Welcome to ERAS®

Welcome to ERAS—the Electronic Residency Application Service, a service of the Association of American Medical Colleges (AAMC). ERAS is proud to welcome two new specialties, Preventive Medicine and Internal Medicine/Preventive medicine for ERAS 2010.

Participating Allopathic Residency Specialties

Anesthesiology
Child Neurology
Dermatology
Emergency Medicine
Emergency Medicine/Family Medicine
Family Medicine
Internal Medicine
Internal Medicine/Dermatology
Internal Medicine/Emergency Medicine
Internal Medicine/Family Practice
Internal Medicine/Neurology
Internal Medicine/Pediatrics
Internal Medicine/PM&R
Internal Medicine/Psychiatry
Internal Medicine/Preventive Medicine*
Neurological Surgery
Neurology
Nuclear Medicine
Obstetrics and Gynecology
Orthopedic Surgery
Otolaryngology
Pathology – Anatomic & Clinical

Pediatrics
Pediatrics/Dermatology
Pediatrics/Emergency Medicine
Pediatrics/PM&R
Pediatrics/Psychiatry/Child and Adolescent
Psychiatry
Plastic Surgery (Integrated & Independent)
Physical Medicine and Rehabilitation (PM&R, Physiatry)
Preventive Medicine (General, Public Health, Occupational Medicine, Aerospace Medicine)*
Psychiatry
Psychiatry/Family Medicine
Psychiatry/Neurology
Radiology - Diagnostic
Radiation Oncology
Surgery - General
Transitional Year
Urology
Vascular Surgery (Integrated)
All U.S. Army and Navy PGY-1 residency programs

Participating Osteopathic Residency Specialties

Anesthesiology
Dermatology+
Diagnostic Radiology
Emergency Medicine
Family Practice/Emergency Medicine
Family Practice/Integrated NMM
Family Practice and OMT
General Surgery
Internal Medicine
Internal Medicine/Emergency Medicine
Internal Medicine/Pediatrics
Neurology
Neurological Surgery

Neuromuscular Medicine and OMT
Obstetrics and Gynecology
Ophthalmology
Orthopedic Surgery
Otolaryngology/Facial Plastic Surgery
Pediatrics
Physical Medicine & Rehabilitation+
Psychiatry
Public Health and Preventive Medicine+
Proctologic Surgery+
Traditional
Urological Surgery

Represents specialties that will debut in ERAS 2010. Specialties not specifically named are not participating in ERAS 2010.
+Represents specialty with training that begins in the OGME-2 year. Contact the program for specific prerequisites and application requirements.

Information on the Osteopathic Graduate Medical Education (OGME) 1 training year options is available on the AOA Opportunities Web site: http://www.osteopathic.org/index.cfm?PageID=sir_postdoc.

About the MyERAS User Guide

This guide explains how ERAS works and outlines the steps for using ERAS to apply to programs. ERAS is easy to use, but it is important that you read and understand how the service works. Reading this guide may help you avoid errors that could affect your application to residency programs.

Document Conventions

You will find the following conventions in this User Guide:

Note   Critical information highlighted for the purpose of assisting ERAS applicants

Tip   Helpful hint to make the ERAS process run more smoothly

How does ERAS Work?

ERAS is a service that transmits residency applications, letters of recommendation (LoRs), Medical Student Performance Evaluations (MSPEs), medical school transcripts, USMLE transcripts, COMLEX transcripts, and other supporting credentials from you and your designated dean's office to program directors using the Internet.

ERAS consists of MyERAS (the Web site where you create your residency application), the Dean's Office Workstation (DWS) – software used by the designated dean's office/medical school, the Program Director's Workstation (PDWS) – software used by the residency program(s), and the ERAS PostOffice.

To access MyERAS, first contact your designated dean's office. All applicants have a designated dean's office:

Applicant	Designated Dean's Office	Contact Number	Contact E-mail Address	Web site
US Seniors & Graduates including Osteopathic	Medical School of Graduation	Contact Medical School of Graduation	Contact Medical School of Graduation	Contact Medical School of Graduation
International Medical Graduates	Educational Commission of Foreign Medical Graduates (ECFMG)	215-386-5900	eras-support@ecfmg.org	www.ecfmg.org/eras
Fifth Pathway Applicants	Educational Commission of Foreign Medical Graduates (ECFMG)	215-386-5900	eras-support@ecfmg.org	www.ecfmg.org/eras
Canadian Medical Graduates	The Canadian Resident Matching Service (CaRMS)	1-877-CARMS-42 (1-877-227-6742)	help@carms.ca	www.carms.ca

All U.S. medical schools, as well as the ECFMG and CaRMS participate in ERAS.

The ERAS Process
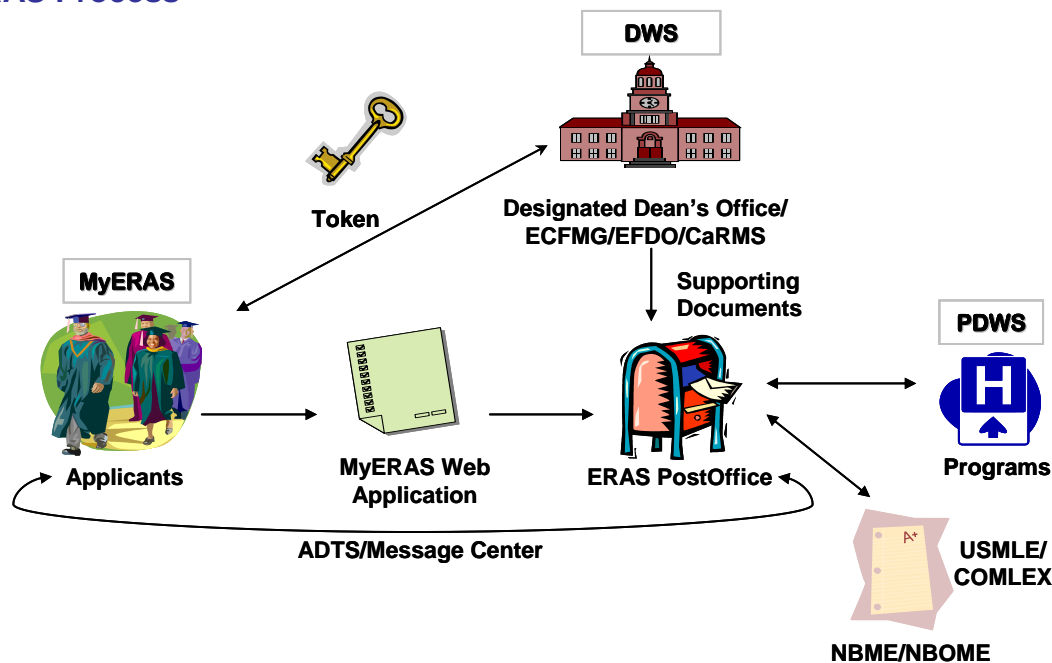
Your designated dean's office will issue you a token, an alphanumeric code, used to register and access MyERAS online. After registration, you will access MyERAS using the AAMC ID that was given to you as the final step of your registration process along with your self-created password. Beginning July 1, 2009, all applicants may use MyERAS to begin completing their application, identifying programs in which they are interested, and creating and assigning supporting documents.

Applicants applying to AOA-accredited residency programs (July Application Cycle) may apply to these programs beginning on July 1, 2009.

Applicants applying to ACGME-accredited residency programs (September Application Cycle) may apply to these programs beginning on September 1, 2009.

A notification is sent to your designated dean's office when you use your token and when you apply to programs. Your designated dean's office will attach your medical school transcript, LoRs, a photograph that you provide, and MSPE (if available) to an electronic file designated for you on the Dean's Office Workstation (DWS). The files are then transmitted from your designated dean's office to the ERAS PostOffice and placed in the mailboxes of the programs to which you applied. Using the Program Director's Workstation (PDWS), program staff download applications and supporting documents. Program directors can print, review, and evaluate applications using criteria they establish.

Note: Registering with ERAS does **not** register you with the NRMP. ERAS is a separate entity from the NRMP. You may use ERAS without using the NRMP; however, if you intend to participate in the NRMP Match, you **must** contact the NRMP directly to ascertain eligibility and participation requirements. Visit the NRMP Web site at www.nrmp.org or call 1-866-617-5838 for further details.

ERAS Integrity Promotion Education Program

Over the past few years, an increasing number of complaints about fraudulent applications and plagiarized personal statements have been reported to ERAS by training programs. Neither applicants nor programs benefit from this type of activity; and to the extent possible, ERAS would like to curtail this behavior. ERAS has launched an education program to encourage integrity in the process of applying to training programs and to promote high standards in those applying for these positions.

The ERAS application comprises all application files sent via the ERAS system to training programs, like the Common Application Form (CAF), personal statement, medical school transcript, and letters of recommendation (LoRs). The following are possible items that may warrant an investigation:
- Any attempt to provide a CAF with omissions or inaccuracies through the ERAS system;
- Any attempt to manipulate the content of documents (LoRs, MSPE, transcript) transmitted through the ERAS system; and
- Suspected plagiarism in personal statements or other ERAS documents.

Note: If an applicant uses the exact or close imitation of language used by another author in their personal statement or other ERAS documents, this is considered plagiarism. If an applicant pays another individual or business to construct their application and does not verify the information contained within the application is authentic or original, the applicant is liable for any fraudulent items contained in their application. Any suspected acts of plagiarism will be investigated and reported to all the programs to which you apply in the current ERAS season and in subsequent seasons.

The Investigations Process has six-steps. It also includes an appeals process should applicants have concerns and/or questions about the investigation.

Arbitration is included as an option and must be requested prior to the conclusion of an investigation and the issuance of a Final Report. Arbitration is conducted by the *American Arbitration Association (AAA).* While the AAMC will submit the initial filing fee of $3,250, once the case is concluded, the arbitrator will determine which party is liable for the initial filing fee. In addition, there is a case service fee of $1,250 and possibly additional administrative costs. If the ruling is in favor of the AAMC, the initial fee will need to be reimbursed to the AAMC as well as any additional fees incurred.

Additional information about the Integrity Promotion Program is highlighted on the ERAS Web site and in the AAMC Policies and Procedures for Investigating Reported Violations of Residency/Fellowship Applicants (PDF, 3 pages), also available on the ERAS Web site. For more details, visit the Applicant section of the ERAS Web site at www.aamc.org/eras and click on *ERAS Policies*.

Before certifying and submitting your application, ensure that the information provided is both complete and accurate. Any substantiated inaccuracies or omissions may be reported to every program to which you apply, during the current season as well as subsequent seasons, should you decide to reapply.

Hardware and Software Information

Minimum Requirements for Using MyERAS
- Access to a computer that has an Internet connection;
- Modem 56 kbps or faster (or network connection);
- Internet Explorer 6.0 or higher;
- 32 MB of RAM as required by Web browsers; and
- A valid e-mail address.

Note: ERAS does not support the Safari browser. Firefox is supported and may be used by Macintosh users.

You do not need to work from the same computer each time you log into MyERAS. You may access MyERAS anywhere, at any time from any computer with Internet access.

Using MyERAS

To access MyERAS, point your Web browser to: https://services.aamc.org/eras/myeras.

MyERAS is broken up into four (4) areas:
- **Account:** This area is the gateway to the entire ERAS application. You may review a checklist of the progress made on your application; update your Profile with new contact information; change your password; check messages sent to you from programs or ERAS**.**

- **Application:** This is where the majority of your information is submitted and includes your educational, work, and other experiences, any awards or honors you have received, publications, etc. You do not have to complete the entire 12 page application at one time. Each page of the application has a **Save** button which enables you to save your information until you are ready to begin working again. You may change information in your application at any time **before** you certify and submit it. **You may only certify and submit your application once.** Once your application is completed, certified, and submitted to ERAS, you **may not** make any changes.

- **Documents:** Create personal statement(s); identify the people who will write your letter of recommendation (LoRs); and release your COMLEX and/or USMLE transcripts. If you are applying to allopathic residency programs. You may reserve a spot for your letter writer in MyERAS before September 1st. Confirming letter writers will allow your designated dean's office to attach them as they are received and transmit them to the ERAS PostOffice to await your other materials on September 1st.

- **Programs:** Search for and select programs to receive your application materials. You may assign your USMLE and/or COMLEX transcript, personal statement(s), photograph and LoRs to individual programs under the Programs tab. You can also view your Invoice History, Assignment Report and access to the Applicant Document Tracking System (ADTS).

ERAS Participants

There are a variety of people involved in the ERAS process. It is important to know your role and responsibilities to ensure a smooth application process.

Applicant
- Contact each residency program to confirm participation status, requirements, program information and deadlines.

Note: Some programs have state requirements to which they must adhere that prevent selection of IMGs. Contact the programs directly to find out their requirements prior to applying.

- Contact your designated dean's office for processing instructions and to receive an ERAS token to access MyERAS on the Internet. Remember, if you are an international medical graduate your designated dean's office is the ECFMG (www.ecfmg.org)
- Register on MyERAS Web site.
- Remember AAMC ID and self-created password for future access to MyERAS and the Applicant Document Tracking System (ADTS).
- Complete and submit your Common Application Form (CAF) and personal statement(s) using MyERAS.
- Request and assign USMLE or COMLEX transcripts, LoRs, and photographs.
- Assign photograph, transcript, and MSPE to programs to which you are interested.
- Reserve a slot for letters of recommendation you expect to receive
- Provide letter writers with LoR cover sheet.
- Follow-up with letter writers.
- Apply to programs.
- Track the delivery of documents to the programs, through the ADTS and monitor the Message Center for information from residency programs and important Notices from ERAS including information on billing and Scramble.
- Return to MyERAS to update your Profile, to request updated USMLE and/or COMLEX scores, and to make changes to program selections and assignments as needed.
- Pay all fees as invoiced.

> **Tip: Do not discard correspondence from ERAS about billing. It's important to pay all fees in a timely manner to avoid a disruption of ERAS services.**

In addition to the above responsibilities, applicants who have previously graduated from a US medical school should complete the following steps:

1. Contact your dean's office to determine if you need to request a final transcript.
2. Understand your dean's office's policy regarding the use of old LoRs. Determine if you need to request new LoRs for your application.
3. Submit a recent photograph to your dean's office.
4. Memorize your USMLE and/or COMLEX number.

5. Register with the NRMP, if you are going to participate in the Match.

Designated Dean's Offices

U.S. Medical School (for U.S. Medical Graduates)

- Establish policies and procedures for local ERAS processing for seniors and prior year graduates applying to residency programs.
- Create and assign tokens to applicants from their institution only.
- Keep contact information current in ERAS Account Maintenance (EAM).
- Download files from the ERAS PostOffice.
- Carefully browse or scan in and attach supporting documents to applicant files.
- Transmit documents to the ERAS PostOffice.
- Support applicants in the application process.
- Maintain confidentiality of applicant information.
- Back up DWS applicant data.

ECFMG (for International Medical Graduates)

- The primary resource in providing guidance to all International Medical Students/Graduates (IMGs) and Fifth Pathway participants about the ERAS application procedures and advising on the US graduate medical education process.
- Scan, attach and transmit applicants' documents including medical school transcripts, LoRs and Medical Student Performance Evaluations (MSPEs). Go to www.ecfmg.org/eras for submission guidelines of digital photograph upload procedures.
- Provide confirmation of documents received, at ERAS Support Services section at ECFMG – OASIS.
- Download applicants' request for USMLE transcripts.
- Transmit USMLE transcripts to programs as instructed by the applicant.
- Update USMLE transcripts and re-send as requested by the applicant.
- Transmit/update all applicants' ECFMG Status Report to programs.
- Provide IMG-specific help section at www.ecfmg.org/eras.
- Maintain confidentiality of applicant information.

Special Instructions from ECFMG for Applicants and Graduates of Foreign Medical Schools

ECFMG has requested that all IMGs adhere to all guidelines published on its Web site at www.ecfmg.org/eras. Failure to read and comply with all ECFMG published guidelines may result in ERAS processing delays.

ECFMG is your primary resource with regard to the ERAS application process and provides guidance to all IMGs regarding U.S. graduate medical education.

For answers to procedural questions specific to ECFMG, students and graduates of non-LCME accredited medical schools (IMGs) should go to www.ecfmg.org/eras.

As of June 30, 2009 the Fifth Pathway program will be discontinued. The American Medical Association (AMA) will no longer support the Fifth Pathway as a mechanism for eligibility to enter the

first year of ACGME-accredited graduate medical education programs. Additional information is available online at www.ama-assn.org (search *Fifth Pathway Program*).

NBME
- Download applicants' requests for USMLE/NBME transcripts from the ERAS PostOffice.
- Transmit USMLE transcripts to the ERAS Post Office, for access by designated Programs.
- Mail passing NBME Part scores to Programs if applicable.
- Transmit updated USMLE transcripts automatically to all designated programs when a new Step result becomes available (if requested)**.**
- Maintain confidentiality of applicant information.

NBOME
- Download applicants' requests for COMLEX transcripts from the ERAS PostOffice.
- Transmit COMLEX transcripts to programs as directed by examinees.
- Send paper transcripts for NBOME Part examination scores.
- Update and re-send scores as requested by examinees.
- Maintain confidentiality of applicant information.

Residency Programs
- Establish requirements and deadlines for the receipt of applications.
- Update contact information in ERAS Account Maintenance (EAM).
- Maintain communications with the ERAS PostOffice.
- Communicate with applicants regarding preferred application requirements and process.
- Retrieve applications from the ERAS PostOffice.
- Review and follow instructions in ERAS Notices.
- Maintain confidentiality of applicant information.
- Back up PDWS data.

ERAS Staff
- Provide MyERAS Web site, User Guide, and instructions.
- Provide technical support to applicants, schools and programs.
- Ensure reliable and secure file transfer of application materials.
- Release MSPEs on October 15th to osteopathic residency programs.
- Release MSPEs on November 1st to allopathic residency programs.
- Communicate problems, solutions, issues, etc. to users.
- Maintain confidentiality of applicant residency information at the ERAS PostOffice.

Steps in the ERAS Process

Step 1   Research programs and contact them for information.
Step 2   Get your MyERAS token and User Guide.
Step 3   Register with MyERAS online.
Step 4   Create your Profile.
Step 5   Create your MyERAS application.
Step 6   Create your personal statement and request supporting documents.
Step 7   Select programs.
Step 8   Assign documents to programs.
Step 9   Certify and transmit your application.
Step 10   Check the status of your application using the Applicant Document Tracking System (ADTS) and monitor the Message Center for information from programs.
Step 11   Select and apply to new programs, update your documents and track their delivery, as necessary.
Step 12   Keep your Profile up-to-date.
Step 13   Register for your applicable match.

Step 1: Research Programs and Contact them for Information

ERAS does not set program application deadlines or requirements. Contact the programs you are interested in to find out more about their requirements and deadlines. Also, confirm that the program is participating in ERAS 2010 **before** sending your application materials to them via ERAS. This information can be found at http://services.aamc.org/eras/erasstats/par/. This page is updated in June each year. Many programs send brochures or have Web pages with information for prospective applicants. Another source of information is the Graduate Medical Education Directory 2009-2010 ("Green Book"). An online version of the Green Book known as FREIDA will be available at www.ama-assn.org.

Note: ERAS is not always alerted to changes by programs. Therefore, it is your responsibility to confirm the program's participation in ERAS and that you meet all eligibility requirements and program deadlines **before** applying.

Step 2: Get Your MyERAS Token and User Guide

Contact your designated dean's office to obtain your token and begin working on your application. Only your own designated dean's office may generate a token you can use.

Note: Each designated dean's office establishes processing procedures for ERAS applications, including the schedule for distributing materials, downloading applicant files, scanning transcripts, attaching documents, processing LoRs, and sending files to the ERAS PostOffice. Contact your designated dean's office to check their schedule and procedures.

Step 3: Register with MyERAS Online

It is important to register early. Your designated dean's office cannot scan your documents until you have registered. After receiving your token from your designated dean's office, log into MyERAS at http://services.aamc.org/eras/myeras and click on **Register** to access the registration page. Carefully fill out all required fields, and type in your token number. **You may only register once**; therefore, enter all information and review it to ensure accuracy **before** submitting.

For subsequent logins, you may access MyERAS from the ERAS home page: www.aamc.org/eras or from the MyERAS login screen: http://services.aamc.org/eras/myeras.

AAMC ID

While registering in MyERAS, you will be asked to enter your AAMC ID. If you do not know your AAMC ID, leave this field blank. At the end of the registration process, when you click the **Register** link, the system will process your information and create or assign your AAMC ID.

Note: If you have registered for NRMP, confirm that your MyERAS and NRMP AAMC ID are the same. If they are different, contact ERAS or NRMP as soon as possible so your AAMC IDs can be reconciled.

> **Tip: Take note of your assigned AAMC ID, as it will be needed to access MyERAS and the Applicant Document Tracking System (ADTS). Print the final registration page for your records.**

Password

During registration, you will be prompted to create and confirm a password. When creating a password, keep the following in mind:

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

You will need your password to update your information and track your applications on ADTS so be sure to create a password you will be able to remember. Do not share your password with others. Anyone you share your password with will have access to your application. It is your responsibility to keep it secure.

> **Tip: If you forget or lose your password, go to the MyERAS login page and click *Forgot Password* and follow the prompts. Your password will be sent to the e-mail you entered when you registered. ERAS staff does not provide passwords.**

E-mail address

During registration, you will be prompted to enter an active e-mail address. Many programs use e-mail to contact applicants for important reminders, notification of missing documents, and invitations to interview. You also need an e-mail address should you need to retrieve your forgotten MyERAS password or AAMC ID.

> **Tip:** If you plan to use a Hotmail, Gmail, or Yahoo e-mail address, be sure to check your junk mail or bulk mail folder regularly. Some messages from programs which have multiple recipients may be treated as junk or spam mail.

Step 4: Create Your Profile

We recommend that you complete as much of your Profile as you are able to right away. Examples of information collected in the Profile include:

- First, Middle, and Last Name
- Preferred Name
- Previous Last Name
- SSN (this is not a required field)
- Birth date
- Contact E-mail
- Contact Address
- Preferred Phone/Alternate Phone
- Citizenship

- Visa Type
- USMLE ID
- NBOME ID
- NRMP Participation*****
- AOA Member Number (for Osteopathic residency applicants only)
- ECFMG Certification Status (for IMG's only)

**Note:* The default response to the NRMP Participation questions is No. A non-response displays as "No" to training programs. Make sure you answer this question appropriately if you plan to participate in the NRMP Match.

The Profile contains information that you may update at any time during the application season, even after you certify and submit your CAF. In addition, you will need to enter your USMLE ID to request your USMLE transcript or NBOME ID to request your COMLEX transcript.

Step 5: Create Your MyERAS Application

At any time, you may print a MyERAS Worksheet to complete off-line. You may access this blank worksheet from the Application tab in MyERAS or from the ERAS Residency Applicants Web site under *Resources to Download* (http://www.aamc.org/students/eras/resources/start.htm). The worksheet contains every question asked in the CAF and it is intended for off-line use in order to minimize connection time to the Internet to complete your application. You will still need to complete the CAF online.

To begin working on your CAF, click on the **Application** tab. You may only have one ERAS application. All programs to which you apply will receive the same CAF. You may personalize your application to a specific program or to different specialties using your personal statement(s).

You do not need to complete your application in one sitting, so you may take your time and work on each page at your convenience. Information you enter on a page is stored when you click **Save**. You may 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 the checklist function located on the Account tab.

> **Tip:** **Osteopathic applicants only:**
> **Before you certify your ERAS application, consider whether you will apply to ACGME and/or AOA-accredited programs. If you apply to ACGME-accredited programs and you have taken the USMLE, you must report that on your CAF. If you only apply to AOA-accredited programs, you do not have to report the USMLE on your CAF.**

On pages 10 and 11 of the CAF, you will be asked to submit optional information regarding race and ethnicity. Neither of these categories is required; therefore, if you choose not to answer these questions, please select **No Answer**. You will not be penalized for selecting this response.

> **Tip:** **Do not enter information in a field if you are unsure of your answer. It is better to leave it blank so the checklist feature may flag it for your attention later.**

Step 6: Create Your Personal Statement and Request Supporting Documents

Click on the **Documents** tab to begin working with your supporting documents. Under the Documents tab, you may create personal statements, designate letter writers, and authorize transmission or retransmission of your USMLE and/or COMLEX transcripts.

ERAS Documents

The ERAS application includes the following documents:

- Common Application Form (CAF), which is comprised of the information in both the Profile and Application
- Personal Statement
- Medical Student Performance Evaluation (MSPE)
- Letter(s) of Recommendation (LoR)
- Medical School Transcript
- USMLE Transcript (optional)
- COMLEX Transcript (optional)
- ECFMG Status Report (International Medical Graduates only)
- Postgraduate Training Authorization Letter (PTAL) or "California Letter" (International Medical Graduates only)
- Fifth Pathway Certificate (International Medical Graduates only)
- Wallet-sized color photograph (optional)

ERAS will transmit these documents you designated to the programs to which you apply. Any documents not listed are considered non-ERAS documents. You should contact the program to which you are applying directly and ask how they would like to receive non-ERAS documents.

Personal Statements

You may create one or more personal statements; however, only one personal statement may be assigned and sent to an individual program. Each personal statement is limited to 28,000 characters (approximately 8 pages). If a program requires additional information that is not included in your transcript or CAF, you may include this information in your personal statement and assign it to that specific program.

To create a new personal statement, click on the **Personal Statements** tab on the **Documents** tab, then. click on **Create a Personal Statement.** To edit a personal statement, 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 a newly created personal statement.

We recommend that you create your personal statement(s) in Notepad, and then copy and paste the text into the box provided for the body of the personal statement. Do not use bold, italic or special characters as these may show up as unreadable characters in the PDWS. Also, be descriptive in the title of your personal statement. Since programs will not be able to see the title of your personal statement, use the title to help identify the document when you are assigning it to programs later in the process. Upon completing the personal statement, you should print copies for your records.

Note: Although the electronic version of the personal statement is replaced by the latest version transmitted to the program, programs may have printed an earlier version of the personal statement.

Any suspected acts of plagiarism will be investigated by ERAS. Any substantiated findings of plagiarism may result in the reporting of such findings to the programs to which you apply now and in subsequent ERAS seasons. (see ERAS Integrity Promotion Program).

Note: There are a number of Web sites that provide examples of personal statements. Do not take any information from these sites and use them in your personal statements without giving credit to the author. This is considered plagiarism.

Letters of Recommendation (LoRs)

The **Letters of Recommendation** tab allows you to create a list of people who will write letters on your behalf. You may also print a formatted cover sheet for your letter writers at www.aamc.org/students/eras/start.htm by clicking **Resources to Download**. Contact your designated dean's office for any special processing instructions.

Cover sheets/Instructions for LoR writers are printable instructions that you may print and give to recommendation writers. You **must** indicate whether you waive your right to see the letter. Your school, especially, needs to know. LoR Cover Sheet/Instructions are available in the *Resources to Download*

section of the ERAS Residency Applicants Web site. Be sure to contact your designated dean's office for additional instructions regarding LoRs.

Reserving Slots for LoRs

You will need to reserve a slot for your LoRs in order for your designated dean's office to attach these documents to your electronic application. This can be done prior to applying to programs and your documents arriving at your designated dean's office. As soon as you submit your LoR(s) request, your designated dean's office will receive an update that allows them to scan your LoR(s) and make them available to programs when you apply. You may create an unlimited number of LoRs; however, no more than four (4) letters may be assigned to any individual program.

To Reserve a Slot for Your LoR(s):
1. Click on the **Documents** tab.
2. Click on the **Letters of Recommendation** tab.
3. Create a new letter writer by clicking **Designate a New Letter of Recommendation Writer**.
4. Next, fill in the following required fields; **LoR Author Name** and **LoR Author Title/Department**. The last field, **Specialty(s) to which this letter will be assigned** is optional.

Note: The specialty field helps you identify your LoR(s) when assigning them to programs and to help your dean's office identify LoRs when attaching them to your application. Programs will not be able to view the information you enter in this field.

5. Click **Save** when you are finished.
6. Repeat this process for all of your designated letter writers.
7. After you have finished designating your letter writers, click the check box next to the LoR(s) that you wish to reserve a slot for and enter your MyERAS password in the box provided.
8. Click **Submit Request** to complete the process.

Tip: When reserving the slot for your LoR(s), make sure to click *Submit Request* instead of hitting Enter after entering your password.

Note: Once you reserve the slot for your LoR, you cannot edit the LoR. If it contains errors, you will need to create a new letter writer and assign him/her as a replacement to the one containing errors. Contact your designated dean's office and inform them of the error so that they may attach your document correctly. Your designated dean's office will be able to see/scan your reserved LoRs the next time they contact the ERAS PostOffice.

It is your responsibility to follow-up with letter writers and confirm that LoRs reach your designated dean's office in time to meet program deadlines (See Step 8: Assign Documents to Programs).

If you are an international medical graduate and plan to apply to a California program, you may need to submit a California Letter. To do this, you will need to designate one of your LoRs as a California Letter. When designating a LoR, you will need to check the box which reads "**This is a California Applicant Status Letter**." Once this box is checked, the remaining fields will auto-populate.

Photograph

You may assign a photograph to the programs to which you apply. The photograph is attached and transmitted by your designated dean's office. Programs use the photograph to identify you when you come to interview, and as a memory aid when creating a rank list.

The photograph must:
- Be in color, not black and white;
- Show a full front view of the person's head and shoulders with full face centered in the middle of the photograph;
- Have a plain white or light colored background as dark colored backgrounds do not display very well in the program's software; and
- Measure between 2.5 by 3.5 inches and no more than 3 by 4 inches.

Tip: All of the above requirements also apply to digital photographs. In addition, ensure that all digital photographs are saved in the .jpg format.

Medical School Transcript and MSPE

Your designated dean's office will attach both the medical school transcript and the MSPE to your electronic file; and they are automatically sent to all the programs to which you apply.

Note: **Do not expect your designated dean's office to attach or transmit your files at the last minute.** Processing may take a week or longer. If there is a problem with transmissions, you may miss a deadline. Give your designated dean's office and yourself enough time to meet your deadlines. Ensure documents are sent to your designated dean's office as early as possible.

USMLE Transcript

The NBME fee for transmitting USMLE/NBME transcripts for applicants to programs is $60, regardless of the number of transcripts requested. The NBME fee is included on your invoice and collected by ERAS.

Sending your USMLE/NBME transcript to programs is a four-step process:

1. Enter your USMLE ID in your Profile.
2. Authorize the release of your transcript under the Documents tab.
9. Decide if you want automatic transmission of your updated transcript when additional USMLE results become available under the USMLE Transcript tab.
10. Assign your transcript to designated programs under the Programs tab.

To access the USMLE release agreement, click on the **USMLE Transcript** tab under the Documents tab. Carefully read the entire page before making your decision. You must authorize the release of your USMLE/NBME transcript before you can assign it to any programs.

USMLE Step 1, Step 2 CK, Step 2 CS and Step 3 scores are reported as part of a complete USMLE transcript.

Your USMLE transcript includes the following:

- your name and other personal identification information including your date of birth;
- your complete results history of all Steps and Step Components that you took;
- your history of any examinations for which no results were reported;
- indication of whether you have previously taken the former NBME Parts I, II, or III,
- Federation Licensing Examination (FLEX), or ECFMG Clinical Skills Assessment (CSA);
- annotation(s) if you were provided with test accommodations;
- annotation(s) and information documenting classification of any scores as indeterminate;
- annotation(s) and information documenting any irregular behavior; and
- notation(s) of any actions taken against you by medical licensing authorities or
- other credentialing entities that have been reported to the FSMB Board Action Databank.

Note: Graphical performance profiles, which are included on your original Step 1, Step 2 CK, Step 2 CS and Step 3 score reports, are not included in your USMLE transcript.

Notice of prior NBME Part history:
- If you passed a combination of NBME Parts and USMLE Steps, your USMLE transcript will be transmitted, and a message will appear stating that NBME Part scores will be sent by mail.
- If you passed NBME Parts only, an electronic message will be sent to all programs you selected indicating that your NBME Part scores will be sent by mail.

In the absence of an unusual event, NBME generally will process transcript requests within five business days of receipt.

What Happens When You Transmit Your Application

If you selected a USMLE transcript and assigned it to at least one program to which you applied, the NBME will receive a request for the transcript, and a list of programs to which you assigned your transcript.

Note: Transcript requests are not processed until you apply to programs and pay the transcript fee. Every time that you assign your USMLE transcript to programs, the NBME will process your request and upload the most recent transcript that they have on file for you at that time.

When requesting USMLE transcripts from the NBME, the following two questions are included in the MyERAS application:

Do you authorize the NBME to transmit your USMLE transcript to designated programs?
- Select **Yes** if you want your examination results sent to the programs you designated in the Programs section.
- Select **No** if you do not want your examination results sent to the programs you designated.

Important: If you are registered to take your first USMLE Step, or you have taken your first Step examination but the result has not yet been reported, your transcript request will be held until your first result becomes available. If you answer **Yes** to this question, your result will be sent to all selected programs as soon as it becomes available, even if you answer **No** on the next question (regarding automatic transmission of your updated transcript below).

Notes:
1. If applicable, passing NBME Part scores will be mailed to the programs you designated.
2. FLEX scores are not available through ERAS. For FLEX scores, please contact the Federation of State Medical Boards at www.fsmb.org.

Do you authorize the NBME to AUTOMATICALLY transmit your updated USMLE transcript to all designated programs when a new Step result becomes available? *Once you select an option below, you cannot change it.*
- Select **Yes** if you want your previously unavailable USMLE Step result transmitted to the programs you designated. Please note that the transmission may occur BEFORE you see your new examination result. An updated transcript cannot be transmitted to only a subset of programs: if you select Yes, your transcript will be sent to every program that previously received it.
- Select **No** if you do not want your newly released USMLE Step result transmitted to programs before you review it. You may authorize the transmission of your updated transcript by going to Documents in MyERAS and clicking on Retransmit USMLE Transcript.

Attention US Students/Graduates: The NBME recommends that you include your US Social Security Number (SSN) in the Profile section of this application. A missing SSN affects NBME's ability to verify your identify and could delay the transmission of your examination results.

Note: Transcript requests are not processed until you apply to programs and pay the transcript fee.

COMLEX Transcript

The first time you release your COMLEX transcript, you will be charged a ($60) NBOME transcript fee, which is included on your invoice and collected by ERAS.

Sending your COMLEX transcript is a 3-step process:

1. Enter your NBOME ID in your Profile.
2. Authorize the release of your transcript under the Documents tab.
3. Assign your transcript to a program under the Programs tab.

To access the NBOME release agreement, click on the **COMLEX Transcript tab** under the Documents tab. Carefully read the entire page before making your decision. You must authorize the release of your COMLEX transcript before you can assign it to any program. You may resend your updated transcript later by going to the Documents tab – COMLEX Transcript and choosing the **Retransmit COMLEX Transcript** option, at no extra cost.

Note: Transcript requests are not processed until you apply to programs and pay the transcript fee. Every time that you assign your COMLEX transcript to programs, the NBOME will process your request and upload the most recent transcript that they have on file for you at that time.

Document Instructions/Services from ECFMG

ECFMG wants to provide the following special instructions for IMGs using ERAS:

On-Line Document Submission Form (DSF)

It is an ECFMG requirement for all applicants to complete and print the DSF on-line **each time** supporting documents are submitted for scanning. The DSF is located in the ERAS Support Services section at ECFMG OASIS. The standard document types are listed in the "Document" category located at www.ecfmg.org/eras. For programs requesting additional document types not listed at this site, applicants must arrange to have their documents sent directly to those programs requesting additional documents. Documents not listed in the "Document" category will not be scanned and transmitted through ERAS. In accordance with the ERAS directives, strict adherence to this policy will be made by the ECFMG.

Applicants who waive their rights to see their letters of recommendation (LoRs) must also complete and print the DSF, and instruct their letter writer(s) to include the form with the letter of recommendation (LoR). In addition to the DSF the Request for Letter of Recommendation/Cover Sheet must be completed by applicants and provided to letter writers for subsequent submission to ERAS Support Services.

Note: Any letter of recommendation which applicants have waived their rights to see is not eligible for return through ERAS Support Services, Return of Document Service (RODS).

Four-Week Lead Time to Scan and Upload Documents

Due to the increasingly high volume of incoming ERAS supporting documents, **ERAS Support Services at ECFMG requires four weeks to scan and upload documents to the ERAS PostOffice**.

ERAS Support Services strongly urges all international medical students and graduates to submit supporting documents in time for them to arrive **at ECFMG by August 1, 2010**. You should approach your letter writers to ensure timely submission of your Letters of Recommendation (LoRs). The goal is to have as many supporting documents as possible uploaded to the ERAS PostOffice by mid-September. ECFMG is committed to providing the resources necessary to ensure this goal is met; however, your timely submission of documents is critical in achieving this common goal.

Note: Medical Student Performance Evaluations (MSPEs) are made available to programs on November 1, 2010. Therefore, your MSPEs should arrive at ECFMG no later than October 1, 2010. You will be able to monitor receipt of your documents in the ERAS Support Services Section at ECFMG OASIS. It will take at least five business days from their receipt at ECFMG for documents to appear in your OASIS account.

Return of Document Service (RODS)

RODS is an optional service provided by ECFMG for ERAS residency applicants who wish to have eligible ERAS application documents returned to them. Applicants will be able to access RODS online on the ERAS Support Services section at OASIS on the ECFMG Web site to request return of their

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documents. Eligible documents will be returned via courier service or U.S. postal mail.

In keeping with the "Family Educational Rights and Privacy Act (FERPA)," if you waived your right to see Letters of Recommendation (LoRs), these letters **will not be returned**. The ECFMG will confirm whether you waived your right to see the letter by reviewing the content of the LoR; in some instances, letter writers document in the content of the letter whether the applicant has waived his/her right to see the letter. Additionally, they will review your Request for Letter of Recommendation Coversheet to verify whether you selected to waive your right to view the letter.

In accordance with established policies set by certain medical schools, documents issued by these medical schools may not be eligible for return.

The cost for the RODS service is a one-time, flat rate of $25 per ERAS application year, plus the cost of courier service shipping, if you select this method of return. Shipping rates vary, depending on destination. If you do not wish to incur the cost of international shipping you will be able to enter an alternate shipping address, and ECFMG will mail your documents to the address that you provide. If you select U.S. postal service as your preferred method of shipment, there is no additional shipping cost.

ECFMG will not assume responsibility if documents do not reach their destination. The processing time is approximately four- to six-weeks. This does not include shipping time. Requests will be fulfilled in the order in which they are received.

Personal Statements

You may wish to create one personal statement for each specialty or for a specific program. Your personal statement is where you may want to convey your special circumstances to program directors, such as:

- ECFMG certification based on former medical examinations;
- Your current Visa status in the United States if you are a foreign-national IMG; your proposed Visa status for graduate medical training;
- Update your activities that were not originally placed in your CAF;
- Your ECFMG medical credentials status and how far along you are in the process; or
- You are a graduate of a Fifth Pathway Program.

Make sure to write your own personal statement. Do not use language found on Web sites to convey your thoughts. If you "cut and paste" from a Web site resource and place it in your personal statement, this is considered plagiarism that may result in an investigation. See ERAS Integrity Promotion Program for more information.

Letters of Recommendation (LoRs)

You may target each LoR to specific programs. No more than four (4) letters may be assigned to any individual program (See Step 8: Assign Documents to Programs). Be sure to contact each program for their LoR requirements. Please go to www.ecfmg.org/eras for specific instructions concerning your LoRs and any other documents.

Note: If you waive your right to view LoRs, these documents **cannot** be returned via the ECFMG Return of Documents Service (RODs).

MSPE

The MSPE is a name that U.S. schools use for the dean's letter. It means Medical Student Performance Evaluation. International Medical Graduates (IMGs) must send their documents to ECFMG for processing. Please visit www.ecfmg.org/eras for details. If you do not have an MSPE, you will be able to indicate that no MSPE will be provided on page 12 of your Common Application Form (CAF).

Viewing Your Application

Common Application Form (CAF)

The CAF is the printed version of the information you enter in MyERAS. It is provided as a report so you can see how your information will be formatted and displayed to programs. You should review the CAF to ensure there are no omissions or inaccuracies **before** you certify and submit your application to ERAS.

Curriculum Vitae

The Curriculum Vitae (CV) is the same information you entered in the application section of MyERAS. The Program Director's Workstation (PDWS) will display it as a CV. The CV is nothing more than the CAF formatted in a different manner for the benefit of those programs that prefer to view a CV format. The CV is provided as a report so you can see how your information will be formatted. It is available from the Application tab.

Submitting Your Application

Review your application carefully **before** certification. The checklist function will alert you when it finds obvious errors, like a missing USMLE ID or application pages that were not completed. The checklist will **not** notify you if you have misspelled or omitted a word in your application.

Once you have completed 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 submitted**.

You may only certify and submit your application once! Once you have submitted your application, you will **not** be able to make any changes to it or update any information on your CAF. There are **no** exceptions. Submitting your ERAS application is like placing a written application in the mailbox; you cannot get it back. Be sure your application is complete and correct **before** submitting.

During certification, graduates of U.S. medical schools who are applying for 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. It is recommended that you give your dean's office permission to view your CAF, in case you have to participate in Scramble.

Note: The designated dean's office for U.S. graduates will be able to view an applicant's CAF only after the applicant has released it.

Remember, you may update the information in your Profile at any time.. Likewise, you may also update or change your document assignments or add new programs at any time.

Step 7: Select Programs

To begin selecting programs, click on the **Programs** tab. The Programs tab is divided into several categories:

> **Search Programs:** provides general information about individual programs in ERAS 2010. You may find the programs in which you are interested by ACGME number, AOA number or 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.

Note: On rare occasions, a program will sign up initially to participate in ERAS and later withdraw from participating. Sometimes, the program does not 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.
Programs Selected: lists programs that you are interested in and to which, you are currently assigning documents. These programs have not yet received your application. You may add or remove programs from the **Selected** area at your discretion. You may also select programs **before** you certify and submit your CAF.

Note: Some programs have state requirements to which they must adhere that prevent selection of IMGs. Contact the programs directly to find out their requirements prior to applying.

You may delete any program that is in your Programs Selected list, but you cannot delete a program to which you have already applied.

> **Programs Applied to:** lists programs to which you have sent your application. Programs under the **Applied to** tab cannot be removed because they have already received your application. You may however, update your document assignments for these programs (see Step 8: Assign Documents to Programs). Also, if you determine that you are no longer interested in the program, you should inform the program that you no longer wish to be considered for a position if you were granted an interview.

Programs have the ability to update their participation status in ERAS to inform applicants when they are no longer accepting new applications. This will be reflected in MyERAS and you will not be able to select or apply to these programs. If you applied to a program before they changed their status to 'no longer accepting applications' you will still be able to make document assignment changes.

Again, be sure to contact each program **before** you apply to make sure you understand and meet their requirements. When you select a program, you will be asked to assign documents to that program. It is a good idea to make your document assignments as soon as possible, so you don't forget. You may, however, assign documents later. When you click **Save**, the program is added to your selected programs.

Note: ERAS does not give refunds for any reason. Applicants are advised to contact programs before applying to them to minimize the risk of applying to a program that is no longer accepting applications or not participating in ERAS.

> **Tip:** **ERAS is not an authority on accreditation and is not responsible for any changes to residency program status after the software has been finalized.   Be sure to contact residency programs for information on their accreditation status, requirements and deadlines.**

Prior to applying to programs, you may edit the type of training track you have selected for a program. However, once you have applied to the program, you will not be able to deselect the type of training track selected. To deselect a type of training track after applying to a program, you will have to contact the program directly and request they modify your track selection.

For programs to which you have already applied, changes to your document assignments and type of training selections will be transmitted immediately.

Step 8: Assign Documents to Programs
All programs to which you apply will receive your CAF, MSPE, and transcript. Your personal statement(s), LoRs, COMLEX transcript, USMLE transcript, and photograph are assigned to programs according to your instructions.

Some applicants will create one personal statement to assign to all of 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 assign the documents to the correct program; you do not want to send the wrong personal statement to the wrong program. You may also assign different combinations of LoRs to 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 may create an unlimited number of LoRs; but only four may be assigned to any one program at a time.
- For LoRs, you must reserve a slot and submit your request in order to assign them to programs.
- You may create an unlimited number of personal statements, but only one may be assigned to any one program at a time.
- Once you have sent a LoR or personal statement to a program, you may 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.
- Changes to document assignments for programs to which you have previously applied, are transmitted to the ERAS PostOffice as soon as you click **Save**.
- Once you have desginated your USMLE and/or COMLEX transcript to a program, saved the assignment and applied to a program it cannot be de-assigned.
- Once you have designated your photograph to a program, saved the assignment and applied to a program it cannot be de-assigned.

Note: You may de-assign a personal statement or LoR and assign a new one; however de-assigning a document does not erase it from a program's records. A program may have

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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.

Assignments Report

Your Assignments Report produces a detailed listing of documents that have been assigned to programs you have currently selected, and to which you have applied. It is available under the Programs tab. Use this report to ensure that the documents assigned to the program meet their application requirements.

Step 9: Certify and Transmit your Application

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

- Make sure you have contacted the programs to confirm their participation in ERAS.
- Review your list to ensure that you have met all program eligibility requirements and deadlines, including citizenship and visa requirements
- Review the ERAS fee schedule to understand how your ERAS fees are calculated.

Note: No refunds will be given for applications sent to programs not participating in ERAS or whose deadlines have passed (see Refund Policy for more information).

When you click on **Apply to Programs**, you will be asked to select the programs you want to apply to from those currently listed. Check the programs to which you want to apply. You will be taken to the invoice page. Please review your invoice carefully. Once you have completed the payment process, print a copy of your final invoice for your records.

Note: ERAS uses a secure server to transmit your credit card information and does not retain your credit card information for future use. If payment method is check or money order, you must submit payment within 10 business days to avoid the risk of withdrawal of your applications.

What Happens When You Transmit Your Application

- All programs to which you applied are sent your CAF and Profile information, as well as the personal statement that you created and assigned to them.
- If you selected a USMLE transcript and assigned it to at least one program to which you have applied, the NBME or ECFMG, will receive a request for the transcript, and a list of programs to which you assigned your transcript.
- If you selected a COMLEX transcript and assigned it to at least one program to which you have applied, the NBOME will receive a request for a transcript, and a list of programs to which you assigned your transcript.
- Your designated dean's office is sent a list of programs that you applied to and the documents you assigned to these programs.
- If your designated dean's office has already uploaded your medical school transcript or MSPE, those documents will be queued for the programs along with your CAF and personal statement.
- Any LoRs received and transmitted to the ERAS PostOffice that you assigned to the program will be queued for the programs along with your other documents.

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

- According to their schedule, your designated dean's office will upload the attached files to the ERAS PostOffice. ERAS documents are transmitted from the Dean's Office Workstation (DWS) to the ERAS PostOffice, and are placed in the programs' mailboxes.
- Most uploaded files become available immediately. **MSPEs, however, are not viewable until October 15th for osteopathic residency programs and November 1st for allopathic residency programs.**
- Programs must log into 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(s). Refunds will **not** be given if residency programs do not download files that are available in the ERAS PostOffice.
- Using the Program Director's Workstation (PDWS), application documents are downloaded by participating programs. Program directors may print, review, and evaluate applications using criteria they establish.

Direct questions regarding the uploading of your application and supporting documents to your designated dean's office. Direct questions concerning why your documents have not yet been downloaded to the program to which you applied.

Note: Programs do not receive a list of other programs you applied to, nor the number of applications that you have submitted.

Step 10: Check the Status of Your Application - Applicant Document Tracking System (ADTS) and Monitor the Message Center for Information from Programs

Applicant Document Tracking System (ADTS)

Track the status of your ERAS application materials using the Applicant Document Tracking System (ADTS) at http://services.aamc.org/eras/adts or click **Track Applications** under the Programs tab or the Account tab in MyERAS. 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 will need your AAMC ID and MyERAS password to access ADTS. If you lose or forget your password, go to the MyERAS login page and click **Forgot Password** and follow the prompts.

> **Tip: ERAS staff do not provide passwords. You must use the *Forgot Password* feature to retrieve your password.**

MyERAS Message Center

MyERAS has a Message Center that stores a copy of all communications sent to you by a program using the e-mail feature within the PDWS. ERAS may also use this vehicle from time to time to provide important information to applicants like outstanding billing issues or system updates. The Message Center is used in conjunction with your e-mail account as a secondary way to receive messages.

Note: E-mails sent to the ERAS PostOffice from the PDWS are included in the Message Center. However, if the program uses a personal or institutional e-mail system, those messages will not be sent to the Message Center.

Step 11: Select and Apply to New Programs, Update Your Documents and Track Their Delivery

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

If the number of programs added is within the first 10 applications per specialty, you will not be charged additional fees. Review the fee schedule to determine any fees incurred for more than 10 applications.

Changes to Applications, Documents and Document Assignments

- At any time, you may change your LoR and personal statement assignments.
- You may de-assign a personal statement from a program and assign a new personal statement.
- You may de-assign LoRs from a program and assign new ones, when necessary.
- Changes to document assignments for programs that have been previously applied to are submitted immediately.

Note: If a program has already downloaded a document that you de-assign, they may have already printed a hard copy. Do not assume they will not be able to reference it in the future.

If you determine that you are no longer interested in a program, inform the program that you no longer wish to be considered for a position. This is especially true if you are granted an interview. Alerting the program allows them an opportunity to provide the slot to another worthy candidate.

This may be accomplished by calling or e-mailing the program. You may also use MyERAS. To withdraw from a program using MyERAS follow these steps:

To Withdraw your Application from a Program:
1. Click on the **Programs** tab.
2. Next, click on the **Programs Applied To** tab.
3. Select the program you wish to withdraw your application from.
4. Next, check the box that states: "I would like to notify this program that I am withdrawing myself".
5. Finally, click **Select** at the bottom of the page to save all changes. Notification will be sent to the selected program immediately.

Step 12: Keep Your Profile Up-to-Date
Information in your Profile is very important to the programs to which you have applied; and it is essential that you keep this information up-to-date. Be sure to update:

- First, Middle, and Last Name
- Previous Last Name
- Preferred Name
- Suffix
- Contact E-mail
- Present Mailing Address
- Preferred Phone Number
- Alternate Phone Number
- Fax/Page/Mobile Number
- SSN (this is not a required field)
- SIN (this is not a required field)
- Citizenship
- Current Visa Status/Expected Visa Type

- USMLE ID
- NBOME ID
- Match information including: AOA Member number/AOA Match number (for osteopathic applicants); AUA Number for Urology Programs
- NRMP Match Participation Status
- Couples Match Information
- Advanced Cardiac Life Support Certification
- Pediatric Advanced Life Support Certification
- Sigma Sigma Phi Status
- Alpha Omega Alpha Status
- ECFMG Certification Status (for IMG's only)

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

Step 13: Register for Your Applicable Match
Registration with ERAS does not register you for any established Match. If you intend to participate in a Match, you must contact that organization for registration, eligibility and participation information (AOA, Military, NRMP, San Francisco or Urology).

Note: The default response to the NRMP Participation questions is No. A non-response displays as "No" to training programs. Make sure you answer this question appropriately if you plan to participate in the NRMP Match.

ERAS 2010 Application Fees

ERAS processing fees are based on the number of programs applied to per specialty. MyERAS automatically calculates your fees and you may pay online. ERAS fees are the same for all residency and osteopathic applicants although the fee structure is applied separately for those applying to ACGME-accredited **and** AOA-accredited programs (see Example 4).

The ERAS processing fee is dependent on the number of programs per specialty and the schedule is as follows:

Number of Programs Per Specialty	ERAS Fees
Up to 10	$65
11-20	$8 each
21-30	$15 each
31 or more	$25 each

Note: Military programs, regardless of specialty, are treated as a single specialty.

Example 1: An applicant applies to 30 Emergency Medicine programs, AAMC fees are $295 [$65 + (10 x $8) + (10 x $15)].

Example 2: An applicant applies to 20 OB/GYN programs, and 10 Family Medicine programs. The fees are $210 [$65 + ($8 x 10) for OB/GYN programs and $65 for Family Medicine programs].

Example 3: A military applicant applies to 5 Military Family Medicine programs, 3 Military Internal Medicine programs, 2 Military Surgery programs, and 7 Civilian Pediatrics programs. The fees are $130 [$65 for the 10 programs consolidated under the military and $65 for the 7 civilian programs].

Example 4: An osteopathic applicant applies to 3 ACGME-accredited Family Practice programs and 3 AOA-accredited Family Practice programs. The fees are $130 [$65 for the 3 ACGME-accredited programs and $65 for the 3 AOA-accredited programs].

Note: No refunds will be given for applications sent to programs not participating in ERAS or whose deadlines have passed (see Refund Policy for more information).

Application Fee Instructions for Osteopathic Applicants

The NBOME fee for transmitting COMLEX transcripts to programs is $60, regardless of the number of transcripts requested. Transcript fees are included on your invoice and are collected by ERAS.
The NBME fee for transmitting USMLE/NBME transcripts for applicants to programs is $60, regardless of the number of transcripts requested. The NBME fee is included on your invoice and collected by ERAS.

Application Fee Instructions for International Medical Graduates

Prior to receiving a token, International Medical Graduates (IMGs) are charged a fee of $90 payable to ECFMG. This ECFMG application fee includes preparation and transmission of the ECFMG Status Report to all programs, and confirmation of documents received via OASIS, ECFMG's Web-based information service for ECFMG applicants and applicant consultation on all non-technical matters.

ECFMG fee for transmitting USMLE transcripts for applicants to programs is $60, regardless of the number of transcripts requested. The ECFMG fee is included on your invoice and collected by ERAS.

Payment Methods

You may use your Visa or MasterCard to pay for your fees online. This is the safest and fastest way to process your application. ERAS uses a secure server to transmit your credit card information. We do not store your credit card information after the transaction is processed. Once your credit card information is processed, your application, personal statement, and other supporting documents uploaded by your designated dean's office will become available for download by programs.

Note: Applicants who pay their ERAS fees using a credit card will see those charges reflected as "AAMC Fees" on their credit card statement.

You also have the option to pay your fees by check/money order, print the invoice in the payment module, and send your fees by check (U.S. currency only) to the address on the invoice. Your application(s) may be withdrawn if payment is not received within two weeks. Once the applications are released, they will be available to programs along with any documents you assigned, which have been uploaded by your designated dean's office. USMLE/COMLEX transcript request are not processed until you apply and pay for a program in addition to paying the applicable transcript fee. Be sure to make your payment right away if you select check/money order as your payment option.

Tip: Between March 1st and 31st, all applicants will be required to pay fees by credit card ONLY.

Consequences of Non-Payment of Fees

In good faith, ERAS transmits applications to the ERAS PostOffice for processing immediately regardless of payment method. ERAS will make reasonable attempts to collect fees owed. If payment is not received in a timely manner, ERAS may withdraw your application from each program to which you applied.

Take note of the following:
- All fees are payable in U.S. funds on U.S. banks **only**.
- If your check is returned for insufficient funds, you submit partial payment, or if there is a problem with your credit card payment, ERAS will endeavor to collect all fees owed and your application may be withdrawn.
- If ERAS withdraws your application due to non-payment, your application will be withdrawn from each program to which you applied.

> **Tip:** **Your account must be paid at least 10 days prior to the beginning of the Scramble period. If your account remains unpaid prior to Scramble, you will be locked out and denied access to the ERAS system to apply to programs during the Scramble period.**

If your account remains unpaid after the Scramble period, ERAS will also contact your designated dean's office and other ERAS business partners (i.e., ECFMG) and request that you not be given access to ERAS in future years to apply to allopathic or osteopathic residency, or fellowship positions until your debt is satisfied.

Moreover, if you do not satisfy your debt to ERAS, you will not be allowed to use other AAMC services, like FindAResident. Your delinquency may also be reported to the three credit bureaus.

ERAS Refund Policy

ERAS does not offer refunds for any reason. Refunds will not be given for applications sent to programs not participating in ERAS or whose deadlines have passed. You should contact each program **before** applying to them via ERAS.

ERAS' primary role is to deliver your application and supporting documents to designated programs. This is no different than placing a stamp on an envelope and requesting that the United States Postal Service deliver the packet to a destination or going to a FedEx or UPS office and sending the packet to programs. Regardless of whether the program accepts the packet or decides to review the packet, the deliverer has rendered the service when the package is delivered.

Although we make every effort to ensure that our data is up-to-date, programs may not always communicate to ERAS their intention to accept applications; or a program's status may change after our data has been finalized. Therefore, it is imperative that you make direct contact with the programs in which you are interested, in order to confirm their requirements and deadlines.

Invoice History

Invoice History is a detailed history of your ERAS fees broken down by specialty and your transcript fees. It is available under the **Programs** tab.

Additional Information

Documents Sent from Your Designated Dean's Office

Each program to which you apply will automatically receive a copy of the following files, so you cannot assign these documents: medical school transcript, MSPE, and the ECFMG Status Report. Designated dean's offices cannot attach and transmit letters of recommendation until you have reserved a slot for those letters of recommendation.

Communication with Programs

Program directors may contact you at any time regarding your application via e-mail, telephone, or regular mail. Programs use your e-mail address to send invitations to interview and to ask for additional information. Be sure to check your e-mail regularly while your applications are active. The e-mail address entered in your Profile needs to be up-to-date and active. If you will not have access to your e-mail (e.g., you may be away), be sure someone keeps you updated.

Scramble

NRMP Match Week occurs during the third week in March each year. The "Scramble" period commences between 12 noon Eastern Time on Tuesday and 12 noon Eastern Time on the Thursday. During this period, applicants who did not match to a position in the NRMP Main Residency Match attempt to fill remaining unfilled positions.

ERAS is available for you to apply to a maximum of *forty-five (45)* programs free of charge. *Thirty (30)* of those programs can be new programs and *fifteen (15)* can be programs to which you have applied during the current ERAS season. You must meet the following criteria:

- Must have participated in ERAS during the regular season. This means you must have applied to (and paid for) at least one ACGME-accredited program by 5:00 PM on Monday of Match Week.
- Account must be paid in full no less than two weeks prior to the Scramble period.

Helpful Tips for Applicants

- ERAS does not receive or handle any applicant documents. All supporting documents are received, scanned and uploaded by your designated dean's office.

- All applicants have a designated dean's office. You can reference page 2 of the MyERAS User Guide for a description of designated dean's offices.

- To get started, you will need to register for MyERAS 2010. This means you will need to contact your designated dean's office to receive a token, as well as supporting documents instructions.

- You will **NOT** be able to log into MyERAS 2010 with your login information from a previous season.

- If you don't already have or have forgotten your AAMC ID, the system will automatically generate an AAMC ID when you complete your MyERAS registration.

- If you decide to register with the NRMP to participate in the Match, please ensure that the AAMC ID used to log into the NRMP Web site is the same AAMC ID used to log into MyERAS. If you have two different AAMC IDs, contact us immediately.

- You will not have access to your MyERAS applicant documents from any previous MyERAS season. We purge our database at the end of every season to make room for the upcoming season's applicant data. We do encourage applicants to print or save their data before the season ends.

- ERAS does not set program application deadlines or requirements. Individual programs set deadlines and requirements. You should contact programs directly for this information.

- You must certify and submit your MyERAS application **before** you can apply to programs.

- Once you have certified and submitted your application, you will **not** be able to make any changes to your application. You can however, update the information listed in your Profile at any time throughout the season.

- You may create, assign, or deselect your personal statement and LoRs, even after you have certified and submitted your application.

- For LoRs, you must reserve a slot and submit your request in order for your designated dean's office to upload. Keep in mind that you can do this prior to your LoRs arriving at your designated dean's office.

- Once you have released your USMLE and/or COMLEX transcript, assigned it to program(s) and paid the transcript fee, it will take 3-5 business days to upload it to the ERAS PostOffice from the date your request was received.

- When new transcript scores are uploaded, it will be marked with the most recent upload date in ADTS.

- If a program is grayed out when selecting programs, it means that they are either not participating, closed or no longer accepting applications. You should contact all programs directly regarding their participation status with ERAS.

- Remember to check the Message Center and the ADTS frequently to monitor the progress and the status of your application.

Available Help Resources

Designated Dean's Office
The primary source for answers to questions about your application is your designated dean's office. Most designated dean's offices provide a valuable career counseling service to applicants, answer ERAS related questions, and provide other support during the application process. Contact them directly for details.

Residency Programs
Make sure to contact programs directly regarding their participation status, requirements, processes, and deadlines.

Online Help
MyERAS includes a detailed Help section to use any time you are logged into the application. Simply click **Help**, located on the navigation bar at the top of the screen.

For answers to procedural questions specific to ECFMG, students and graduates of non-LCME accredited medical schools (IMGs) should go to www.ecfmg.org/eras.

For information on osteopathic programs and positions, osteopathic applicants should visit the *Opportunities* Web site at http://opportunities.osteopathic.org/index.htm.

Visit the ERAS Web site at www.aamc.org/students/eras to obtain ERAS Resources to Download, including LoR Cover Sheet/Instructions and the MyERAS Application Worksheet (CAF).

ADTS
Questions about the transmission of your documents are answered 24 hours a day, 7 days a week on ADTS. You can access ADTS from MyERAS. ADTS lists each program to which you applied, the dates the documents were uploaded by your designated dean's office and the date the program downloaded each document. Your designated dean's office also has access to ADTS; however, programs cannot access ADTS.

E-mail (ERAS)
Technical questions not answered through the other sources can be sent to myeras@aamc.org. ERAS will respond to your question within two business days.

To expedite responses to your questions:
- Include your name, AAMC ID, medical school of graduation, and return e-mail address. Responses to requests received without this information may be delayed.
- Be very specific when describing your problem. Include exact wording of error messages, information about the type of computer being used, the Web browser you are using (e.g. Internet Explorer), the browser version number, your ISP (e.g. Verizon, Comcast), and the operating system (e.g., Windows XP, Windows Vista).

Phone (ERAS)

You may speak with an ERAS HelpDesk Specialist by calling 202-862-6264, Monday – Friday, 8AM – 6PM, Eastern Time.