

Residency Application Logistics Guide

Applying to residency training is both exciting and nerve-wracking. There is a lot to do and (it seems like) very little time to do it! Hopefully the information in this guide will help alleviate some of the confusion and anxiety about the process of preparing and submitting your applications to residency training programs. This guide is not meant to offer any advice about specialties or programs. Please contact your specialty advisor(s) or one of the Deans for Students for guidance of that nature.

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Types of Residency Training Programs



- Categorical - training that is 3-5 years in length and begins in the PGY-1 year (post-graduate year 1, i.e. intern year). Residents start immediately in their chosen specialty.
- Preliminary or Transitional Year - training that is one year in length in transitional or specialty programs and begins in the PGY-1 year, and is required for some Advanced programs.
- Advanced - training that is 3-4 years in length in specialty programs that begin subsequent to one or more years of preliminary training.
- Integrated – similar to categorical, training of 5-6 years in surgical subspecialties with no preliminary/transitional year required.
- Combined – training in two or more specialties simultaneously.

The Electronic Residency Application Service (ERAS)

ERAS is the system that is used to collect your application materials and distribute them to the programs to which you apply. The [Main Match \(NRMP\)](#) and [Urology Match](#) use ERAS to collect applications. Some military programs may also use ERAS.

ERAS will open with full functionality in June of the Advanced Integration Year for students to start working on their applications and solicit letters of rec. The Advanced Integration Coordinator/Residency Application Coordinator will

generate tokens for you to be able to access ERAS when it opens. Tokens will be sent to your med.edu email address. Students who received an early token to get letters of rec uploaded will not need to receive a new token.

 When you begin working on your ERAS application, please remember to **bookmark the [ERAS Tools and Worksheets for Residency Applicants](#) webpage!** The resources on this page, *especially the User Guide* and the Applicant Worksheet, will be very helpful to you as you work through the various parts of the application. 

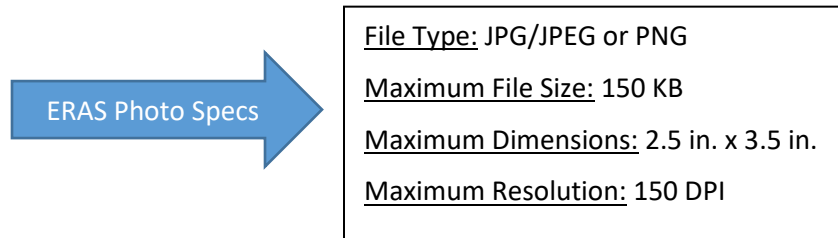
Programs will be able to start reviewing applications in late September, at the same time the [Medical Student Performance Evaluation \(MSPE\)](#) is released.

The [general timeline](#) for the application season is posted below.

The parts of the ERAS application are:

- **Profile:** Name, address, phone number, citizenship, Match info (Couples Match). The Profile can be updated after certification. Please remember to keep it up to date if you move or get a new phone number during the application season.
- **The Common Application Form (CAF):** General info, Education, Training/certifications, Experience, Publications, Self-identification, Language Fluency, and Miscellaneous which includes hobbies and interests, school awards, memberships... A CV will be generated based on what you enter; you will not upload a separate CV into ERAS.
- **Letters of Recommendation (LoR):**
 - ERAS allows you to send a max of 4 letters to each program. Most programs require a minimum of 3 letters.
 - You can get as many letters as you want, you will be able to choose which letters go to which programs. See the [“Residency Letters of Recommendation: The Best for Success”](#) presentation for guidance on requesting letter of rec.
 - ERAS allows you to track receipt of your letters of rec.
 - Different specialties/programs will have different LoR requirements (i.e. letter from the home school Department Chair (“Chair letter”), Standard Letter of Evaluation (SLOE)).
 - Letters are uploaded directly to the [LOR Portal](#) by the author or their designee. Deans and OME staff are not permitted to view or upload letters on behalf of a letter writer.
- **Personal Statement:** Applicants are responsible for uploading the Personal Statement to ERAS. More than one Personal Statement may be uploaded, you will choose which PS goes to which program.
 - The [UVM Graduate Writing Center](#) is available to you for assistance in composing your Personal Statement. Please also see the [Writing your personal statement](#) page on the [Careers in Medicine](#) website (*AAMC login required*).
 - ➔ Check out this video titled [“The Personal Statement: Three Days to a First Draft, And Beyond”](#) from writing consultant Rebecca Starks.
- **USMLE Transcript:** Applicants allow their USMLE transcripts to be transmitted directly to programs via ERAS. This is done “behind the scenes”; the USMLE transcript is not uploaded into ERAS. All attempts for USMLE exams will be included in the transcript.
- **Med School Transcript:** Applicants must [request the medical school transcript](#) from the UVM Registrar’s Office to be sent to the Application Coordinator for uploading to ERAS (or other application service, as appropriate).
 - Transcripts do not automatically update. If new grades post you must request an updated copy in the same way to replace the previous version in ERAS.
 - Transcripts can be replaced with updates at any time during the application process.
- **Medical Student Performance Evaluation (MSPE):** The MSPE is a standardized document provided to all residency applicants. It is an evaluation of a student’s performance in medical school up to point of the national release date (late September). It will include narrative evaluations from the clerkships as well as from Advanced Integration rotations (for evaluations submitted by early September).
 - The MSPE will include information about course failures, remediation, leaves of absence and/or other interruptions.
 - The MSPE is not specialty-specific and does not include USMLE scores.

- Students will provide the [Introductory Information and Noteworthy Characteristics](#) sections of the MSPE.
- LCOM uses the [online MSPE Portal](#) that usually opens to the class in April.
- **Photo:** Applicants are responsible for uploading a photo.
 - Portraits may be scheduled with [LCOM's Creative Services](#) team for free.
 - Applicants may take their own photo following these general guidelines:
 - Photos should be full color.
 - Professional attire, with or without white coat. Military applicants often wear their dress uniform.
 - Full face and shoulders.
 - Against a plain, light-colored background.
 - **NO CANDIDS!**



★ **The Supplemental ERAS Application:** The Supplemental ERAS Application was introduced during the ERAS 2022 application cycle for Applicants to Internal Medicine, Dermatology, and General Surgery. Additional specialties are being added. Please [see the website](#) for the specialties that are currently participating.

- It is designed to help students share more information about themselves and assist program directors in finding applicants that fit their programs' setting and mission.
- There is no additional cost to submit it.
- Participation is optional but recommended.
- The Supplemental Application includes:
 - geographic preferences (by region and by urban or rural setting)
 - information about the most meaningful experiences and other impactful life events, if applicable
 - program signals

Match Programs

It is important to know which Match (or matches) you will apply in.

- **The [National Residency Matching Program \(NRMP\)](#)** is the Main Match. This is the match that the majority of students will apply to. All of the above-listed program types are available through the NRMP. Registration for the NRMP opens in mid-September. When you register, you must accept the terms of the [Match Participation Agreement for Applicants](#). A [video about the Matching Algorithm](#) is available on the NRMP's website.
- **Early Matches** have an earlier submission deadline than the Main Match and release their results earlier.
 - **The [San Francisco Match](#)** for Ophthalmology. The SF Match offers both advanced and integrated program types. Students applying to advanced programs must also apply for preliminary years via the NRMP.
 - The SF Match collects applications and runs its own [Match algorithm](#).
 - OME will upload the MSPE to the SF Match system prior to the national release date.
 - Med school [transcripts must be requested](#) from the Registrar's Office for upload.
 - The SF Match limits the number of transcript updates (after the first upload) to 2.
 - Match results are released in early February.
 - **The [Urology Match](#)** offers mainly integrated Urology programs, or advanced programs that automatically linked with the institution's corresponding preliminary year. A small number of programs may be advanced and require application to the preliminary year via the NRMP.

- Application materials are collected via ERAS and a separate match algorithm is run.
- Match results are released in early February.
- **The [Military Match](#)** is only for enlisted applicants, although some military institutions may offer civilian positions through the NRMP.
 - Applicants should check with their service branch for information on the match process.
 - Military Match services do not communicate with medical schools so military applicants must keep OME informed of their needs for the match, and their match results.
 - Match results are usually made available to applicants in January.
- **Other Matches**
 - [Canadian Resident Matching Service](#) (CaRMS) for training programs in Canada.
 - [Plastic Surgery Common Application](#) (PSCA) for a small number of integrated Plastic Surgery residency programs. Most Plastic Surgery programs are still part of the Main Match (NRMP).

General Application Timeline: *Specific dates may vary year to year.*

April through August	Residency Application Discussion (RAD) meetings will take place. Each student will meet with one of the Deans for Students to discuss their plans for residency application. Meeting sign-ups will be announced when the schedule is determined.
June	ERAS opens for applicants to start working on their applications. Urology Match registration opens.
July	San Francisco Match registration opens.
early September	Applicants may begin submitting applications to residency programs in ERAS.
mid-September	NRMP (Main Match) registration opens. MSPEs are finalized.
late September	Residency Programs begin reviewing applications, including MSPEs.
October through January	Programs begin contacting applicants to schedule interviews.
late January	NRMP standard registration deadline. Registering after the deadline will incur an additional fee. Early Match ranking begins.
early February	NRMP Ranking opens . Applicants begin to build their Rank Order Lists (ROL). Urology and San Francisco Match results are released.
early March	NRMP ROL certification deadline and late registration deadline.
mid-late March	Match Week. Unmatched applicants may participate in the Supplemental Offer and Acceptance Program (SOAP).
3rd Friday in March	★★★ MATCH DAY! ★★★

Tips and Reminders:

- You must **register for both ERAS and the NRMP** if you are participating in the Main Match or must apply to separate preliminary programs for advanced specialties.
- Check dates/years for accuracy throughout your application.
- Double-check the spelling of letter writers' names as you enter them into ERAS. The slots you create for them cannot be deleted. If you make a mistake you will need to create a new slot, and too many unusable slots can make things confusing and lead to mistakes in assigning letters to programs.
- If a letter writer has multiple titles, the highest one is usually the one you will use, unless another one is more appropriate to your application. Full titles are usually listed on the clinical department's faculty directory on the website, or you may ask the department's administrator/coordinator. If all else fails, don't be afraid to simply ask the letter writer for their full title.
- Bookmark the [ERAS Tools and Worksheets for Residency Applicants!!!](#) Read the User Guide! Make use of the worksheet!

Helpful Resources:

AAMC [Careers in Medicine](#) website (*requires AAMC login*)

- CiM [Prepare for Residency](#) page
- CiM [Writing Your Personal Statement](#) page
- CiM [Writing a Curriculum Vitae](#) page

[UVM's Graduate Writing Center](#)

The [Preparation for Practice \(MD 1000\) materials posted in the Learning Commons](#) (*LCOM sign-in required*)

The [Larner College of Medicine Faculty Affairs Resources](#) page shows some examples of the LCOM standardized CV template used by faculty for reappointment, promotion, and tenure.

[Residency Letters of Recommendation: The Best for Success](#), a presentation by LCOM faculty.

The [ERAS Tools and Worksheets for Residency Applicants](#) webpage

NRMP [Main Residency Match Data and Reports](#)

The AMA's [FREIDA System](#) allows you to search for a residency program from more than 12,000 [ACGME](#) accredited programs.

[Residency Explorer Tool](#) (*requires AAMC login*) allows you to explore and compare residency programs in 23 specialties and compare your profile to applicants who matched at each program.

Important Links:

[ERAS](#)

[NRMP](#)

[SF Match](#)

[Urology Match](#)

[Military Match](#) information

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