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**

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

**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**

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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**.
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.
Prior to ERAS opening, 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 import into ERAS, you will have to copy and paste or re-type all of the information into ERAS.
“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.
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.

![Formatting buttons]

- 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.
• 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”
• 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.
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. **Before the letter request is confirmed for upload, you CAN still edit it or delete it under the actions tab.**

• 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”. **Once your letter is ”Confirmed for Upload”, it CANNOT be edited or deleted from the LOR dashboard.**

• 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.
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.

<table>
<thead>
<tr>
<th>Dr. Natasha Keric, MD - Surgical Clerkship Director, Assistant Professor of Surgery, University of Arizona College of Medicine - Phoenix</th>
<th>Dr. Natasha Keric, MD - Surgical Clerkship Director, University of Arizona College of Medicine - Phoenix</th>
</tr>
</thead>
<tbody>
<tr>
<td>87D5DLHE7</td>
<td>87D5DLJE8</td>
</tr>
<tr>
<td>Confirmed for Upload - 07/30/2019</td>
<td>Uploaded - 09/12/2019</td>
</tr>
</tbody>
</table>

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”.

<table>
<thead>
<tr>
<th>Confirmed for Upload - 07/30/2019</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uploaded - 09/12/2019</td>
<td>Select</td>
</tr>
</tbody>
</table>
### Additional Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>USMLE Transcript</td>
<td>Select</td>
</tr>
<tr>
<td>Medical Student Performance Evaluation (MSPE)</td>
<td>No Action Required 🕒</td>
</tr>
<tr>
<td>Medical School Transcript</td>
<td>No Action Required 🕒</td>
</tr>
<tr>
<td>Photo</td>
<td>Select</td>
</tr>
</tbody>
</table>

- 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

Browse

Preview

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

- 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

- 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.
Option A: Go to your documents and assign them each to your programs

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.
Option B: Go to your saved programs and assign documents to them individually.
• 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.

<table>
<thead>
<tr>
<th>Programs Per Specialty</th>
<th>Application Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10</td>
<td>$99</td>
</tr>
<tr>
<td>11 - 20</td>
<td>$15 each</td>
</tr>
<tr>
<td>21 - 30</td>
<td>$19 each</td>
</tr>
<tr>
<td>31 or more</td>
<td>$26 each</td>
</tr>
</tbody>
</table>

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

Example 2: 20 OB/GYN programs \([99.00 + (10 \times 15.00)] + 10 \text{ Family Medicine programs} [99.00] = 348\)

Example 3: 23 Internal Medicine programs \([99.00 + (10 \times 15.00) + (3 \times 19.00)] + 7 \text{ Radiology programs} [99.00] = 405\)

Example 4: 12 Internal Medicine programs \([99.00 + (2 \times 15.00)] + 10 \text{ Emergency Medicine} [99.00] + 8 \text{ Family Medicine programs} [99.00] = 327\)

- [https://students-residents.aamc.org/applying-residency/article/fees-eras-residency-applications/](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 15\textsuperscript{th}?
  • 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]