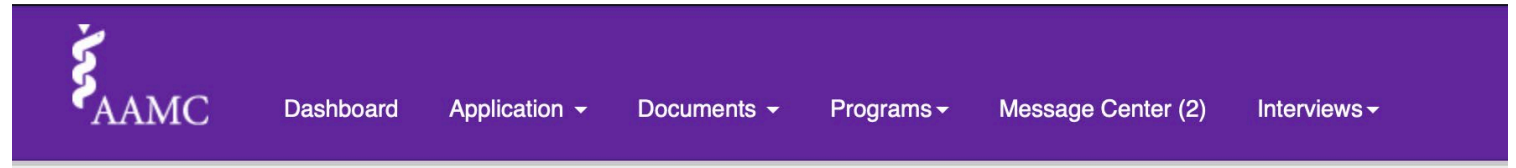# ERAS APPLICATION

Prepping and submitting your application!

OVERVIEW OF ERAS

OVERVIEW

- DASHBOARD
- APPLICATION
  - Personal Information
  - Biographic information
  - Education
  - Experience
  - Publications
  - Certify & Submit
- DOCUMENTS
  - Personal Statement
  - Letters of Recommendation
  - Additional documents
- PROGRAMS
  - Search Programs
  - Saved Programs
- MESSAGE CENTER
- INTERVIEW

Application "Sub-tabs"

MyERAS ERAS 2020 Season - Residency ▾

Application

Application submitted on	09/14/2019 7:35 PM ET
Personal Information Last Updated - 09/15/2019 9:06 PM ET	Update
Application Released to Designated Dean's Office	Yes

View/Print Application   View/Print CV

Documents

Uploaded but Unassigned LoRs	0
Unassigned Personal Statements	0
Latest USMLE Request Status	Successful
MS Transcript	Uploaded
MSPE (Dean's Letter)	Uploaded
Photo	Uploaded

Programs

Saved Programs	0
Programs Applied to	

Resources

Please visit our Tools for Residency Applicants for useful information on the ERAS process.

MyERAS Terms and Conditions

Contact ERAS

ERAS Support Contact Form
(202) 862-6264

Monday - Friday 8am - 6pm ET

Are you planning to apply for a residency position at an ACGME-accredited Emergency Medicine program? If you select "Yes", you will receive an invitation to complete the **AAMC Standardized Video Interview**, which is required for ACGME Emergency Medicine programs. Your response to this question will not be displayed in your MyERAS Application/CV. The specialty requested that all applicants complete the AAMC Standardized Video Interview between 09:00 AM ET on June 6 and 11:59 PM ET on July 16, 2019. For more information, complete the **Standardized Video Interview Contact Form** *

○ Yes ⊙ No

PRE APPLICATION SEASON

THE APPLICATION – PRE APPLICATION SEASON
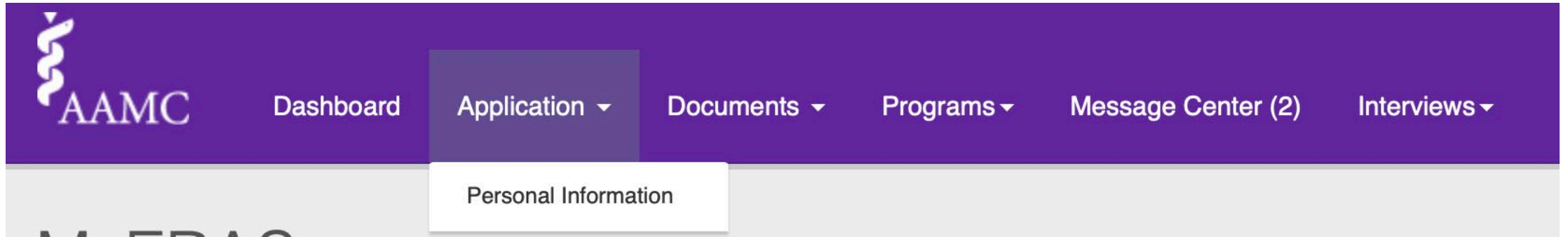
- Before receiving the Token from Registrar Wendy Finch in October, you can create a user name and login to ERAS only.
- Once your token is given to you, you can access the "Personal Information" sub-tab.
- All other Application sub-tabs will be inaccessible until the first week of June, when ERAS officially opens.

DOCUMENTS – PRE APPLICATION SEASON
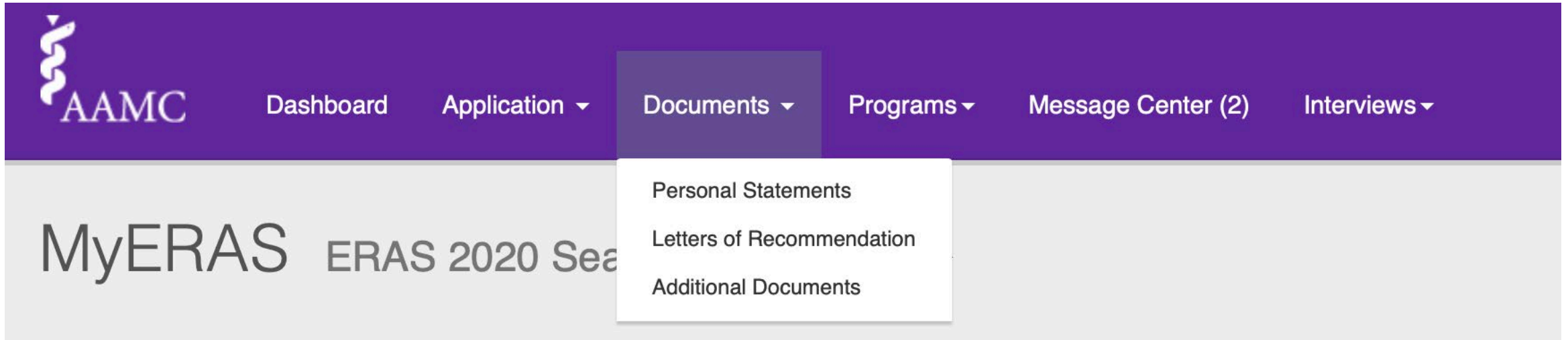
- <mark>Prior to ERAS opening</mark>, you CAN access the letters of recommendation portal to request LORs. This may be helpful if you would like to request LORs from third year clerkship attendings.

WHAT IS ERAS?

ERAS Tools and Worksheets for Residency Applicants

Guides and worksheets to help residency applicants complete the MyERAS® application.

ERAS Worksheet

Use this fillable PDF document version of the MyERAS Application preparation tool for the application season. NOTE: This does not directly import into MyERAS.

Download »

MyERAS® Residency User Guide

User guide for applicants using Electronic Residency Application Service® (ERAS®) to apply to U.S. residency programs.

Download 📄

ERAS Residency Applicant Checklist

As an applicant, you need to complete a number of ERAS®-related tasks when you apply for residency. Use this checklist to assist in making sure you complete all tasks.

Download »

ERAS for Residency Applicants FAQ

The FAQ is updated throughout the application season.

Learn More »

Residency Application Timeline

Important dates in the application and match process.

View Timeline »

PREP YOUR APPLICATION PRIOR TO JUNE

- Favorite this link.
- Review the MyERAS® Residency User Guide
  - Keep this accessible throughout the process of applying to residency, it has all the information you will need – control + find is your best friend.
- Fill out the ERAS worksheet
  - This ERAS worksheet contains the exact questions you will need to fill out on the application, organized in the exact sub-tabs under the application.
  - You can prepare your application by filling out this worksheet, but please note: it does not automatically important into ERAS, you will have to copy and paste or re-type all of the information into ERAS.
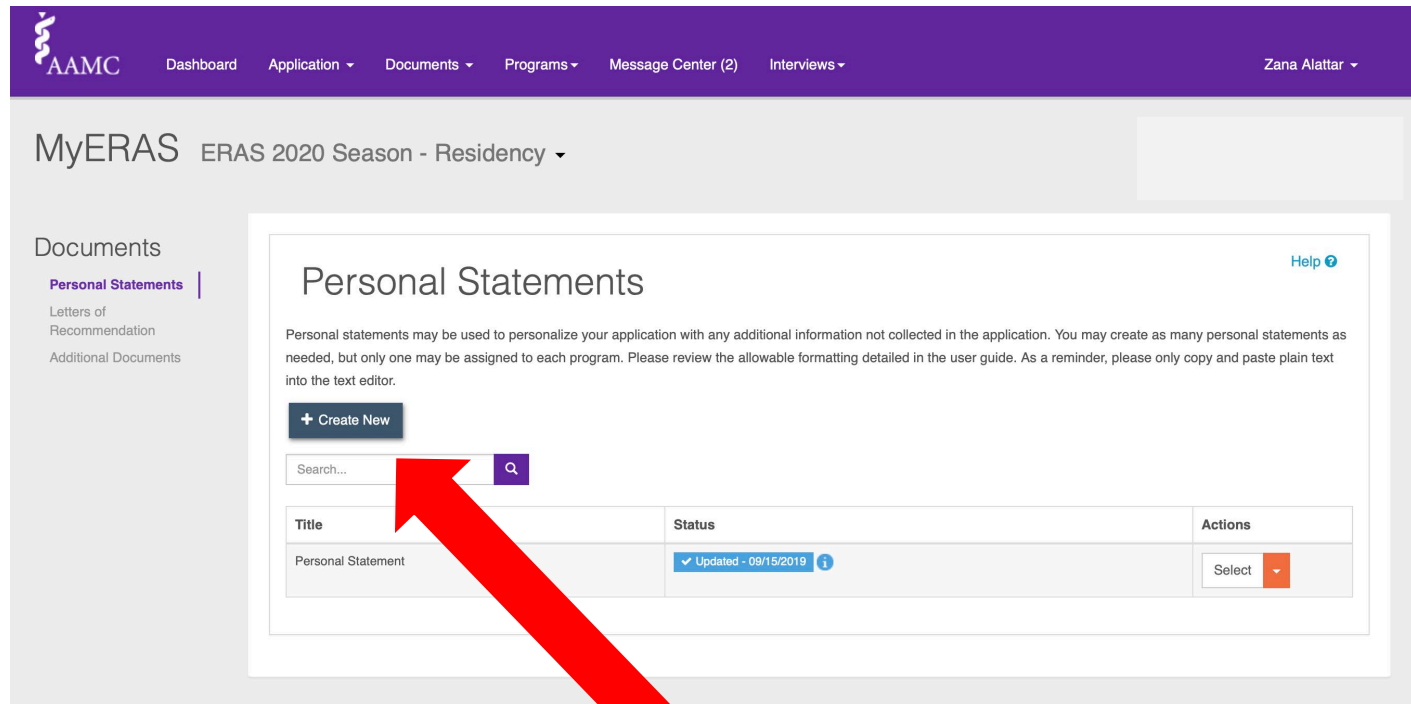
"APPLICATION"

Application ▾

- This button is the "Application" section within the overall ERAS residency application.

- This is the section where you fill out your personal, biographic, education information and your experiences and publications.

- The ERAS Worksheet which you have access to throughout the year has the EXACT questions you will fill out in your application!
  - This will allow you to have everything ready before September, should you choose to. Then it's simply a matter of copying and pasting into the ERAS internet portal.

DOCUMENTS:
THE PERSONAL STATEMENT

HOW WILL MY PERSONAL STATEMENT BE UPLOADED?

- You can add a personal statement under the documents tab. Click "Create new"

- You can add more than one Personal Statement and assign different PS to different programs.

- Only YOU can see the title of the personal statement, so you can customize the title for location or special programs/specialty.

https://www.aamc.org/services/eras-for-institutions/lor-portal/faq

• Copy and paste ONLY from Notepad (Windows) and TextEdit (Mac) for plain formatting.

Personal Statement Content: *

If you choose to copy and paste your text into the Personal Statement Content field, please do so from a text file. You will be able to format your text within the Personal Statement Content field using the options below.
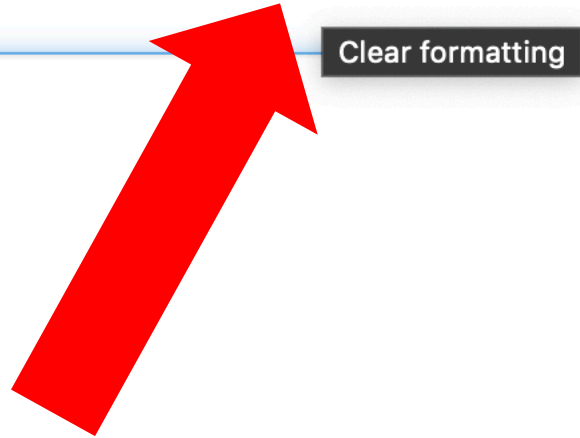
Clear formatting

- Helpful hint: Highlight all and click the "Clear Formatting" button as a backup to remove any external formatting.

• When you're done, you will click the "Preview" button to see how the PS will download as a PDF.

Personal Statement

TESTING

Page 1 of 1

Back   Save

- Just hit save!

- This does not automatically send it to any programs. It will just be a saved document within your ERAS account.

DOCUMENTS:
LETTERS OF RECOMMENDATION

HOW WILL I REQUEST LETTERS?

- Under documents, Letters of Recommendation, click "Add New"

Add Letter of Recommendation

For guidance on correctly entering your LoR Author details, contact your LoR Author.

✕

* Indicates required field.

LoR Author Name: *	TEST
LoR Author Title/Department: *	TESTING
Specialty to which this letter will be assigned:	Family Medicine

Note: Specialty field will only be viewable to applicants, their Designated Dean's Office and the LoR Author - not programs.

Additional LoR Information *

○ This LoR Author is a Program Director in a current/previous residency or fellowship where I trained. (Applies to Residents/Fellows only)

○ This LoR Author is a Department Chair where I completed my clerkship training. Group departmental letters must be signed by the team composing the letter.

● None of the above.

I waive my right to view my Letter of Recommendation: *   ● Yes   ○ No

Cancel   **Save**

- Fill out the LOR Name with degree, Department, and Specialty.
- This needs to be 100% accurate and spelled correctly!! No changes can be made once you "Confirm for upload" (see next).
- ALWAYS waive your right to view the letter.

Add Letter of Recommendation

For guidance on correctly entering your LoR Author details, contact your LoR Author.

✕

* Indicates required field.

LoR Author Name: *	TEST
LoR Author Title/Department: *	TESTING
Specialty to which this letter will be assigned:	Family Medicine

Note: Specialty field will only be viewable to applicants, their Designated Dean's Office and the LoR Author - not programs.

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● This LoR Author is a Department Chair where I completed my clerkship training. Group departmental letters must be signed by the team composing the letter.

○ None of the above.

I waive my right to view my Letter of Recommendation: *   ● Yes   ○ No

Cancel   **Save**

- Check if your specialty needs a chair letter! If you do, you will follow the same protocol in creating this LOR request.
- BUT select the "chair" option for additional info.

- Once you've saved a LOR request, it will show up on the LOR dashboard. <u>Before the letter request is confirmed for upload, you CAN still edit it or delete it under the actions tab.</u>

1 LoRs Selected   Confirm ➔

Letters of Recommendation

Help ❓

In order for an LoR Author to upload a letter on your behalf, you MUST complete the following steps for **each** LoR that you intend to use during the application season.

1. Click *Add New* to enter and save LoR information.
2. Confirm the LoR entry by marking the associated checkbox and selecting *Only checked* in the Confirm drop down list.
   Note: You may only edit and/or delete a LoR entry prior to confirming.
3. Select *Download Letter Request* or *Email Letter Request* in the associated Action column to provide your LoR Author with the form.

+ Add New

Search by Name, Title/Dept., or Specialty   🔍

	LoR Information	Specialty	Letter ID	Status	Actions
☑	TEST - TESTING `DC` 👁	Family Medicine		⚠ Not Confirmed for Upload	Select ▾

- Once the letter request is final: You will then click the check box adjacent to the letter request and click "confirm". You will be prompted to put in your password and then, will be taken back to the dashboard where it now says "Confirmed for Upload". <u>Once your letter is "Confirmed for Upload", it CANNOT be edited or deleted from the LOR dashboard.</u>

TEST - TESTING `DC` 👁	Family Medicine	87D5DLPED	☁Confirmed for Upload - 09/27/2019 ℹ	Select ▾

🖨 Download Letter Request
✉ Email Letter Request

- You can then download a PDF of your letter request or email the letter request directly to your letter writer.

PDF vs email?

- There's no difference! It just depends on what you think your letter writer would prefer. Either way, they will get this information →

- The ERAS Letter ID is unique to the exact request you created and is important for the letter writer to submit.

ERAS Letter of Recommendation (LoR) Request

ERAS Application Season: 2020
ERAS Letter ID: 87D5DLPED

I am requesting that you submit my Letter of Recommendation (LoR) to the Electronic Residency Application Service (ERAS), which transmits my LoR(s) to the residency programs to which I am applying.

ERAS Letter of Recommendation Portal (LoRP)

The Electronic Residency Application Service (ERAS) Letter of Recommendation Portal (LoRP) is a centralized service that allows LoR Authors to upload LoRs for applicants applying to ERAS residency programs.

ERAS has established a set of guidelines that should be reviewed prior to writing and uploading LoRs using the LoRP.

For more information about the LoRP guidelines, additional resources, and to access the LoRP login, please visit https://www.aamc.org/services/eras/282520/lor_portal.html.

- Review the information below. If any information is inaccurate, contact the applicant directly so they can make corrections.
- Login to the ERAS LoRP to upload this letter using the unique **ERAS Letter ID** above.

Applicant Details

Name	
AAMC ID	
Preferred Phone Number	
Preferred Email	

LoR Details

LoR Author Name	TEST
LoR Author Title/Department	TESTING
Specialty to which this letter will be assigned	Family Medicine
Additional LoR Information	This applicant has indicated that you are a Department Chair where they completed their clerkship training. Group departmental letters must be signed by the team composing the letter.

This document is for instructional purposes only and **should not be included** when uploading a letter.

IF YOU MESS UP…

- If you incorrectly enter a title or letter writer's name and have already "confirmed for upload", you're option for correcting the error is to create a new LOR request.

- Then, just make sure you download/email the correct letter request.

Dr. Natasha Keric, MD - Surgical Clerkship Director, Assistant Professor of Surgery, University of Arizona College of Medici		87D5DLHE7	☁Confirmed for Upload - 07/30/2019 ⓘ	Select ▾
Dr. Natasha Keric, MD - Surgical Clerkship Director, University of Arizona College of Medicine - Phoenix	Trauma/Critical Care Surgery	87D5DLJE8	✔ Uploaded - 09/12/2019 ⓘ	Select ▾

In this example, the top letter request was incorrect (the title was truncated and did not have the full name of the university and the specialty was missing). To correct the situation, the student created a new letter request, and sent that letter request to the letter writer. The letter was then uploaded correctly.

- Once your letter writer has uploaded, the status will change from "Confirmed for Upload" to "Uploaded".

ADDITIONAL DOCUMENTS

Additional Documents

Document	Actions
USMLE Transcript	Select ▾
Medical Student Performance Evaluation (MSPE)	No Action Required ⓘ
Medical School Transcript	No Action Required ⓘ
Photo	Select ▾

- For the USMLE Transcript, you will have to "Authorize release" of your scores, by the click of a button under actions.***

- The MSPE is uploaded by Dr. Kaib on October 1st.

- The Transcript is uploaded by Wendy Finch, throughout September (she updates as new grades come in up to October 1st and by request afterwards).

- For the photo, you will have to upload a photo that meets the dimensions on the next slide.

***You do not need to re-authorize release of your USMLE transcript if your score results after you authorize but before applying. If your score results AFTER you apply (actually pay), you need to re-authorize.

Upload image

✕

Please select a photo that meets the requirements below.

- **File Type: JPG/JPEG or PNG**
- **Maximum File Size: 150 KB**
- **Maximum Dimensions: 2.5 in. x 3.5 in.**
- **Maximum Resolution: 150 DPI**

**Select an image file**

Preview

Browse

Close | Upload

PROGRAMS

How do I choose programs I want to apply to? Do the research. Create your own external list.

- Freida
  - https://freida.ama-assn.org/Freida/#/
- Medmap.io
  - https://www.medmap.io
- Discuss with your advisor
- Discuss with your specialty mentors
- Talk to residents in your specialty
- Access the alum list and talk to previous alum from your specialty
- AAMC Careers in Medicine Residency Preference Exercise

How do I add chosen programs to ERAS
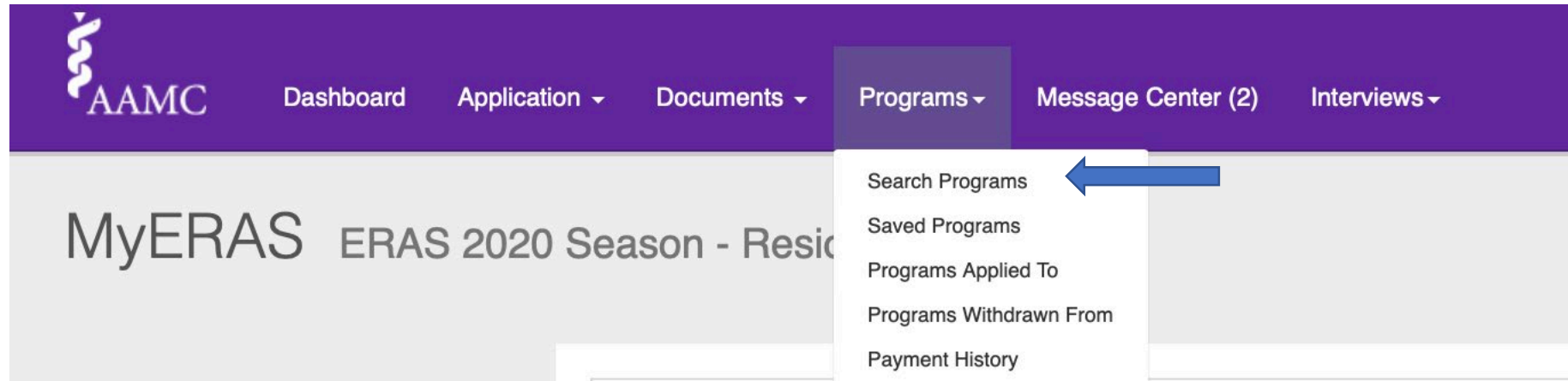
- Step 1: Search programs
- Step 2: Search by specialty

- Do this once you've officially decided on your list – it's easier that way.

Once you've done your research, add the programs you want to apply to…

- Step 3: Click the checkbox next to the appropriate program and then "save all selected".

- You can save as many programs as you want at once.

- The programs will show up in your "Saved Programs" for you to apply to when you're ready.

OFFICIALLY APPLYING

What needs to be ready before I can officially apply? (1) The Application

Application ▾

- The Application subtabs need to be completely filled out. Once you are done with this section, you click "Certify & Submit". Once you have certified and submitted the application, you CANNOT make any changes to the application subtabs EXCEPT the personal information.

- Note: Personal information remains editable so you can (1) modify the email or phone number later on if that changes for you and (2) so you can add your NRMP Match ID later.

- Note: Certifying and submitting your application does NOT mean you have applied to programs! This simply locks out that portion of your overall ERAS application. It does NOT affect the documents section either.

What needs to be ready before I can officially apply? (2) The Documents

Documents ▾

- You need to assign the following documents to your programs:
  - Personal statement
  - Letter of Recommendation
  - USMLE Transcript
  - Photo

- You can either do this by assigning the document to the programs or selecting a program and assigning the documents.

PERSONAL STATEMENT

TEST PS	✔ Saved - 09/27/2019 ⓘ	Select ▾

      ✏ Edit
      🖨 View / Print
      ➡ Assign
      🗑 Delete

LETTERS OF RECOMMENDATION

	TEST - TESTING DC 👁	Family Medicine	✔ Uploaded - 09/02/2019 ⓘ ✉	Select ▾

      ➡ Assign
      🖨 Download Letter Request
      ✉ Email Letter Request

	☁ Confirmed for Upload - 09/27/2019 ⓘ	Select

ADDITIONAL DOCUMENTS

USMLE Transcript	✔ Authorized - 09/05/2019 ⓘ	Select ▾
	View USMLE Requests Status Report	➡ Assign
Medical Student Performance Evaluation (MSPE)	✔ Uploaded - 09/27/2019 ⓘ	No Action Required ⓘ
Medical School Transcript	✔ Uploaded - 09/16/2019 ⓘ	No Action Required ⓘ
Photo	✔ Uploaded - 09/06/2019 ⓘ	Select ▾

      ➡ Assign
      ⬆ Upload New Photo

For additional documents, you only need to assign your USMLE transcript and your Photo.
The MSPE and Medical School transcript are automatically assigned to ALL programs.

Email: zalattar2020@gmail.com

Programs

Search Programs

Saved Programs

Programs Applied To

Programs Withdrawn From

Payment History

Assignments Checklist

Assignments Report

Apply / Preview Invoice ❯

Saved Programs

Help ❓

- Click the program name to view program information or to manage your training selection(s) for a program.
- Use the menu items in the Action column to assign documents to a program or to delete a program from your Saved Programs list.
- To apply to program(s) or preview an invoice, mark the checkbox(es) to select each program, and then click *Apply/Preview Invoice*.

+ Add Programs

Search by Program Name, Specialty, City, State or ID 🔍

1 Programs Selected | Apply / Preview Invoice ❯ |

☐	Program Name ▲	Specialty ⬍	City ⬍	State ⬍	Accreditation ID	Action
☑	University of Arizona College of Medicine-Phoenix Program ⓘ	Family Medicine	Phoenix	Arizona	1200312028	Select ▼

↱ **Assign Documents**

Training Name	**NRMP Program Code**	**Training Type**
Family Medicine	1011120C0	Categorical

🗑 Delete

Assign Documents For University of Arizona College of Medicine-Phoenix Program (Family Medicine) ✕

Letters of Recommendation - Select up to 4 (four) —

Only Letters of Recommendation (LoRs) in Uploaded or Imported status can be assigned to programs.

An inactive checkbox below indicates that the letter author has not yet uploaded the Letter of Recommendation. Any letters not listed below need to be confirmed for upload from the Letters of Recommendation section of the Documents tab, where you will also find the status for all LoRs. For questions regarding the status of your LoR, please contact the letter author.

	LoR Information	Specialty	Letter ID
☐	TEST - TESTING DC 👁	Family Medicine	87D5DLPED

Personal Statements - Select 1 (one) —

☐ Personal Statement

☐ TEST PS

Additional Documents - Select all that apply —

☐ USMLE Transcript

☐ Photo

Cancel   **Save**

- This process requires you to individually assign the correct letters, personal statement, photo and USMLE transcript to each program.

Officially applying:

- Once your application has been certified and submitted & your documents are all assigned to the appropriate programs…

- You will go to the "Saved Programs", select them all, and click "apply/preview invoice". Here you will officially pay for your application and once paid, you have officially applied!

Cost for applying:

ERAS application fees are based on the number of programs applied to per specialty. MyERAS automatically calculates your fees and you can pay online using Visa or MasterCard.

Programs Per Specialty	Application Fees
Up to 10	$99
11 - 20	$15 each
21 - 30	$19 each
31 or more	$26 each

Example 1: 30 Emergency Medicine programs [$99.00 + (10 x $15.00) + (10 x $19.00)] = $439

Example 2: 20 OB/GYN programs [$99.00 + (10 X $15.00)] + 10 Family Medicine programs [$99.00] = $348

Example 3: 23 Internal Medicine programs [$99.00 + (10 X $15.00) + (3 X $19.00)] + 7 Radiology programs [$99.00] = $405

Example 4: 12 Internal Medicine programs [$99.00 + (2 X $15.00)] + 10 Emergency Medicine [$99.00] + 8 Family Medicine programs [$99.00] = $327

- https://students-residents.aamc.org/applying-residency/article/fees-eras-residency-applications/
- These numbers are based on the 2020 application process and may be subject to change yearly.

FAQs

- Is it helpful to submit prior to September 15th?
  - You will be able to submit your application starting approximately Sept. 6. That being said, whether you submit on Sept. 6, 9, or 13, all applications will be postmarked Sept. 15 and programs will only be able to download applications on Sept. 15. The reason to submit prior to Sept. 15 is to ensure no computer glitches and to make sure you have it in.

- Is it recommended to answer the non-mandatory questions of the experiences (i.e. avg hour/week, reason for leaving, description, supervisor)?
  - We recommend answering as many portions of the application as possible. Often times such descriptions as "reason for leaving" may be as simple as matriculated to medical school or responsibilities given to new incoming class.

- Do posters that someone else presented that your name is on go in your publications?
  - Any publications that have your name should be part of your CV.

FAQs continued…

- How far back should experiences extend? Do undergraduate experiences matter?
  - Undergraduate experiences can be included especially if shows something of who you are or is very unique/exceptional. This is all student dependent so please reach out to your advisors to discuss

- Once I authorize release of my USMLE transcript, do I need to do anything else?
  - Reauthorization of USMLE transcript is only necessary if you receive a score after you have submitted/paid for your application

- Where should an undergraduate minor degree be listed?
  - These can be included in the description for undergraduate education.

What's the best way to get notified of interviews after I've submitted my application?

There are a number of options for notifications – separate email? Creating filters?

You can find all the information you need [here](#).
*This document was created for students by students at the UACOM-Phoenix. Please excuse errors in grammar or punctuation.

GOOD LUCK!

[THANK YOU TO THE CONTRIBUTIONS OF THE CLASS OF 2020 FOR THIS PPT]