.

Part 5: Summary Plan (to be completed with your Career Advisor)

Specialty:
First choice specialty ☐ or First choice specialty at this time ☐
# of Programs to apply:
 # Interviews needed:
Type of Program: categorical ☐ advanced ☐ preliminary☐

Parallel plan: YES ☐ NO ☐
Parallel plan suggested by Advisor/mentor? YES ☐ NO ☐
If yes, type of Program or Specialty:
Interviews needed:
of programs to apply:

Prelim/TY: YES ☐ NO ☐
If yes, Type of Program: Prelim IM/Peds/FM/SX or TY
# of programs to apply:

Confirmed fourth year schedule to date:

May (block 1):	November (block 7):
June (block 2):	December (block 8):
July (block 3):	January (block 9):
August (block 4):	February (block 10)
September (block 5):	March (block 11)
October (block 6)	April (block 12)

Graduation requirements:
Core sub I: YES ☐ NO ☐ EM: YES ☐ NO ☐
Critical Care: YES ☐ NO ☐ Six electives: YES ☐ NO ☐
Ambulatory elective YES ☐ NO ☐
12 or less credits in any one specialty: YES ☐ NO ☐
16 or less credits at non-affiliated UAz COMP YES ☐ NO ☐
2 or less non-patient care electives YES ☐ NO ☐

Additional specialty advisor needed? YES ☐ NO ☐

Couples Matching? YES ☐ NO ☐
If yes, with who?

Specialty of partner?

Other notes you'd like your Advisor to know:

AWAY Rotation recommended? YES ☐ NO ☐

1. _____
2. _____
3. _____
4. _____

Student Action Items (To Do Checklist)

- ☐ Continue Specialty Exploration, review specialty-specific websites, and talk to M4's who are applying/have matched
- ☐ Register for Step 2 CK and take prior to September 1 of fourth year
- ☐ For additional information, meet with:
  - ☐ Specialty Program Director, Associate Program Director, Chair
  - ☐ Career Advisor and Specialty Specific Advisor
  - ☐ Other faculty/mentors
  - ☐ Residents (see prior MATCH outcomes)
  - ☐ Alumni
- ☐ Request Letters of Recommendation (LORs must be uploaded directly to ERAS by the letter-writer by mid-September)
  - ☐ SF, Military and Urology Match LORs- follow their specific timeline, procedures for uploading
- ☐ Complete CV
- ☐ Complete personal statement
- ☐ Review VSLO for most away rotation application materials: https://students-residents.aamc.org/visiting-studentlearning-opportunities/visiting-student-learning-opportunities-1
  - ☐ See Student Resource page for Valleywise, Abrazo, Dignity, BNI, HonorHealth rotation application process
- ☐ Complete ERAS, SF, Military, or Urology Application
- ☐ Consider creating a separate email account for applications, interview offers
- ☐ Plan for monitoring of email account 24/7 for interview offers (e.g. someone else to monitor when you are not available)
- ☐ Update MatchTrack with interview offers and acceptances within two weeks of receipt
  https://matchtrack.phoenixmed.arizona.edu/login

- ☐ MSPE meeting with Advisor by deadline
- ☐ Finalize and send noteworthy characteristics and summary statement to Student Affairs liaison
- ☐ Check transcript for accuracy

IMPORTANT STUDENT CHANGES

Discuss any schedule changes with Advisor before submitting to Oasis/scheduling team

Additional meeting with ADSA for complex situations, research year requests, concerns about specialty of interest competitiveness concerns: YES ☐ NO ☐

Specialty change? Met with Career Advisor YES ☐ NO ☐ Date:

Notified Scheduling Team and requested change of schedule in Oasis: YES ☐ NO ☐ Date:

1. Bright R, Hedges M, Shah A, Torgerson R. "Comprehensive and individualized residency preparation counseling: A Tri-campus MATCH program". 2022 Group on Student Affairs (GSA), Careers in Medicine, Organization of Student Representatives (OSR) National Meeting. Denver, CO. April 2022.

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Pre-SOAP Checklist

Applicants learn whether they are matched, unmatched, or partially unmatched on Monday of Match Week. The Supplemental Offer and Acceptance Program (SOAP) provides an opportunity for partially matched or unmatched students that registered for the NRMP to apply to programs with unfilled positions through interview rounds between Monday and Thursday of Match Week. Positions offered/accepted during SOAP establish a binding commitment enforced by the Match Participation Agreement.

Please review the NRMP website regarding SOAP: www.nrmp.org/residency-applicants/soap/

Name: _____

Phone number (should be number in ERAS): _____

Backup number: _____

Will you be in town on Monday of Match Week: Yes: ☐ No: ☐

Reflecting on the competitiveness of your specialty, the number of interviews you received and completed, and the competitiveness of your application, what is your level of concern that you will participate in the SOAP?

Very concerned: ☐ Somewhat concerned: ☐ Not concerned: ☐

Have you discussed a SOAP strategy with your career advisor (not required, just for our knowledge) Yes: ☐ No: ☐ Not Yet: ☐

If concerned, please schedule pre-SOAP meeting with your Career Advisor.

With your Advisor, please summarize your SOAP plans if you do not Match: