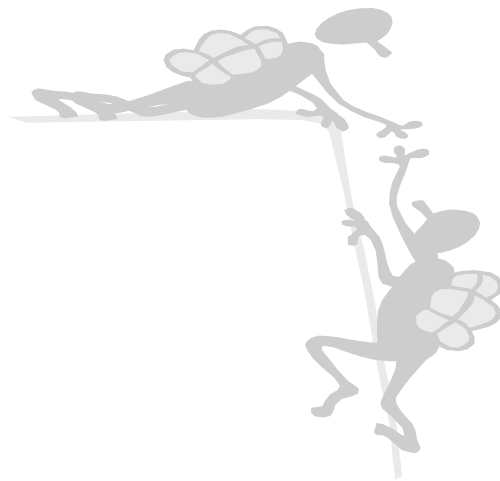


# 2010 ERAS Survival Guide

DEVELOPED BY THE PHILADELPHIA COLLEGE OF OSTEOPATHIC MEDICINE



*NEED-TO-KNOWS ABOUT THE  
ELECTRONIC RESIDENCY APPLICATION SERVICE*



OFFICE OF STUDENT AFFAIRS

EAD 248

Fort Worth, TX 76107

Phone (817) 735-2505

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

I.  
**TIMELINE**  
*When do I...?*

<b>Prior to Registration</b>	Read the Survival Guide
<b>Mid-Late June 2009</b>	<p>Registration begins. An electronic token will be generated and emailed to your groupwise email account. If you do not receive a token via email please contact Andy Axsom (<a href="mailto:AAxsom@hsc.unt.edu">AAxsom@hsc.unt.edu</a>) to request your token, Be sure to include your last name, first name, middle name, social security number, and your birth date.</p> <p>After you acquire your token, visit MyERAS at <a href="http://services.aamc.org/eras/myeras">http://services.aamc.org/eras/myeras</a>. Click on the "Register" button to access the registration page. Carefully fill out all required questions, and type your token in correctly. <b>You can only register once.</b> Please carefully enter all information accurately and review it to ensure accuracy before submitting. Register as soon as possible.</p> <p>Download the Applicant Manual at <a href="http://www.aamc.org/students/eras/resources/start.htm">http://www.aamc.org/students/eras/resources/start.htm</a> You will need both this Manual and the Survival Guide to help you during the process.</p>
<b>After MyERAS registration:</b>	Research the programs and contact them for information regarding requirements, deadlines, and their participation in ERAS 2010.
<b>July 2009</b>	Registration begins for the 2010 Main Match for osteopathic residencies. If you are planning on ranking osteopathic programs, you must register with the National Matching Program.
<b>July 1, 2009</b>	MyERAS Web site opens to applicants to begin working on applications.
<b>July 15, 2009</b>	Begin selecting and applying to Osteopathic Internship programs ONLY. Osteopathic programs can begin contacting the ERAS PostOffice to download application files (including Dean's Letter if uploaded).
<b>August 15, 2009</b>	Registration begins for the 2010 Main Match for allopathic residencies. If you are planning on ranking any allopathic programs, you must acquire an NRMP number. In order to do that, please log onto <a href="http://www.aamc.org/nrmp">www.aamc.org/nrmp</a> .
<b>Sept. 1, 2009</b>	Applications are released to ACGME programs. ACGME Programs may begin downloading application files (not including Dean's Letter).
<b>One week prior to program's deadline</b>	Each program has different deadlines. <b>At least one week prior to each program's deadline, you must ensure that the following materials are processed in the ERAS post office: Dean's Letter/MSPE, Transcript, and Letters of Recommendation.</b> Please see the ERAS Applicant Manual for more detailed information.
<b>Oct. 15, 2009</b>	Dean's Letters released to AOA programs
<b>Nov. 1, 2009</b>	Dean's Letters released to ACGME programs
<b>December 2009</b>	Military Match
<b>January 2010</b>	San Francisco Match (Urology, Ophthalmology, Neurology)
<b>February 2010</b>	Osteopathic Match
<b>March 2010</b>	Allopathic Match
<b>May 31, 2010</b>	ERAS Closes

## INTERNET RESOURCES

*Where do I go to find...?*

**General Information:** [www.aamc.org/students/eras](http://www.aamc.org/students/eras)

**Applicant Resources:** [www.aamc.org/students/eras/resources/start.htm](http://www.aamc.org/students/eras/resources/start.htm)  
(The applicant resource site includes PDF versions of the Manual, application worksheet, and applicant information sheet.)

**Cover letters for  
Letters of Recommendation:**  
<http://www.hsc.unt.edu/departments/studentaffairs/Forms/requestletterrecommendation.pdf>

**Dean's Letters/MSPEs:** Andy Axsom  
Coordinator of Student Development  
Office of Student Affairs  
(817) 735-2501  
[AAxsom@hsc.unt.edu](mailto:AAxsom@hsc.unt.edu)

**Application Status (ADTS):** <http://www.aamc.org/students/eras/resources/start.htm>  
\*See "Quick Links"

**MyERAS Login:** <https://services.aamc.org/eras/myeras/>

**MyERAS Technical Support:** [myeras@aamc.org](mailto:myeras@aamc.org)

**ERAS Policy and Procedural Support:** Andy Axsom  
Coordinator of Student Development  
Office of Student Affairs  
(817) 735-2501  
[AAxsom@hsc.unt.edu](mailto:AAxsom@hsc.unt.edu)

III.

## FEES

*How much is this going to cost...?*

Your ERAS fee for osteopathic internships will be assessed on the total number of programs you apply to, regardless of their associated specialty. \*The following is provided as information only – please verify accuracy on the ERAS website.

*ERAS Fees*

<b>First 10 applications:</b>	\$60
<b>For applications 11-20:</b>	\$8 for each application
<b>For applications 21-30:</b>	\$15 for each application
<b>For applications 31 and over:</b>	\$25 for each application

*NBOME Fees*

<b>For unlimited COMLEX transcripts via ERAS:</b>	\$50
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*NBME Fees*

<b>For unlimited USMLE transcripts via ERAS:</b>	\$50
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IV.  
**FAQs**  
*How do I...?*

1. How do I **get started**?
  - Read the Survival Guide (good job so far!)
  - Receive an electronic token via email
  - [Download the Applicant Manual.](#)
  
2. Which portions of the application can I **complete on my own**?
  - USMLE Transcripts
  - COMLEX Transcripts
  - Personal statements
  - Common Application Form (CAF)
  
3. Which portions of the application are **coordinated by the Office of Student Affairs**?
  - Letters of Recommendation (LORs)
  - Medical School transcript(s)
  - Medical Student Performance Evaluation (“MSPE”, also known as “Dean’s Letter”)
  - Optional (but recommended) Photographs
  
4. How do I **submit my Letters of Recommendation (LORs)**?
  - Register on MyERAS and fill in the names of your recommenders. **We cannot enter your LORs into ERAS until you submit the names of your recommenders on ERAS. You will not see any LORs in your application until you enter your recommenders’ names.**
  - Use the request for letter of recommendation form located on the Student Affairs forms page or download a cover letter through [ERAS](#)
  - Have your Letters of Recommendation addressed: “Dear Program Director:”
  - Have all letters sent to:

Office of Student Affairs  
3500 Camp Bowie Blvd.  
Fort Worth, TX 76107
  
  - 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 on September 1<sup>st</sup> and uploaded to ERAS shortly thereafter.
  - If your transcript is not completely up to date at that time, and is later updated, you will need to request a transcript at the Office of the Registrar (EAD 248). This can be contacted at (817) 735-2201. Please request that the transcript be an ERAS copy.
  
  - Submit transcript **at least one week prior to the program’s deadline.**

IV.  
**FAQS, CONT'D**  
*How do I...?*

6. How is my **Medical Student Performance Evaluation ("MSPE", also known as "Dean's Letter" written?**

- Complete the online Dean's Letter Profile
- Schedule your dean's interview online when dates are released.
- Once you have completed your online Dean's Letter Profile and dean's interview, your dean's letter is written. This letter includes the following:
  - Biographical data obtained from your Dean's Letter Profile
  - Clinical grades and comments obtained from Clinical Education
  - Dean's summary - based on your dean's interview.

7. How do I **submit my photograph?**

- For a nominal fee you may have a headshot done in our photography studio. Contact Mr. Tommy Hawkes at (817) 735-2474 to schedule an appointment. The photo will be sent electronically to the Office of Student Affairs.
- You may also send a wallet or passport-sized color photograph to:

Office of Student Affairs  
3500 Camp Bowie Blvd.  
Fort Worth, TX 76107

- Please note that a photograph is **optional, but recommended**. Programs can only view these once an interview offer has been made.
- Submit photograph **at least one week prior to the program's deadline**.

8. How do I **keep track of the documents in my Student Affairs file?**

- A card file is available at the Student Affairs front desk which lists all letters of recommendation that have arrived for each student. Emails are sent to students as time permits, and you are always welcome to call (817) 735-2505 to check on letters.
- To check what documents have been uploaded to ERAS logon to MyERAS and click on the ADTS link. 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](http://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 2010 Main Match will begin August 15<sup>th</sup>. It is a three-step process: complete the registration form, agree to the Terms and Conditions of the Match and pay the registration fee.

## STEP BY STEP

*Now what...?*

The following information is an abridged version of the information found at <http://www.aamc.org/students/eras/guideline/start.htm>. Please read the following information carefully **before** beginning the application. Also note: The Office of Student Affairs 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 >> REQUEST YOUR TOKEN AND DOWNLOAD YOUR APPLICATION MANUAL**

Tokens will be generated and emailed in bulk once the system goes online. If you fail to receive a token, contact Andy Axsom ([AAxsom@hsc.unt.edu](mailto:AAxsom@hsc.unt.edu)) in the Office of Student Affairs.

For complete step-by-step instructions download the application manual [here](#).

### **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. 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 2010 and ADTS. It is recommended that you print the Final Registration page for your records.

### **Create and Confirm a Password**

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

When creating a password, keep the following in mind:

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

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

### **E-mail Address**

During registration, you will be prompted to enter an e-mail address. You need an active e-mail address so programs can contact you for information or to schedule an interview. You also need an e-mail address if you lose your password. It is highly recommended that you use your school email address for official correspondence.

**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, 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](http://www.natmatch.com/aoairp)

AMA Match – [www.aamc.org/nrmp](http://www.aamc.org/nrmp)

### **STEP 5 >> OBTAIN DOCUMENTS AND SEND THEM TO STUDENT AFFAIRS TO BE SCANNED AND UPLOADED.**

### **Step 6 >> Create My Profile**

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

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

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

### **Step 7 >> Create Your MyERAS Application**

At anytime, you may print out a MyERAS Worksheet to complete off-line to minimize connection time to the Internet and to give you as much time as you desire to complete the application thoroughly. You may

access this blank worksheet from the My Application Page. You will still need to complete the online Common Application Form (CAF).

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

On page 13 and 14 of the CAF, you will be asked to submit OPTIONAL information regarding ethnicity and race. Neither one of these categories is a required field, therefore, if you choose not to answer these questions, please select "No Answer". You will not be penalized for selecting "No Answer".

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

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

### **Submitting your Application:**

Once you have completed the 15 pages of your application, you will need to submit it to the ERAS PostOffice for processing. You cannot apply to programs until your application is certified and sent (submitted). Once you have submitted your application, you will not be able to make any changes to it or update any information on your CAF. You can only submit your application once! There are NO EXCEPTIONS or back doors. Submitting your ERAS application is like placing a written application in the mailbox. You can't get it back, so be sure that your application is complete and correct before submitting.

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

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

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

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

### **Step 8 >> Work with My Documents**

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

#### **USMLE Transcripts**

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

1. Entering USMLE ID in MyProfile.
2. Authorizing the release of your transcript.
3. Deciding if you want automatic retransmission of your transcripts when additional USMLE results become available in My Documents.
4. Assigning transcripts to a program in My Documents.

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

### **Note from National Board of Medical Examiners (NBME)**

Be very careful when selecting the automatic retransmission option - it CANNOT be changed. Once you select this option, it is permanent. By selecting this option, you forego the right to see any newly included score(s) before the transcript is sent to the residency programs. If you are unsure, do not select automatic retransmission. You can resend your updated transcript at a later date by going to the My Documents section and choosing the "Retransmit USMLE Transcript" option, at no extra cost.

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

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

\*Notice of Prior NBME Part history:

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

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

### **COMLEX Transcripts**

Sending your COMLEX transcripts is a 3-step process:

1. Enter your NBOME ID in MyProfile
2. Authorizing the release of your Transcript.
3. Assigning Transcripts to a program. To access the release agreement, click on COMLEX Scores in My Documents.

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

### **Personal Statements**

You can create one or more personal statements; however, only one personal statement can be assigned and sent to a program. You can create and send different personal statements to different programs. Each personal statement is limited to 32,000 characters (approximately 5 pages). If a program requires information that is not included in your transcript or CAF, you can create a personal statement including these details and assign it to that specific program.

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

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

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

### **Request Letters of Recommendation (LOR)**

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

You may target each LOR to specific programs; and you may have as many LORs as you feel necessary. However, no more than four (4) letters can be sent to any individual program. (See Assign Documents) Be sure to contact each program for their LOR requirements.

It is your responsibility to follow up with letter writers, and confirm that LORs reach the Office of Student Affairs in time to meet program deadlines. (See Assign Documents)

To designate a new letter of recommendation writer click on "designate New LOR writer."

**Note:** You cannot edit nor delete LOR requests that have already been sent to at least a program. You may, however, de-assign and delete a LOR request if it was never sent to a program; and you may also reassign a new one in its place at any time.

### **Photograph Specifications**

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

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

### **Medical School Transcript and Dean's Letters/MSPE's**

Your designated dean's office (Student Affairs) will attach both the medical school transcript and the Dean's Letter to your electronic file; and they will be sent to all the programs to which you apply.

The MSPE is a new name that U.S. schools will start to use for the Dean's Letter. It means Medical Student Performance Evaluation.

## Step 9 >> Select Programs

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

### Selected vs. Applied to Programs

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

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

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

Using Program Search/Selection provides general information about individual residency programs in ERAS 2007 specialties. This information is provided to help you identify the program. You can find the programs you are interested in by ACGME number or narrow your selection by specialty and state. The programs that are "grayed out" are not participating in ERAS this year. You cannot apply to these programs using ERAS. On rare occasions, a program will sign up initially to participate in ERAS and later withdraw from participating. Sometimes, the residency program doesn't communicate the withdrawal to ERAS staff; therefore it is imperative that you contact all programs to ensure that they are participating in ERAS before submitting your application materials to them.

Consult your residency advisor before finalizing your program list. Although you can change your selected programs before applying to the program, once your application has been transmitted, *you cannot delete the selected programs to which you've already applied.* 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.

At anytime, you can change the track selection of programs that are in the Selected or Applied to areas. If the program has already been applied to, the changes to your track selections will be transmitted immediately.

## Step 10 >> Assign Documents to My Programs

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

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

### Guidelines for Assigning Documents:

- You can create an unlimited number of Letters of Recommendations (LORs) but only 4 may be assigned to any one program at a time.
- You can create an unlimited number of Personal Statements, but only one may be assigned to any one program at a time.
- You may change your LOR and Personal Statement assignments at any time.
- You may de-assign a Personal Statement to a program and assign a new Personal Statement in its place.
- You may de-assign Letters of Recommendations to a program and assign new Letters of Recommendations in their place.
- Changes to document assignments or track selections for programs that have been previously applied to are transmitted to the PostOffice as soon as you click SAVE.
- Once you have sent a LOR or Personal Statement to a program, you can no longer make changes to that specific document. If you want to make a change, you must de-assign the original document, create a new LOR record or Personal Statement, and assign the new document in place of the old document.
- Once you have sent your USMLE transcript to a program, it cannot be de-assigned.
- **CAUTION:** De-assigning a document does not erase it from a program's records. A program may have already downloaded and printed a hard copy of your file. DO NOT assume they will not be able to reference your original document in the future.

## Step 11 >> Send your Application to Programs

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

- Make sure you've contacted the residency program to confirm their participation in ERAS.
- Review your list to ensure that you've met all eligibility requirements and deadlines.
- Review the fee schedule on page 26 to understand how your ERAS fees were calculated.

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

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

### What Happens When You Transmit Your Application

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

**Note:** If payment method is "Check, Money Order, or Bank Draft," you must submit payment within 10 business days to avoid the risk of withdrawal of your applications.

2. If you selected a USMLE transcript and assigned it to at least one program, the National Board of Medical Examiners (NBME) will be sent a request for the transcript, and a list of programs to which you assigned your transcript.
3. If you selected COMLEX scores and assigned them to at least one program, the National Board of Osteopathic Medical Examiners (NBOME) will be sent a request for the transcript, and a list of programs to which you assigned your transcript.
4. Your designated dean's office is sent a list of programs that you applied to and the documents you assigned to these programs.
5. According to their schedule, your designated dean's office downloads the list of programs and supporting document assignments and attaches the following documents to an electronic file folder assigned to you on the DWS:
  - o Dean's Letter/MSPE
  - o Medical School Transcript
  - o Photo
  - o Letters of Recommendation

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

6. According to their schedule, your designated dean's office will upload the scanned files to the ERAS PostOffice. ERAS documents are transmitted from the Dean's Office Workstation to the ERAS Post Office, and are placed in the residency programs' mailboxes. (Most uploaded files become available immediately.) Dean's Letters/MSPE's are held until November 1<sup>st</sup> for allopathic programs, however MSPE's for osteopathic programs are released immediately.
7. Using the Program Director's Workstation (PDWS), application documents are downloaded by participating residency programs. Program directors can print, review, and evaluate applications using criteria they establish.

**Note:** Programs do **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 PostOffice to download files. Applications transmitted after a program's deadline may not be downloaded by the program. It is your responsibility to ensure that application materials are transmitted to programs before their deadline. No refunds will be given if programs do not download files that are available.

## Questions

- Direct all questions regarding the uploading of your application and supporting documents to your designated dean's office.
- Direct questions concerning downloading documents to the residency program

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

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

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

## **Step 13 >> Adding Programs/Updating Assignments**

### **Additional Programs**

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

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

### **Changes to Documents and Assignments**

- At any time, you may change your LOR and personal statement assignments.
- You can de-assign a personal statement to a program and assign a new personal statement in its place.
- You can de-assign letters of recommendations to a program and assign new letters of recommendations in their place.
- 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 (\$50) fee. This fee is collected by ERAS.
- The first time you release your COMLEX transcripts, you will be charged the NBOME (\$50) fee. This fee is collected by ERAS.

## **Step 14 >> Keeping My Profile Current**

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

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

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