



AAMC

Electronic Residency
Application Service



2017 **ERAS** MyERAS Residency
User Guide

ERAS® is a program of the
Association of American Medical Colleges

www.aamc.org/eras

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About ERAS

The Electronic Residency Application Service (ERAS®) is a service of the Association of American Medical Colleges (AAMC). ERAS consists of MyERAS for applicants, Dean's Office Workstation (DWS) for medical schools, Program Director's Workstation (PDWS) for training programs and the ERAS Letter of Recommendation Portal (LoRP) for LoR Authors.

Welcome to the ERAS 2017 Season

Welcome to ERAS, a service of the Association of American Medical Colleges (AAMC). ERAS is easy to use, but it is important that applicants read and understand how the service works. This guide explains how ERAS works and outlines the steps for using MyERAS to apply to residency programs. Reading this guide may help applicants avoid errors that could affect your application.

Below is a list of changes and enhancements we have made to MyERAS for the 2017 season.

Timeline

This season we are allowing applicants to get a head start on sending their applications to programs. Applicants will be able to begin applying to programs 10 days in advance of programs being able to access/view applications and supporting document. We have made this change in response to concerns from applicants that would like the ability to submit their applications in advance to ensure programs would be able to view their applications on the opening day.

Certify and Submit dates:

The first day DO residency applicants can certify and submit their application will be July 6th.

The first day MD residency applicants can certify and submit their application will be September 6th.

Applicants applying to AOA-accredited programs:

DO applicants can begin applying to AOA-accredited programs on July 6th. However, programs will not be able to view these applications until July 15th. All applications sent between July 6th and July 14th will be date stamped July 15th on the program's side.

Applicants applying to ACGME-accredited programs:

MD and DO applicants can begin applying to ACGME-accredited programs on September 6th. However, programs will not be able to view these applications until September 15th. All applications sent between September 6th and September 14th will be date stamped September 15th on the program's side.

Personal Statements

The following formatting options are available on the *Personal Statement* page:

- Bold
- Italic
- Underline
- Strikethrough
- Bullets
- Numbering
- Align Left
- Center

- Align Right
- Increase Indent
- Decrease Indent



Note: Personal statements created outside of MyERAS should be done in a plain text word processing application such as Notepad (for Windows users) or SimpleText (for Mac Users). Personal statements created in word processing applications not using plain text may contain hidden and potentially invalid formatting.

Message Center

To help better organize your messages, we have added the ability to create folders in the Message Center.

Interviews

ERAS has developed an interview scheduling tool that gives programs the ability to send interview invitations to applicants and also allows applicants to schedule themselves for interviews within the ERAS system. The *Interviews* section in MyERAS displays all interview invitations sent to an applicant by ERAS programs that have chosen to use the ERAS interview scheduling tool. Applicants will have the ability to schedule, waitlist and decline interview invitations.



Note: ERAS programs are not obligated to use the ERAS interview scheduling tool. Programs may choose to use other methods, such as telephone, email or other interview scheduling tool (e.g. Interview Broker, Thalamus), to schedule interviews. It is important to check your email and MyERAS Message Center for information regarding interviews.

Interview invitations sent **outside** of the ERAS system will not be captured in MyERAS.

ERAS Policies

All information regarding ERAS policies can be found on the ERAS website at <https://www.aamc.org/students/medstudents/eras/policies/>.

ERAS Participants

There are many participants in the ERAS process. It is important to know your role and responsibilities to ensure a smooth application process.

Applicant Responsibilities

- Research residency programs and contact them for information.
- ERAS does not set residency program application deadlines or requirements. ERAS is not always alerted to changes in residency programs. Contact programs of interest to find out more about their requirements and deadlines. Also, confirm the program is participating in ERAS 2017 before sending your application materials to them via ERAS.
- This information can be found on the *Participating Specialties and Programs* website at <http://services.aamc.org/eras/erasstats/par/>. This page is updated each season. Additionally the AMA publishes a descriptive online directory of all ACGME-accredited training programs, found at www.ama-assn.org/go/freida.
- Some programs have state requirements to which they must adhere to 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 your ERAS token to access MyERAS.



Note: Each Designated Dean’s Office establishes their own processing procedures for residency applicants using ERAS. These procedures include the schedule for distributing tokens, providing resources, and uploading and processing documents.



Note for IMGs: Visit the [ECFMG website](#) or [contact the ECFMG](#) for information on how to obtain an ERAS token via ECFMG’s OASIS to access MyERAS, check their schedule and procedures.

| Applicant Type | Designated Dean’s Office | Phone Number | Email | Website |
|--|--|--------------------------------------|--|--|
| US Seniors/Graduates (M.D. or D.O.) | Medical School of Graduation | Contact Medical School of Graduation | | |
| International Medical Graduates (IMGs) | Educational Commission for Foreign Medical Graduates (ECFMG) | 215-966-3520 | eras-support@ecfm.org | www.ecfm.org/eras |
| Canadian Medical Graduates | CARMS | 1-877-CARMS-42 (1-877-227-6742) | help@carms.ca | http://www.carms.ca |



Note: All US medical schools, as well as the ECFMG and CaRMS, participate in ERAS.

- Register for MyERAS using your ERAS token obtained through your Designated Dean’s Office (DDO).
- Complete and submit your MyERAS application and personal statement(s) using MyERAS.
- Authorize USMLE and/or COMLEX-USA *transcripts* then assign along with your LoRs, photo and any additional documents.
- Print Letter Request Forms and distribute to LoR Author(s).
- Pay fees and apply to programs.
- Track the status of documents by program under the *Programs Applied To* page in MyERAS and monitor the *Message Center* for information from residency programs, the ECFMG (IMGs Only), as well as important notices from ERAS.
- Return to MyERAS to update your Personal Information as needed, resend your updated USMLE and/or COMLEX-USA scores, and make changes to program selections and assignments as needed.

US Medical School Responsibilities

- Establish policies and procedures for document processing.
- Update school contact information in ERAS Account Maintenance (EAM).
- Provides tokens to seniors and prior year graduates (from their institution only) applying to residency programs.
- Upload MSPE and *MS transcript*.
- Support applicants in the application process.
- Maintain confidentiality of applicant information.

ECFMG Responsibilities

- Establish policies and procedures for document processing.
- Provide ERAS tokens to all international medical graduates (IMGs) applying for residency positions in US programs.
- Support ECFMG’s [On-line Applicant Status and Information System \(OASIS\)](#) allowing applicants to upload specific documents then process those documents.
- Upload and process all supporting documents received from applicants and medical schools.
- Process USMLE transcript requests (IMGs only) for those programs designated by the applicant, including requests for updated scores.
- Transmits ECFMG Status Report to ERAS.
- Support applicants in the application process.
- Maintain confidentiality of applicant information.



Note for IMGs: ECFMG has requested that all IMGs adhere to all guidelines published on its website at www.ecfm.org/eras. Failure to read and comply with all ECFMG published guidelines may result in processing delays. Please visit the ECFMG website to review their guidelines and a complete list of their services.

National Board of Medical Examiners (NBME) Responsibilities

- Process *USMLE transcript* requests (USMGs only) for those programs designated by the applicant, including requests for updated scores.
- Mail NBME Part exam scores, Irregular Behavior Letters (IBL) and FSMB reports to programs, if applicable.
- Maintain confidentiality of applicant information.

National Board of Osteopathic Medical Examiners (NBOME) Responsibilities

- Process *COMLEX-USA transcript* requests for those programs designated by the applicant, including requests for updated scores.
- Mail NBOME Part exam scores to programs, if applicable.
- Maintain confidentiality of applicant information.

Residency Programs Responsibilities

- Establish requirements and deadlines for the receipt of applications.
- Update program contact information in ERAS Account Maintenance (EAM).
- Communicate with applicants regarding preferred application requirements and process.
- Maintain confidentiality of applicant information.

ERAS Staff Responsibilities

- Provide resources such as those found on the MyERAS website, including user guides.
- Provide technical support to applicants, Designated Dean's Offices, LoR Authors and programs.
- Ensure reliable and secure transmission of application materials.
- Communicate known issues regarding the ERAS system along with any known solutions to affected users.
- Maintain confidentiality of applicant information.

Supported Web Browsers

- Latest version of Chrome
- Latest version of Firefox
- Internet Explorer 10 & 11



Note: ERAS does not provide technical support for the Safari browser, but does not enforce any browser restrictions. Mac (Apple) users needing technical support with MyERAS should use Firefox, as it is a supported browser.

ERAS Timeline

To view the ERAS timeline, please visit the [ERAS for Residency Applicants Timeline](#) page on our website.

Fees for ERAS 2017

ERAS Residency application fees are based on the total number of programs per specialty, applied to within an ERAS season. MyERAS will automatically calculate processing fees and collect payment information for valid Visa or MasterCard credit cards at the time programs are applied to. For more detailed information, visit the [Fees for ERAS Residency Applicants](#) page on our website.



Note: ACGME-accredited and AOA-accredited program application fees are assessed separately.

Helpful Tips for Using MyERAS

1. ERAS will not collect or process any applicant documents. Supporting documents are received and processed by your Designated Dean's Office. LoRs must be uploaded by the LoR Author via the ERAS Letter of Recommendation Portal (LoRP).
2. In order to begin using MyERAS, you must obtain an ERAS token from your Designated Dean's Office.
3. ERAS does not retain documents for reuse in subsequent seasons. Applicants who plan to use ERAS in subsequent seasons are advised to print or save necessary documents prior to season close.
4. ERAS does not set program application deadlines or requirements as they are set and communicated by the individual programs themselves. Applicants are advised to contact programs directly for relevant information.
5. You must certify and submit your MyERAS application **before** you can apply to programs.
6. Once you have certified and submitted your application, you will **not** be able to make any changes to your application outside of the information contained under the Personal Information page of the MyERAS application.
7. For LoRs, you must add and confirm LoR Author(s). When you confirm a LoR Author, the system will generate a personalized Letter Request Form, which you will need to provide to the LoR Author. You can do the letter request form to your author via email, postal mail, fax, or in person.
8. Once you have released your USMLE and/or COMLEX-USA transcript, assigned it to program(s) and paid the transcript fee, ERAS will send your transcript requests for those programs to the NBME, ECFMG (for IMG Residency) or NBOME.
9. Exam transcript requests are usually processed on the same-day but under special circumstances, it can take up to 5 business days from the date of your request for exam score transcripts to be processed and made available to programs. When new transcript scores are uploaded, the most recent upload date will display in MyERAS.
10. When searching for programs in MyERAS, if a program has a status other than *Participating*, you should contact the program directly regarding their participation status with ERAS.
11. Some programs have state requirements to which they must adhere to that prevent selection of IMGs. Contact the programs directly to find out their requirements prior to applying.
12. Remember to check the *Message Center* and to track the progress and status of your application and documents frequently.

Registration

To access MyERAS, first contact your Designated Dean's Office; they will issue you an ERAS token, which is a one-time access code used to register on MyERAS.



Note: Your Designated Dean's Office establishes their own processing procedures for ERAS applicants. These procedures include the schedule for distributing materials, uploading and processing documents. Contact your Designated Dean's Office to check their schedule and procedures.

What You Should Know Before You Register For MyERAS

- You must obtain an ERAS token from your Designated Dean's Office. If you use an ERAS token from another school or organization, your documents cannot be accurately uploaded.
- Make sure that you are using an ERAS token for the current MyERAS season. The system will not allow you to use an ERAS token from a previous season to register.
- An ERAS token can only be used once to register. Be sure to enter all information accurately.
- You need an AAMC Account in order to register your ERAS token. If you do not have an AAMC Account from a previous ERAS season or use of another AAMC service, you will need to register for one.



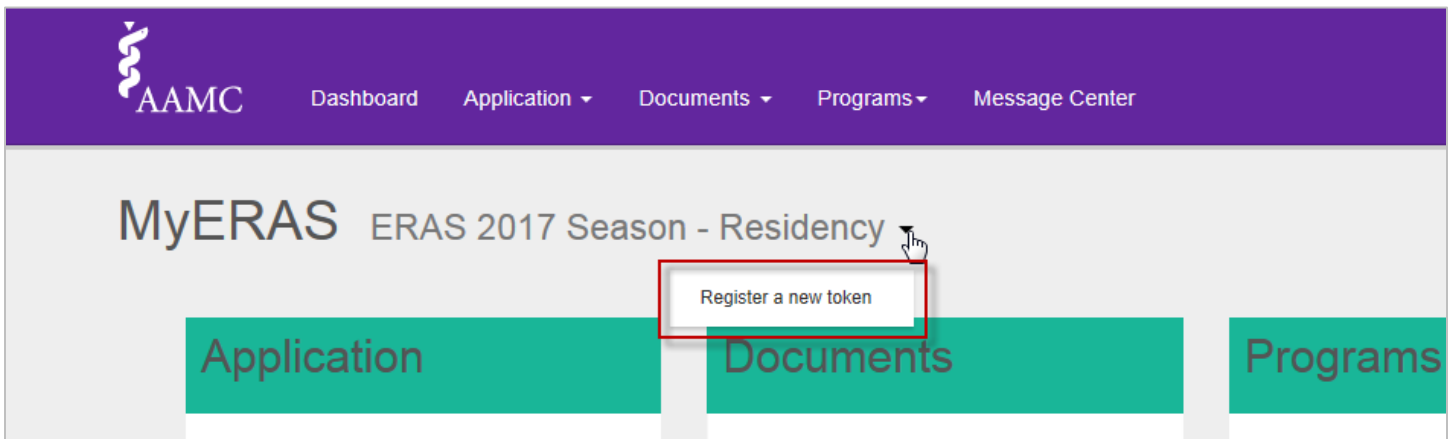
Note: Registration with ERAS does not register you for any established Match. ERAS is a separate entity and does not provide matching services. If you intend to participate in a Match, you must contact that organization for registration, eligibility and participation information (AOA, Military, NRMP, San Francisco or Urology).

How to register for MyERAS

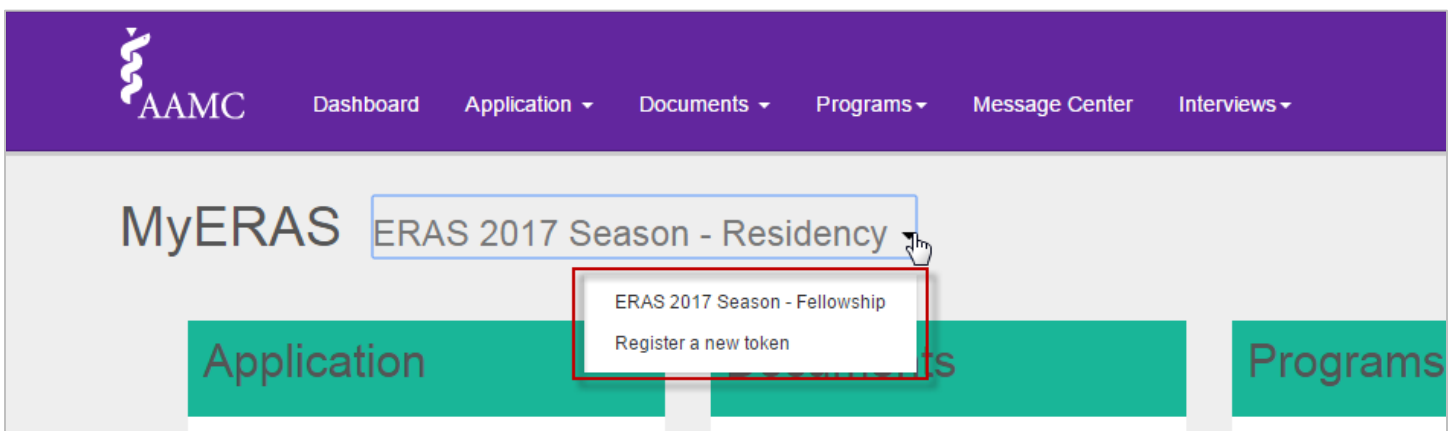
1. Go to <https://apps.aamc.org/myeras-web>.
2. Sign-in with your AAMC Account or register for an AAMC account if you do not have one.
3. Enter your valid ERAS token and select *Continue*.
4. Complete your Medical School Graduation Information, review and agree to the AAMC Policy Notice and select *Continue*.
5. Review your information and select *Continue*, if correct.

Dual Applicants

If you are applying for a residency and fellowship position during a single ERAS season, you will be able to register both a residency token and fellowship token. Once you have registered your first token (residency or fellowship) and are logged into MyERAS, there will be a drop-down option at the top of the page that allows you to register your second token. Selecting this option will take you to the token entry page where you can repeat steps 3-5 above.



After you have registered both tokens, you will login to MyERAS using a single AAMC Account and be able to switch between your fellowship and residency application.



Dashboard

This area provides a snapshot of the progress of the various statuses in MyERAS.

| Application | |
|--|---|
| <i>Status</i> | Description |
| <i>Incomplete</i> | Status until the section has been saved for the first time and all required fields have been completed. |
| <i>Saved</i> | Section has been saved at least once |
| After certifying and submitting the MyERAS application: | |
| <i>Update Personal Information</i> | Link to the <i>Personal Information</i> section. It is essential to keep this information up-to-date throughout the application process. |
| <i>Application Released to Designated Dean's Office</i> | If needed, update the selection which grants permission for the Designated Dean's Office to view the applicant's MyERAS application. |
| Documents | |
| <i>Uploaded but Unassigned LoRs</i> | Count of LoRs that have been uploaded but are not assigned to any programs, highlighting that assignments may need to be made. |
| <i>Unassigned Personal Statements</i> | Count of <i>Personal Statements</i> that have been saved but are not assigned to any programs, highlighting that assignments may need to be made. |
| <i>Latest USMLE Request Status</i> | <ul style="list-style-type: none"> • Current status of the latest request made to NBME or ECFMG (for IMG Residency) after at least one program has been applied to with the USMLE transcript assigned. • Includes link to Additional Documents section where the report containing the status for all requests can be viewed. |
| <i>Latest COMLEX-USA Request Status</i> | <ul style="list-style-type: none"> • Current status of the latest request made to NBOME after at least one program has been applied to with the <i>COMLEX-USA transcript</i> assigned. • Includes link to <i>Additional Documents</i> section where the report containing the status for all requests can be viewed. |
| <i>Status of Additional Documents:</i> <i>MSPE, MS Transcript, PTAL (IMG only), ECFMG Status Report (IMG only), and Photo</i> | Status of all other applicable documents as either <i>Not Uploaded</i> or <i>Uploaded</i> . |

| Programs | |
|----------------------------|---|
| Saved Programs | Count of programs currently saved. |
| <i>Programs Applied To</i> | Count of programs currently applied to. |

Application

This area contains the form used to complete the MyERAS application. Applicants do not have to complete the entire application at one time and it can be complete in any order that works best for them.

General

- MyERAS does not allow applicants to customize or personalize the information within the MyERAS application form for individual programs. Applicants only have one MyERAS application that will be sent to all programs applied to in MyERAS.
- Applicants may customize the assignment of specific ERAS documents, such as *Personal Statements* and *LoRs*, for individual programs or groups of programs in the same specialties.
- Applicants are not required to complete their MyERAS application in one sitting and are advised to take their time working on each section as desired.
- Information in each section of the MyERAS application can be stored individually.
- Applicants may change information in their MyERAS application at any time **prior to** certifying and submitting.

MyERAS Worksheet

- The MyERAS worksheet contains every field in the online MyERAS application and is intended to provide an opportunity to prepare for the actual MyERAS application.
- Applicants will still need to complete their MyERAS application online.
- You may access this blank worksheet from the *Dashboard* tab in MyERAS under *Resources* or from the [Tools for Residency Applicants](#) page on our website.

Support and guidance while completing your application

- The ERAS HelpDesk is available to assist all applicants with technical support regarding inquires and issues related to the MyERAS web application.
- Residency applicants seeking guidance in completing the content of the MyERAS application or relevant documents are advised to use their best judgment and reach out to their Designated Dean's Office for further advice.

Keeping the Personal Information up-to-date

- We recommend that you complete as much of your Personal Information as soon as possible.
- Personal Information is very important to the programs to which applicants have applied to; therefore, it is essential that this information is kept up-to-date throughout the application season.
- If updates are made after programs have been applied to, they will be available to programs after clicking *Save Personal Information*.

Certifying and submitting your application

- Certifying and submitting the MyERAS application is a one-time action that cannot be reversed or undone as it will lock on submission to ensure that all programs receive the same copy of the applicant's application.
- A few things to keep in mind before submitting the MyERAS application:
 - All required fields denoted by a red asterisk (*) must be completed and saved.
 - It is important to carefully review the entire MyERAS application before certifying and submitting to ensure everything is complete and correct.
 - Use the Application section on the Dashboard to locate high-level omissions (e.g., major sections that were not saved).
 - The MyERAS application does not include a spell or grammar check feature.
 - You cannot apply to programs until your application has been certified and submitted.
 - Once you have submitted your MyERAS application, you will not be able to make any changes or updates outside of the information provided under the Personal Information section. There are no exceptions.



Note: When you click *Submit* on the final screen of the certify and submit process, a final message will appear that reads:


Once you have certified and submitted your application, it will be irrevocably locked and no changes will be permitted. Your application, once certified and submitted, is provided to all programs to which you apply during this ERAS season. Please take the additional time to proofread your application for any errors or omissions.

Viewing Your MyERAS Application

- The MyERAS application can be viewed as a PDF version of the information entered in MyERAS by selecting *View/Print MyERAS Application* located in the *Application* tile on the Dashboard and in the top-right area of every page under the *Application* section.
- This allows Applicants to see how the contents of the MyERAS application will be displayed to programs.
 - PDF version of the MyERAS applications is displayed in APA format to programs.

Viewing the Curriculum Vitae (CV)

- The *Curriculum Vitae* (CV) populates the information you entered in the application section of MyERAS. The CV is nothing more than the MyERAS application formatted differently for the benefit of those programs that prefer to view applications in a CV format.

| Personal Information | |
|---|--|
|  Note: This section of the application should be kept up-to-date throughout the application season. | |
| <i>Contact Information</i> | <p>Applicants will enter their basic contact information such as names, contact numbers and email address.</p> <p>It may take a few minutes for an updated email to be reflected in MyERAS.</p> |
| <i>Address</i> | <p><i>Current Mailing Address</i> should be used to provide the applicant’s most current address to programs throughout the application season.</p> <p><i>Permanent Address*</i> should be used to provide the applicant’s most reliable address to programs throughout the application season.</p> <p>* Permanent address cannot be updated after the application has been certified and submitted.</p> |
| <i>Citizenship Information</i> | <p>Applicants should make these selections based on their current US citizenship status.</p> <p>Selections that are not marked as required (not denoted with a <i>*</i>) in this section, are collected in accordance with the <i>AAMC Self-Identification of Citizenship Data Collection Standard</i>.</p> |
| <i>Match Information</i> | <p>Applicants should make these selections to indicate their intentions to participate individually or as a couple, with all matching services applicable to them for the current season.</p> <p>Match information is collected for the NRMP® Match, NMS® Match (D.O. applicants only) and the Urology Match.</p> |
| <i>Additional Information</i> | <p><i>Exam transcript IDs</i> - Applicants must enter their USMLE ID and NBOME ID (D.O. applicants only) in order to send their USMLE and/or COMLEX-USA exam scores to programs.</p> <p><i>AOA Member Number</i> (DO applicants only) – Applicants may enter this information, if applicable.</p> <p><i>Life Support Certifications</i> – If applicable, applicants should indicate their current status and expiration date for:</p> <ul style="list-style-type: none"> • <i>Advanced Cardiac Life Support (ACLS)</i> • <i>Pediatric Advanced Life Support (PALS)</i> • <i>Basic Life Support (BLS)</i> <p><i>Honor Societies</i> - If applicable, applicants should indicate their current status in:</p> <ul style="list-style-type: none"> • <i>Sigma Sigma Phi (SSP)</i> (DO applicants only) |

| | |
|--|---|
| | <ul style="list-style-type: none">• <i>Alpha Omega Alpha (AOA)</i> (MD applicants only)• <i>Gold Humanism Honor Society (GHHS)</i> |
|--|---|

| Biographical Information | |
|-------------------------------|---|
| <i>General</i> | Applicants may enter biographical information that includes <i>Gender, Birth Place</i> and <i>Birth Date</i> . |
| <i>Self-Identification</i> | Applicants may indicate to programs how they self-identify. If you prefer not to self-identify, please ignore this section. Applicants who reside in the European Union are not to answer this question. |
| <i>Language Fluency</i> | Applicants must enter the language(s) that they speak, including <i>English Proficiency</i> for each language must also be indicated. |
| <i>Military Information</i> | Applicants must indicate any US military active duty service obligations or deferments including the <i>Branch</i> and <i>Number of Years Remaining</i> , if applicable. Any other service obligations (i.e. military reserves, public health/state programs, etc.) should also be indicated and described in the associated text field. |
| <i>Additional Information</i> | Applicant may enter any hobbies and/or interests. |
| Education | |
| <i>Higher Education</i> | Applicants can enter information regarding the institution, degree and dates of attendance for each undergraduate and graduate school attended. If an applicant does not have at least one entry to enter, they must select <i>None</i> . |
| <i>Medical Education</i> | Applicants must complete information regarding the Institution, Degree and dates of attendance for each medical school attended. The entry for an applicant's medical school of graduation must be completed at a minimum. |
| <i>Additional Information</i> | Applicants may enter information about their membership in honorary and/or professional societies. Additional information about medical school and other awards/accomplishments can also be entered here. |
| Experience | |
| <i>Training</i> | Applicants must enter each current or prior D.O. internship, D.O. residency, D.O. residency, M.D. residency and/or M.D. residency in which you have trained, regardless of the length of time spent in the training. If an applicant does not have at least one entry to enter, they must select <i>None</i> . |
| <i>Experience</i> | Applicants must enter each <i>Clinical and Teaching</i> experience as <i>Work</i> experiences, and all unpaid extra-curricular activities and committees served |

| | |
|---|--|
| | as <i>Volunteer</i> experiences. If an applicant does not have at least one entry to enter, they must select <i>None</i> . |
| <i>Additional Questions</i> | Applicants must indicate if their medical education was extended or interrupted and provide details when <i>Yes</i> is selected. |
| Licensure | |
| <i>State Medical Licenses</i> | Applicants must enter each <i>State Medical License</i> . If an applicant does not have at least one entry to enter, they must select <i>None</i> . |
| <i>Additional Questions</i> | Applicants must answer questions concerning medical license status, malpractice cases, misdemeanor, or felony convictions. Additionally, board certification* and <i>DEA Registration</i> information can be entered here as well. *Board certification is a voluntary process that a physician undergoes to assure the public that he or she has successfully completed an approved educational program and the appropriate examinations to practice in a particular specialty or sub-specialty. |
| Publications | |
| <i>Publications</i> | Applicants must enter each publication under the predetermined publication types designated by the programs. Publication types available are: <ul style="list-style-type: none"> • <i>Peer Reviewed Journal Articles/Abstracts</i> • <i>Peer Reviewed Journal Articles/Abstracts (Other than Published)</i> • <i>Peer Reviewed Book Chapter</i> • <i>Scientific Monograph</i> • <i>Other Articles</i> • <i>Poster Presentation</i> • <i>Oral Presentation</i> • <i>Peer Reviewed Online Publication</i> • <i>Non-Peer Reviewed Online Publication</i> <p>If an applicant does not have at least one entry to enter, they must select <i>None</i>.</p> |
| Certify and Submit | |
| <i>Review Application</i> | The applicant’s MyERAS application is presented here for a final review. Applicants should take this opportunity to ensure there are no omissions or inaccuracies before certifying and submitting their MyERAS application. |
| <i>MSPE (Dean’s Letter)/MS Transcript (IMGs Only)</i> | IMG residency applicants must indicate in MyERAS if they themselves or their medical school will provide a <i>MS Transcript</i> to the ERAS Documents office at |

| | |
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| | <p>ECFMG. Instructions for submission can be found here: http://www.ecfm.org/eras/applicants-documents-index.html.</p> <p>If an applicant previously answered these questions on the Additional Documents page, their response will be displayed and they will have an opportunity to modify their responses if needed before they certify and submit their application.</p> <p>If an applicant did not previously answered these questions, they will need to do so before they certify and submit their application.</p> |
| <i>MyERAS Application Release</i> | <p>Applicants must indicate whether they would like to grant their DDO permission to view their application once certified and submitted. This selection can be changed from the <i>Application</i> tile on the <i>Dashboard</i> at any time during the application season.</p> |
| <i>Certify and Submit</i> | <p>Applicants will be required to acknowledge the certification statement and enter their account password to complete the submission process.</p> |

Documents

Within your MyERAS account, applicants may create personal statement(s); identify the people who will write their letters of recommendation (LoRs); authorize the release their COMLEX-USA and/or USMLE transcripts; and manage various documents. Applicants may also assign most documents to their programs, and subsequently track the status of these along with any additional ERAS documents.

General

- Each program sets individual requirements for the ERAS documents that should be submitted with the MyERAS application. Applicants should research programs individually to determine those requirements **before** making document assignments.
- Documents can be assigned “by document” to your full list of saved and applied to programs through the sections under *Documents*.
- Each ERAS document has different guidelines and/or restrictions for being uploaded into the ERAS system and assigned to programs. Please review the information below for the specific guidelines and/or restrictions of each document.
- Any document not listed below is not considered an ERAS Document. A program may request materials in addition to those outlined below to assist in its decision-making; however, these materials must be transmitted outside of ERAS.



Note for D.O. Applicants: Consider whether you will apply to ACGME and/or AOA-accredited programs. The COMLEX-USA transcript can be assigned to both ACGME-accredited and AOA-accredited programs but the USMLE transcript can only be assigned to ACGME-accredited programs. If you apply to ACGME-accredited programs, please be sure to request transcripts for all licensure examinations you have taken (i.e., USMLE, COMLEX-USA examinations) and assign to those programs. If you only apply to AOA-accredited programs, you only need to request your COMLEX-USA transcript.





Note for IMG Applicants: ECFMG’s [On-line Applicant Status and Information System \(OASIS\)](#) allows applicants to upload certain document types themselves. A link to [OASIS](#) is available within MyERAS on the *Additional Documents* page but support for OASIS can only be provided by the ECFMG.













Personal Statements


About the Personal Statement

Personal Statement(s) may be used to personalize the application to a specific program or to different specialties.

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| <p><i>Creating the Personal Statement</i></p> | <p>Applicants create their own <i>Personal Statements</i> within MyERAS from the <i>Personal Statements</i> section listed under <i>Documents</i>.</p> <ul style="list-style-type: none"> • Each must contain a <i>Personal Statements Title</i> and the <i>Personal Statement Content</i>. The title will only be visible to the applicant in order to help them correctly assign it to programs and the content will be visible to both the applicant and the applied to programs it is assigned to. • The personal statement is limited to 28,000 characters, which include letters, numbers, spaces and punctuation marks. • There is not a limit to how many personal statements applicants can create. • <i>Personal Statements</i> created outside of MyERAS should be done in a plain text word processing application such as Notepad (for Windows users) or SimpleText (for Mac Users). • <i>Personal Statements</i> created in word processing applications not using plain text may contain hidden and invalid formatting. <p> Note: There are a number of websites that provide examples of <i>Personal Statements</i>. Do not copy any information from these sites and use them in your <i>Personal Statements</i> without giving credit to the author. This is considered plagiarism.</p> <ul style="list-style-type: none"> – 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. |
| <p><i>Formatting the Personal Statement</i></p> | <p>When creating a <i>Personal Statement</i> within MyERAS, the following formatting options will be available:</p> <ul style="list-style-type: none"> • Bold • Italic • Underline • Strikethrough • Bullets • Numbering • Align Left • Center • Align Right • Increase Indent • Decrease Indent • Insert hyperlink |

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| | <p> Note: Personal statements created outside of MyERAS should be done in a plain text word processing application such as Notepad (for Windows users) or SimpleText (for Mac Users). Personal statements created in word processing applications not using plain text may contain hidden and potentially invalid formatting.</p> |
| <i>Previewing the Personal Statement</i> | <p>After entering the <i>Personal Statement</i> title and content, applicant will have the opportunity to preview their <i>Personal Statement</i> before saving it. This preview allows applicant to view their <i>Personal Statement</i> just as the programs will view it, including the number of pages.</p> |
| <i>Reviewing/Editing the Personal Statement</i> | <p>Applicants are responsible for reviewing their <i>Personal Statements</i> before assigning them to programs.</p> <ul style="list-style-type: none"> • The <i>Preview/Print</i> option under the Actions column will allow applicants to view and/or print their personal statement. • <i>Personal Statements</i> can be edited at any point during the application season – even when assigned to programs that have been applied to. • <i>Personal Statements</i> that have been edited will be reflected on the programs’ side by an updated status containing the date of the updated version but programs are not guaranteed to view or review updated versions of <i>Personal Statements</i>. |
| <i>Assigning the Personal Statement</i> | <p>Applicants may designate the assignment of one (1) personal statement for each program.</p> <ul style="list-style-type: none"> • <i>Personal Statements</i> can be assigned to any saved or applied to programs from the <i>Personal Statements</i> page by selecting <i>Assign</i> under the Actions column of the intended personal statement. • When assigning by personal statement, programs listed with a disabled checkbox already have the selected personal statement currently assigned. • When assigning by personal statement, applicants should review any <i>Personal Statements</i> that are listed under the <i>Assigned Personal Statement</i> column before making selections or changes. • <i>Personal Statements</i> can be assigned by program using the <i>Assign</i> option under the Actions column on both the <i>Saved Programs</i> and <i>Programs Applied To</i> pages. • Changes to personal statement assignments can be made throughout the application season but programs are not guaranteed to view or review newly assigned <i>Personal Statements</i>. • A personal statement cannot be assigned to programs that are closed. |
| <h2>Letters of Recommendation (LoRs)</h2> | |
| <i>About LoRs</i> | <p>LoRs must be uploaded through the ERAS Letter of Recommendation Portal by the <i>LoR Author</i>. It is the applicant’s responsibility to follow up with <i>LoR Authors</i> regarding LoRs.</p> |


| <p><i>Creating LoR Entries</i></p> | <p>Applicants must create a separate LoR entry for each LoR that they intend to use during the application season.</p> <ul style="list-style-type: none"> Each LoR entry created can contain an <i>Author Name*</i>, <i>Author Title/Department*</i>; <i>Specialty to which the letter will be assigned</i>; <i>Program Director/Department Chair</i> selection; and <i>waive right to view*</i> selection. *denotes a required field The <i>Specialty to which this letter will be assigned</i> field allows applicants to label LoR entries that they intend on assigning to programs of specific specialties. This field will only be viewable to applicants, their Designated Dean’s Office and the <i>LoR Author – not programs</i>. The optional <i>Program Director</i> selection should only be made for LoR entries that are written by <i>LoR Authors</i> who are a Program Director in a current or previous residency or fellowship where the applicant trained. This selections should only be used by Residents and Fellows. It does not apply to rising seniors. The optional <i>Department Chair</i> selection should only be made for LoR entries that are written by <i>LoR Authors</i> who are a Department Chair where the applicant completed a clerkship training. Group departmental letters must be signed by the team composing the letter. Applicants must indicate whether they waive their right to view the LoR for each LoR entry created. Applicants who waive their right to view a LoR are not permitted to view or obtain the LoR under any circumstances. For each saved LoR entry, icons will display next to the <i>LoR Author Name – Title/Department</i> in the LoR Information column to represent the following applicant selections: <table border="1" data-bbox="500 1192 1513 1528"> <thead> <tr> <th>Icon</th> <th>Hover Text</th> </tr> </thead> <tbody> <tr> <td></td> <td>You indicated that this <i>LoR Author</i> is a program director in a current/previous residency or fellowship where you trained.</td> </tr> <tr> <td></td> <td>You indicated that this <i>LoR Author</i> is a department chair where you completed your clerkship training.</td> </tr> <tr> <td></td> <td>You waived your right to view this LoR.</td> </tr> <tr> <td></td> <td>You did not waive your right to view this LoR.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Only LoR entries that are <i>Not Confirmed for Upload</i> can be edited or deleted. Errors in any LoR entries that have been <i>Confirmed for Upload</i> can only be corrected through creating a new LoR entry. | Icon | Hover Text |  | You indicated that this <i>LoR Author</i> is a program director in a current/previous residency or fellowship where you trained. |  | You indicated that this <i>LoR Author</i> is a department chair where you completed your clerkship training. |  | You waived your right to view this LoR. |  | You did not waive your right to view this LoR. |
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| Icon | Hover Text | | | | | | | | | | |
|  | You indicated that this <i>LoR Author</i> is a program director in a current/previous residency or fellowship where you trained. | | | | | | | | | | |
|  | You indicated that this <i>LoR Author</i> is a department chair where you completed your clerkship training. | | | | | | | | | | |
|  | You waived your right to view this LoR. | | | | | | | | | | |
|  | You did not waive your right to view this LoR. | | | | | | | | | | |
| <p><i>Confirming LoR Entries</i></p> | <p>Applicants must confirm a LoR entry before an associated Letter ID can be generated. LoR entries can only be confirmed on the Letters of Recommendation page.</p> <p>To Confirm LoR(s):</p> <ol style="list-style-type: none"> Mark the checkbox for the LoR entry/entries that need to be confirmed | | | | | | | | | | |



 **Note:** Checkboxes can be marked individually or all at once by marking the 'select all' checkbox at the top of the column

2. Click Confirm at the top of the page to the right of the LoR selection count

3. Enter the MyERAS password and click Confirm to complete the process

- LoR entries can only be confirmed on the *Letters of Recommendation* page by either:
 - Selecting individual entries and selecting *Only checked* in the *Confirm* dropdown menu, then entering the MyERAS password to complete the process.
 - Selecting multiple entries by selecting *All on this page* or *All Records* in the *Confirm* dropdown menu, then entering the MyERAS password to complete the process.
- Once a LoR entry has been *Confirmed for Upload*, a Letter ID will be generated and the option to *Print Letter Request Form* will become available under the Actions column.
- The Letter Request Form is a PDF that includes the following:
 - *LoR Author Details* (as you entered them)
 - ▷ *LoR Author Name*
 - ▷ *LoR Author Title/Department*
 - ▷ *Program Director/Department Chair Indicator* (If applicable)
 - *Applicant Details*
 - ▷ *Full Name*
 - ▷ *Preferred Name* (If entered)
 - ▷ *Contact Information*
 - ▷ *AAMC ID*
 - ▷ *ERAS Letter ID*
 - ▷ *Specialty to which this letter will be assigned*
 - *Waiver Indicator* for rights to see the letter
 - *Letter of Recommendation Portal Instructions*

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| <p><i>Uploading LoRs</i></p> | <p>The <i>Letter ID</i> contained in the <i>LoR Request</i> form must be used to upload the associated LoR through the Letter of Recommendation Portal (LoRP).</p> <ul style="list-style-type: none"> • An accurate and valid Letter ID must be used in order upload each LoR through LoRP for each associated LoR entry. • Only LoR entries that have been <i>Confirmed for Upload</i> with the <i>right to view NOT waived</i> may be uploaded by the applicant. • All LoRs uploaded into the ERAS system will be watermarked with the full name on the AAMC Account of the uploader along with the date and time they were uploaded. • Applicants will receive an email notification to the email address entered in the <i>Personal Information</i> section that alerts them to when a LoR has been uploaded. • Once a LoR has been uploaded, the associated Status will update to <i>Uploaded</i> and the option to <i>Assign</i> will become available under the Actions column. <p> Note: <i>Letter Request Forms</i> should not be duplicated and distributed to multiple <i>LoR Authors</i>. They are customized for each letter and contain a unique <i>Letter ID</i> that can only be used once.</p> |
| <p><i>Assigning LoRs</i></p> | <p>Applicants may designate the assignment of up to four (4) LoRs to each program.</p> <ul style="list-style-type: none"> • Only LoRs that have been uploaded can be assigned to programs. • LoRs assignments to programs that have been applied to cannot be changed. • LoRs can be assigned to any saved or applied to programs from the Letters of Recommendation page by selecting <i>Assign</i> under the Actions column of the intended LoR. • When assigning by LoR, programs listed with a disabled checkbox already have the maximum number of four (4) LoRs currently assigned. • When assigning by LoR, applicants should review any LoRs that are listed under the LoRs Assigned column before making selections or changes. • When assigning by LoR, applicants will not be able to make selections for programs with a status of <i>Withdrawn</i>. • LoRs can be assigned by program using the <i>Assign</i> option under the Actions column on both the <i>Saved Programs</i> and <i>Programs Applied To</i> pages. • LoR assignments can be made throughout the application season to any programs that do not have the maximum number of four (4) LoRs currently assigned but programs are not guaranteed to view or review newly assigned LoRs received after initial application to their program. • Once the maximum number of four (4) LoRs have been assigned to any given applied to program, additional LoR assignments cannot be made during the application season. • A LoR cannot be assigned to programs that are closed. |

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| <p><i>About the USMLE Transcript</i></p> | <p>The <i>USMLE transcript</i> is required by many M.D. residency programs as part of an application to be considered for their positions.</p> <ul style="list-style-type: none"> • Applicants should research programs individually for requirements related to the <i>USMLE transcript</i> (i.e. minimum scores). • The NBME and the ECFMG receives and fulfills all USMLE requests for US and IMG residency applicants, respectively. <p> Note: If applicable, passing NBME Part scores will be sent to designated programs by mail. For students/graduates of international medical schools, passing NBME Part results will be included in your ECFMG status report, provided you were certified by ECFMG based on these examinations</p> <p> Note: FLEX scores are not available through ERAS. For FLEX scores, applicants will need to contact the Federation of State Medical Boards at www.fsmb.org. For students/graduates of international medical schools, your passing FLEX result (FLEX weighted average) will be included in your ECFMG status report, provided you were certified by ECFMG based on FLEX.</p> |
| <p><i>Authorizing the Release for the USMLE Transcript</i></p> | <p>Applicants must authorize the release of their <i>USMLE transcript</i> and assign it to the programs they designate.</p> <ul style="list-style-type: none"> • Applicants must authorize the NBME or ECFMG (for IMG Residency) to release their <i>USMLE transcript</i> by selecting <i>Authorize Release</i> under the Actions column; entering or confirming their USMLE ID; selecting <i>Yes</i>; and selecting <i>Save</i>. • Applicants who select <i>No</i> to authorizing the release of their <i>USMLE transcript</i> may update their answer to <i>Yes</i> anytime throughout the application season; however, once <i>Yes</i> is selected at any time, the selection cannot be changed. |
| <p><i>Assigning the USMLE Transcript</i></p> | <p>Applicants must make assignments and apply to programs in order to send requests to NBME or ECFMG (for IMG Residency) indicating which programs they designated their <i>USMLE transcript</i> be sent to.</p> <ul style="list-style-type: none"> • Applicants must authorize the release of their USMLE transcript in order to assign the <i>USMLE transcript</i> to the programs they designate. • The USMLE transcript can only be assigned to ACGME-accredited programs. • The <i>USMLE transcript</i> can be assigned to saved or applied to programs from the <i>Additional Documents</i> page by selecting <i>Assign</i> under the Actions column for the <i>USMLE transcript</i>. • When assigning by <i>USMLE transcript</i>, programs listed with a disabled checkbox already have the <i>USMLE transcript</i> assigned and have been applied to. • The <i>USMLE transcript</i> can be assigned by program using the <i>Assign</i> option under the Actions column on both the <i>Saved Programs</i> and <i>Programs Applied To</i> pages. • Once the <i>USMLE transcript</i> is assigned to an applied program, it cannot be unassigned. • The USMLE cannot be assigned to programs that are closed. |

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| | <ul style="list-style-type: none"> • |
| <p><i>Paying for the USMLE Transcript</i></p> | <p>The NBME or ECFMG (for IMG Residency) charges a fee of \$80 for transmitting <i>USMLE transcripts</i> to the programs designated by applicants.</p> <ul style="list-style-type: none"> • This is a flat fee assessed once per application season regardless of the number programs the <i>USMLE transcript</i> is requested for. • The transcript fee will be included in the first invoice shown when applying to programs that have the USMLE assigned to at least one of those programs. Once paid, the USMLE transcript fee will not appear as part of any future invoices. • This fee cannot be paid prior to applying to programs. |
| <p><i>Viewing the USMLE Requests Status Report</i></p> | <p>Applicants can view the USMLE Requests Status Report to track the status of their USMLE requests by program.</p> <ul style="list-style-type: none"> • Each row will show a program and the status of the request to the NBME or ECFMG (for IMG Residency) that it was included in. • Possible statuses include: <ul style="list-style-type: none"> – <i>Processing Request</i> – request is being processed by the NBME or ECFMG (for IMG Residency). – <i>Successful</i> - A transcript was received from the NBME or ECFMG (for IMG Residency). <ul style="list-style-type: none"> ▷ NBME score history only, no USMLE score history. If applicable, passing NBME Part scores will be sent to designated programs by mail. – <i>Not Matched</i> - The NBME or ECFMG (for IMG Residency) was not able to match the applicant information provided in MyERAS. Applicants should verify that the following information was correctly entered under the <i>Personal Information</i> section of their MyERAS application: <ul style="list-style-type: none"> ▷ <i>First Name</i> ▷ <i>Last Name</i> ▷ <i>USMLE ID</i> ▷ <i>Date of birth</i> ▷ <i>Last 4 digits of SSN</i> – <i>No Scores</i> - The NBME or ECFMG (for IMG Residency) does not have any reportable exam scores information on the applicant at this time. The possible reasons include: <ul style="list-style-type: none"> ▷ Scores have not been reported yet. ▷ Applicant has registered but not yet taken the exam. ▷ Non-candidate score history only (scores are not reported) ▷ FLEX history only (FSMB must be contacted) ▷ Applicant is certified on previous examinations but has requested the <i>USMLE transcript</i>. |

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| | <ul style="list-style-type: none"> – For further assistance with “No Score” or “Not Matched” statuses, applicants should contact the NBME or ECFMG (for IMG Residency) for more information regarding their transcript request(s). • Once the request has been fulfilled by the NBME or ECFMG (for IMG Residency) and ERAS has successfully received the <i>USMLE transcript</i>, the <i>Transmission Status</i> will update to <i>Successful</i>; the date and time will populate under the <i>Most Recent Successful Request Date</i>; and the <i>Scores Included</i> (i.e. <i>Step 1</i>) along with the associated Exam Date for each exam step will populate under the respective columns. • Any subsequent requests for a program sent to the NBME or ECFMG (for IMG Residency) after selecting <i>Resend My Scores</i> will be reflected under the <i>Most Recent Request Date</i> and <i>Transmission Status</i>. • Once any subsequent requests for a program have been fulfilled by the NBME or ECFMG (for IMG Residency) and ERAS has successfully received the latest <i>USMLE transcript</i>, the <i>Transmission Status</i> will update to <i>Successful</i>; the latest date and time will populate under the <i>Most Recent Successful Request Date</i>; and the <i>Scores Included</i> along with the associated <i>Exam Date</i> for each exam step, will be updated to include any recently released exam steps (if available) under the respective columns. |
| <p><i>Resending New Scores</i></p> | <p>Applicants must take action in MyERAS to resend USMLE scores to programs previously designated to receive them</p> <ul style="list-style-type: none"> • To resend their <i>USMLE transcript</i> to programs (i.e. new scores were released by the NBME or ECFMG), applicants should select the <i>Resend My Scores</i> option under the <i>Actions</i> column on the <i>Additional Documents</i> page and confirm their selection. • Applicants can retransmit their <i>USMLE transcript</i> beginning the day their new score is available with the NBME or ECFMG (for IMG Residency). • An updated <i>USMLE transcript</i> cannot be transmitted to only a subset of programs; the USMLE transcript will be sent to every program that previously received it. • Applicants can select <i>Resend My Scores</i> only ONCE a day – this option will be disabled for 24 hours after each request to resend scores is made. • New exam steps included can be verified in the <i>USMLE transcript Request Report</i> once the request’s <i>Transmission Status</i> becomes <i>Successful</i>. |

COMPLEX-USA Transcript (D.O. Applicants Only)


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| <p><i>About the COMLEX-USA Transcript</i></p> | <p>The <i>COMLEX-USA transcript</i> is required by many AOA-accredited and ACGME-accredited residency programs as part of a D.O. applicant’s application to be considered for their positions.</p> <ul style="list-style-type: none"> • Applicants should research programs individually to verify their requirements related to the <i>COMLEX-USA transcript</i> (i.e. minimum scores). • The National Board of Osteopathic Medical Examiners (NBOME) receives and fulfills all COMLEX-USA requests from residency applicants applying through MyERAS. |
| <p><i>Authorizing the Release for the COMLEX-USA Transcript</i></p> | <p>Applicants must authorize the release of their <i>COMLEX-USA transcript</i> in order to make assignments of the <i>COMLEX-USA transcript</i> to the programs they designate.</p> <ul style="list-style-type: none"> • Applicants must authorize the NBOME to release their <i>COMLEX-USA transcript</i> by selecting <i>Authorize Release</i> under the Actions column; entering or confirming their NBOME ID; selecting <i>Yes</i> or <i>No</i>; and selecting <i>Save</i>. • Applicants who select <i>No</i> to authorizing the release of their <i>COMLEX-USA transcript</i> may update their answer to <i>Yes</i> anytime throughout the application season; however, once <i>Yes</i> is selected at any time, the selection cannot be changed. |
| <p><i>Assigning the COMLEX-USA Transcript</i></p> | <p>Applicants must make assignments and apply to programs in order to send requests to NBOME indicating which programs they designated their <i>COMLEX-USA transcript</i> be sent to.</p> <ul style="list-style-type: none"> • Applicants must authorize the release of their <i>COMLEX-USA transcript</i> in order to make assignments of the <i>COMLEX-USA transcript</i> to the programs they designate. • The COMLEX-USA transcript can be assigned to AOA-accredited and ACGME-accredited programs. • The <i>COMLEX-USA transcript</i> can be assigned to any saved or applied to programs from the <i>Additional Documents</i> page by selecting <i>Assign</i> under the Actions column for the <i>COMLEX-USA transcript</i>. • When assigning by <i>COMLEX-USA transcript</i>, programs listed with a disabled checkbox already have the <i>COMLEX-USA transcript</i> assigned and have been applied to. • The <i>COMLEX-USA transcript</i> can be assigned by program using the <i>Assign</i> option under the Actions column on both the <i>Saved Programs</i> and <i>Programs Applied To</i> pages. • Once the COMLEX-USA is assigned to a program that has been applied to, it cannot be unassigned. • The COMLEX-USA cannot be assigned to programs that are closed. |

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| <p><i>Paying for the COMLEX-USA Transcript</i></p> | <p>The NBOME charges a fee of \$80 for transmitting <i>COMLEX-USA transcripts</i> to the programs designated by applicants.</p> <ul style="list-style-type: none"> • This is a fixed fee assessed one time per application season regardless of the number programs the <i>COMLEX-USA transcript</i> is requested for. • The transcript fee will be included in the first invoice shown when applying to programs that has the COMLEX-USA assigned to at least one of those programs. Once paid, the COMLEX-USA transcript fee will not appear as part of any future invoices. • This fee cannot be paid prior to applying to programs. |
| <p><i>Viewing the COMLEX-USA Requests Status Report</i></p> | <p>Applicants can view the COMLEX-USA Requests Status Report to track the status of their COMLEX-USA requests by program.</p> <ul style="list-style-type: none"> • Each row will show a program and the status of the request to the NBOME that it was included in. • Possible statuses include: <ul style="list-style-type: none"> – <i>Processing Request</i> – request is being processed by the NBOME. – <i>Successful</i> - A transcript was received from the NBOME. – <i>Not Matched</i> - The NBOME was not able to match the applicant information provided in MyERAS. Applicants should verify the following information was correctly entered under the <i>Personal Information</i> of their MyERAS application: <ul style="list-style-type: none"> ▷ <i>First Name</i> ▷ <i>Last Name</i> ▷ <i>NBOME ID</i> ▷ <i>Date of birth</i> ▷ Last 4 digits of SSN – <i>No Scores</i> - The NBOME does not have any reportable exam scores information on the applicant at this time. The possible reasons include: <ul style="list-style-type: none"> ▷ Scores have not been reported yet. ▷ Applicant has registered but not yet taken the exam. ▷ Non-candidate score history only (scores are not reportable) ▷ Applicant is certified on previous examinations but has requested the <i>COMLEX-USA transcript</i>. – For further assistance with “No Score” or “Not Matched” statuses, please contact the NBOME for more information regarding your transcript request. • Once the request has been fulfilled by the NBOME and ERAS has successfully received the <i>COMLEX-USA transcript</i>, the Transmission Status will update to <i>Successful</i>; the date and time will populate under the Most Recent Successful Request Date; and the Scores Included (i.e. <i>Step 1</i>) along with the associated Exam Date for each exam step will populate under the respective columns. |

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| | <ul style="list-style-type: none"> Any subsequent requests for a program sent to the NBOME after selecting <i>Resend My Scores</i> will be reflected under the <i>Most Recent Request Date</i> and <i>Transmission Status</i>. Once any subsequent requests for a program have been fulfilled by the NBOME and ERAS has successfully received the latest <i>COMLEX-USA transcript</i>, the <i>Transmission Status</i> will update to <i>Successful</i>; the latest date and time will populate under the <i>Most Recent Successful Request Date</i>; and the <i>Scores Included</i> along with the associated <i>Exam Date</i> for each exam step, will be updated to include any recently released exam steps (if available) under the respective columns. |
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| <i>Resending New Scores</i> | <p>Applicants must take action in MyERAS to resend <i>COMLEX-USA Scores</i> to programs previously designated to receive them</p> <ul style="list-style-type: none"> In the case that an applicant would like to resend their <i>COMLEX-USA transcript</i> to programs (i.e. new scores were released by the NBOME), they will simply need to select the <i>Resend My Scores</i> under the <i>Actions</i> column on the <i>Additional Documents</i> page and confirm their selection. Applicants can retransmit their <i>COMLEX-USA transcript</i> beginning the day their new score is available with the NBOME. An updated <i>COMLEX-USA transcript</i> cannot be transmitted to only a subset of programs; your <i>COMLEX-USA transcript</i> will be sent to every program that previously received it. Applicants can select 'Resend My Scores' only ONCE a day – this option will be disabled for 24 hours after each request to resend scores is made. New exam scores included can be verified in the <i>COMLEX-USA transcript Request Report</i> once the request's <i>Transmission Status</i> becomes <i>Successful</i>. |
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Medical School Performance Evaluation (MSPE or “Dean’s Letter”)

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| <i>Uploading the MSPE</i> | <p>An applicant’s Designated Dean’s Office is responsible for uploading the MSPE into the ERAS system for residency applicants.</p> <p> IMGs Only: IMG residency applicants must indicate in MyERAS if they themselves or their medical school will provide a MSPE to the ERAS Documents office at the ECFMG. Instructions for submission can be found here: http://www.ecfm.org/eras/applicants-documents-index.html.</p> |
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| <i>Assigning the MSPE</i> | Residency applicants do not assign the MSPE; it is automatically sent to all the programs to which an applicant applies to. |
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Medical School Transcript (MS Transcript)

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| <i>Uploading the MS Transcript</i> | An applicant’s Designated Dean’s Office is responsible for uploading the MS transcript into the ERAS system for residency applicants. |
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| | <p> IMGs Only: IMG residency applicants must indicate in MyERAS if they themselves or their medical school will provide a <i>MS Transcript</i> to the ERAS Documents office at ECFMG. Instructions for submission can be found here: http://www.ecfm.org/eras/applicants-documents-index.html.</p> |
| <i>Assigning the MS Transcript</i> | Residency applicants do not assign the MS Transcript; it is automatically sent to all the programs to which an applicant applies to. |
| Photo | |
| <i>About the Photo</i> | The <i>Photo</i> is most often used by programs to help identify applicants when reporting for an interview. Applicants should research programs individually to verify their requirements and use of the <i>Photo</i> . |
| <i>Uploading the Photo</i> | <p>USMG Applicants must upload their own <i>Photo</i> in MyERAS by selecting <i>Upload New Photo</i> in the Actions column; browse for image file and click <i>Upload</i>.</p> <p>Photo file must meet the following requirements:</p> <ul style="list-style-type: none"> • File Type: JPG/JPEG or PNG • Maximum File Size: 100 KB • Maximum Dimensions: 2.5 in. x 3.5 in. • Maximum Resolution: 150 DPI <p> IMGs Only: The ECFMG is responsible for uploading the <i>Photo</i> into the ERAS system for IMG residency applicants. Applicants should visit the ECFMG website for information about submitting the <i>Photo</i> for upload.</p> |
| <i>Assigning the Photo</i> | <p>Applicants must make assignments of the <i>Photo</i> to the programs they designate.</p> <ul style="list-style-type: none"> • The <i>Photo</i> can be assigned at any time, including before it is uploaded. • The <i>Photo</i> can be assigned to any saved or applied to programs from the <i>Additional Documents</i> page by selecting <i>Assign</i> under the Actions column of the intended photo. • When assigning by <i>Photo</i>, programs listed with a disabled checkbox already have the <i>Photo</i> assigned and have been applied to. • The <i>Photo</i> can be assigned by program using the <i>Assign</i> option under the Actions column on both <i>the Saved Programs</i> and <i>Programs Applied To</i> pages. • Once the <i>Photo</i> is assigned to a program that has been applied to, it cannot be unassigned. • The photo cannot be assigned to programs that are closed. |
| ECFMG Status Report - IMGs Only | |
| <i>About the ECFMG Status Report</i> | The <i>ECFMG Status Report</i> confirms the ECFMG certification status for an IMG residency applicant. |

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| | <ul style="list-style-type: none"> The <i>ECFMG Status Report</i> contains the month and year that examinations were passed for ECFMG Certification. The <i>ECFMG Status Report</i> does not include your USMLE scores, which can be reported only as part of an official <i>USMLE transcript</i>. |
| <i>Uploading the ECFMG Status Report</i> | The ECFMG is responsible for uploading the <i>ECFMG Status Report</i> into the ERAS system for IMG residency applicants. Once the ECFMG has released the ECFMG Status Report to the ERAS system, you will see the status on the <i>Additional Documents</i> page update to <i>Uploaded</i> . |
| <i>Assigning the ECFMG Status Report</i> | The <i>ECFMG Status Report</i> is automatically assigned to all programs applied to by IMG residency applicants <ul style="list-style-type: none"> 'No Available Action' will always be displayed under the Actions column on the <i>Additional Documents</i> page by default when managing the <i>ECFMG Status Report</i> on the <i>Additional Documents</i> page. |

Post-Training Authorization Letter (PTAL or "California Letter") - IMGs Only

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| <i>About the PTAL</i> | The <i>Postgraduate Training Authorization Letter</i> (PTAL) is issued by the Medical Board of California. <ul style="list-style-type: none"> The PTAL must be assigned by those IMG residency applicants who apply to programs in California. The PTAL was known formerly as the <i>California Applicant Status Letter</i> and may also be referred to simply as the "California Letter." |
| <i>Uploading the PTAL</i> | The ECFMG is responsible for uploading the PTAL into the ERAS system for IMG residency applicants. <ul style="list-style-type: none"> Applicants must indicate to the ECFMG that they plan to use the PTAL before the ECFMG will upload the PTAL into the ERAS system. Applicants can indicate that they intend to use the PTAL by selecting the <i>Will you use a PTAL this season?</i> Link can be found under the Actions column on the <i>Additional Documents</i> page under <i>Documents</i>. Once the ECFMG has released the PTAL to the ERAS system, you will see the status on the <i>Additional Documents</i> page update to <i>Uploaded</i>. |
| <i>Assigning the PTAL</i> | Applicants must assign the PTAL to the programs they apply to. <ul style="list-style-type: none"> The PTAL can be assigned at any time, including before it is uploaded. The PTAL can be assigned to any saved or applied to programs from the <i>Additional Documents</i> page by selecting <i>Assign</i> under the Actions column. When assigning by PTAL, programs listed with a disabled checkbox already have the PTAL assigned and have been applied to. The PTAL can be assigned by program using the <i>Assign</i> option under the Actions column on both the <i>Saved Programs</i> and <i>Programs Applied To</i> pages. |

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| | <ul style="list-style-type: none">• Once the PTAL is assigned to a program that has been applied to, it cannot be unassigned.• The PTAL cannot be assigned to programs that are closed. |
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Programs


This is where applicants will primarily search, save, and apply to programs, as well as assign documents, manage training selections and track the status of documents assigned to programs.



What applicants should know before applying to programs



- On rare occasions, a program will sign up initially to participate in ERAS and later withdraw their participation. Sometimes, the program does not communicate the withdrawal to ERAS staff; therefore, it is imperative that applicants contact ALL programs to ensure that they are participating in ERAS before submitting their application materials to them.
- Applicants should be sure to contact each program before applying to make sure they understand and meet all program eligibility requirements and deadlines, including citizenship and visa requirements.
- 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 applicants will not be able to select or apply to these programs. If applicants have applied to a program before they changed their status to “*No longer accepting applications*,” applicants will still be able to make document assignment changes.
- ERAS is not an authority on accreditation and is not responsible for any changes to residency program status. Applicants should be sure to research and contact residency programs for information on their accreditation status, requirements, and deadlines.








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

| Search Programs | |
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| <i>Search Criteria</i> | <p>Applicants can search for programs of interest using one of the following options:</p> <ul style="list-style-type: none"> • Search by Accreditation ID (ACGME ID or AOA ID) • Search by Specialty <p> D.O. Applicants ONLY: Before entering search criteria, applicants must first indicate if they are searching for D.O. or M.D. programs.</p> |
| <i>Search Results</i> | <p>By default only 10 search results will display at time. This can be changed by clicking the <i>Displaying</i> down arrow and selecting <i>10, 20, 25, 50 or All</i>.</p> <p>Pagination is available at the bottom of the page when <i>All</i> is not selected.</p> <p>Based on the search criteria, the associated specialty will display at the top of the search results list, along with the application cycle.</p> |

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| | <p>For each program in the search results, the following information will be displayed:</p> <ul style="list-style-type: none"> • <i>Program Name</i> • <i>City</i> • <i>State</i> • <i>Accreditation ID</i> • <i>Status (ERAS participation status)</i> • <i>Training type(s) offered by program</i> <p>Applicants can click the <i>Program Name</i> link to view the contact details and additional information specific to that program, as well as manage training selections.</p> <p>If a program has additional information that they would like to share with applicants regarding their program, an icon () will display to the right of the program name. Click on the program name link to view the additional information. Programs are not required to share additional information in MyERAS.</p> |
| <p><i>Filtering Search Results</i></p> | <p>Applicants can narrow down their search results using the following filter options:</p> <ul style="list-style-type: none"> • Applicants can enter keywords that are in the <i>Program Name</i>, <i>City</i> and <i>State</i> to filter down to select programs within the search results. • Selecting the <i>Show only Programs accepting applications</i> checkbox will only display programs that have a status of <i>Participating</i> and are actively accepting application through ERAS. This checkbox is selected by default every time a new search is performed. Applicants can unmark this checkbox to view all programs regardless of status. <p> Note: Applicants who are interested in program(s) that have a status other than '<i>Participating</i>', will have to contact those program(s) directly to find out how they would like to receive application material.</p> <ul style="list-style-type: none"> • The <i>Filter by Training Type</i> drop down list will display all training types that are available within the current search results. By default <i>View All</i> is selected; however, applicants can select any of the available training types if they are only interested in a specific training type. Applicants can use these filtering options one at a time or in any combination. |
| <p><i>Adding Programs to Saved Programs List</i></p> | <p>Applicants must select at least one training type for each program that they would like to add to their <i>Saved Programs</i> list.</p> <ul style="list-style-type: none"> • As an applicant makes their training selections from their search results, the <i>Programs Selected</i> count at the top of the results pane will keep track of how many programs have been selected. The <i>Programs</i> |

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| | <p><i>Selected</i> count follows the applicant as they scroll through their search results.</p> <ul style="list-style-type: none"> Once the applicant has made their training selections and is ready to save them, they must click <i>Save All Selected</i> next to the <i>Programs Selected</i> count. The applicant will then be presented with a list of their selections, which they must <i>Confirm</i> to add to their <i>Saved Programs</i> list. If the applicant is not satisfied with the list, they can click <i>Cancel</i> to return to their search results and modify their selections. <p> Note: Confirming programs of interest to your <i>Saved Programs</i> list does not mean that you have applied to those programs.</p> |
| Saved Programs | |
| <i>Add Program</i> | Applicants can click <i>Add Programs</i> to navigate to the Search Programs page. |
| <i>Search</i> | Applicant can enter keywords or numbers that are in the <i>Program Name</i> , <i>Specialty</i> , <i>City</i> , <i>State</i> , and <i>Accreditation ID</i> to search for programs within their saved programs list. |
| <i>Saved Programs List</i> | <p>Only 10 programs will display at a time. Pagination is available at the bottom of the page.</p> <p>For each program in the search results, the following information will be displayed:</p> <ul style="list-style-type: none"> <i>Program Name</i> <i>Specialty</i> <i>City</i> <i>State</i> <i>Accreditation ID</i> <p>Applicants can click the <i>Program Name</i> link to view the contact details and additional information specific to that program, as well as manage training selections.</p> <p>If a program has additional information that they would like to share with applicants regarding their program, an icon () will display to the right of the program name. Click on the program name link to view the additional information. Programs are not required to share additional information in MyERAS.</p> |
| <i>Assigning Documents</i> | Applicants must designate the assignment of documents to each program. It is important that applicants know the program requirements so they can keep that in mind while making their assignments. |

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| | <ul style="list-style-type: none"> • Documents can be assigned to any saved program by selecting <i>Assign Documents</i> under the Actions column of the intended program. • Document assignments can be modified at any time for a program that an applicant has not applied to. <p> Note: Applicants cannot assign documents to programs that are closed.</p> |
| <p><i>Deleting Program</i></p> | <p>Applicants can only delete programs from their saved programs list. Once a program has been applied to, it cannot be deleted.</p> <ul style="list-style-type: none"> • A program can be removed from the saved programs list by selecting <i>Delete</i> under the <i>Actions</i> column of the intended program. |
| <p><i>Apply/Preview Invoice</i></p> | <p>Applicants should review the ERAS Timeline for Residency Applicants to see when they can begin applying to programs.</p> <ul style="list-style-type: none"> • To apply to program(s) or just preview an invoice, applicants must mark the checkbox for each program they would like to select and then click <i>Apply/Preview Invoice</i>. • A summary of all cost for the selected programs and any associated transcript fees will be displayed with the option to apply, which will take applicants through the payment process. <p> Note: ERAS uses a secure server for your credit card information and does not retain your credit card information for future use.</p> |
| <p><i>Applying before Programs can access/view application material</i></p> | <p><i>Applicants applying to AOA-accredited programs:</i></p> <p>DO applicants can begin applying to AOA-accredited programs on July 6th. However, programs will not be able to view these applications until July 15th. All applications sent between July 6th and July 14th will be date stamped July 15th on the program’s side.</p> <p><i>Applicants applying to ACGME-accredited programs:</i></p> <p>MD and DO applicants can begin applying to ACGME-accredited programs on September 6th. However, programs will not be able to view these applications until September 15th. All applications sent between September 6th and September 14th will be date stamped July 15th on the program’s side.</p> <p> Note: 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. Therefore, it is the applicant’s responsibility to confirm that they meet all eligibility requirements and program deadlines before applying by contacting programs directly.</p> <p>ERAS does not give refunds for any reason. Applicants are advised to research and contact programs before applying to minimize the risk of</p> |

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| | applying to a program that is no longer accepting applications or not participating in ERAS. |
| Programs Applied To | |
| <i>Search</i> | Applicants can enter keywords or numbers that are in the <i>Program Name</i> , <i>Specialty</i> , <i>City</i> , <i>State</i> , <i>Accreditation ID</i> , and <i>Training Type</i> to search for programs within their Programs Applied To list. |
| <i>Programs Applied To List</i> | <p>For each program in the <i>Programs Applied To</i> list, the following information will be displayed:</p> <ul style="list-style-type: none"> • <i>Program Name</i> • <i>Specialty</i> • <i>City</i> • <i>State</i> • <i>Accreditation ID</i> • <i>Applied Dates</i> • <i>Training Type Selections</i> <p>Applicants can click the <i>Program Name</i> link to view the contact details and additional information specific to that program, as well as manage training selections.</p> <p> Note: Applicants can select additional training types at any time. However, training selections cannot be removed once an applicant has applied to a program. Applicants must contact the program(s) directly if they no longer wish to be considered for a training type that they previously selected.</p> |
| <i>Track Assigned Documents</i> | Expanding <i>Track Assigned Documents</i> for any given program, allows applicants to track the status of the application and all documents assigned to that specific program. |
| <i>Assigning Documents</i> | <p>Applicants must designate the assignment of documents to each program. It is important that applicants know the program requirements so they can keep that in mind while making their assignments.</p> <ul style="list-style-type: none"> • Documents can be assigned to any program applied to by selecting <i>Assign Documents</i> under the <i>Actions</i> column of the intended program. • After applying to programs, document assignments are locked. With the exception of the Personal Statement, which can be changed at any time throughout the season. However, keep in mind that it is not guaranteed that programs will view newly assigned personal statements. <p> Note: Applicants cannot assign documents to programs that are closed.</p> |

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| <p><i>Withdrawing From Programs</i></p> | <p>Applicants should withdraw from program(s) if they determine that they are no longer interested in a program and would like to inform the program that they no longer wish to be considered for a position. This is especially true if an applicant is granted an interview. Alerting the program allows them an opportunity to provide the interview slot to another worthy candidate.</p> <ul style="list-style-type: none"> To withdraw from program(s), applicants must mark the checkbox for each program they would like to withdraw from and click <i>Withdraw</i>. Then review the program(s) selected and withdraw information, and confirm by clicking <i>Withdraw</i>. <p>When an applicant withdraws from program(s) in MyERAS, the program(s) will still display in the applicant’s <i>Programs Applied To</i> list but will be marked: <i>You have withdrawn from this program</i>.</p> <p>Withdrawing from a program in MyERAS does not remove your application from the program’s PDWS system view. It will just mark your application as <i>Withdrawn by Applicant</i>. Keep in mind that this will apply to all training types selected. In addition to withdrawing in MyERAS, applicants should contact the program directly and make them aware of their decision, in the event that they overlook the <i>Withdrawn by Applicant</i> indicator in the PDWS system.</p> <p>If an applicant inadvertently withdraws or later change their decision to withdraw, they can reinstate their application for any program on the <i>Programs Withdrawn From</i> page. Applicants should also contact the program directly and make them aware of their decision.</p> |
| <p>Programs Withdrawn From</p> | |
| <p><i>Search</i></p> | <p>Applicants can enter keywords or numbers that are in the <i>Program Name</i>, <i>Specialty</i>, <i>City</i>, <i>State</i>, <i>Accreditation ID</i>, and <i>Training Type</i> to search for programs within their <i>Programs Withdrawn From</i> list.</p> |
| <p><i>Programs Withdraw From List</i></p> | <p>For each program in the <i>Program Withdrawn From</i> list, the following information will be displayed:</p> <ul style="list-style-type: none"> <i>Program Name</i> <i>Specialty</i> <i>City</i> <i>State</i> <i>Accreditation ID</i> <i>Training Type Selections</i> |

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| | <p>Applicants can click the <i>Program Name</i> link to view the contact details and additional information specific to that program, as well as view training selections that were made when they applied to the program.</p> <p>Applicants will not be able to manage or make any changes to their training type selections or document assignments for a program that they have withdrawn from.</p> |
| <i>Reinstating an Application</i> | <p>If an applicant inadvertently withdraws or later changes their decision to withdraw, they can reinstate their application on the <i>Programs Withdrawn From</i> page.</p> <ul style="list-style-type: none"> To reinstate an application, applicants must mark the checkbox for each program they would like to reinstate their application with and click <i>Reinstate</i>. Then review the program(s) selected and confirm by clicking <i>Reinstate</i>. <p>Applicants should also contact the program directly and make them aware of their decision.</p> |
| Payment History | |
| <i>Payment History</i> | <p>Provides a summarized history of all ERAS fees and exam transcript fees (USMLE and/or COMLEX-USA) paid for the current ERAS season.</p> |
| Assignments Report | |
| <i>Assignments Report</i> | <p>Provides a detailed report of training selections and document assignments for programs an applicant has saved and applied to. Use this report to ensure that the documents assigned to the program meet their application requirements.</p> |

What Happens When You Apply to Programs

- All programs to which you applied will receive your MyERAS application, as well as any *Personal Statements* that you created and assigned to them.
- If you authorized the release of your *USMLE transcript*, assigned it to at least one program to which you applied and paid the transcript fee, the NBME or ECFMG (IMG Residency) will receive a request for the transcript and a list of programs to which you assigned your transcript.
- If you authorized release of your *COMLEX-USA transcript*, assigned it to at least one program to which you applied and paid the transcript fee, 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 will receive a list of programs that you applied to and the documents you assigned to these programs.
- Using the Program Director’s Workstation (PDWS), participating residency programs view application documents. Program directors may print, review, and evaluate applications using criteria they establish.



Note: Programs do not receive any information regarding other programs to which you applied, or the number of applications you have submitted.

- Residency programs must log into the Program Director’s Workstation (PDWS) to view application material. Applications sent after a program’s deadline may not be considered by the program. It is the applicants’ responsibility to ensure that application materials are sent to programs before their deadline(s). Refunds will not be given if residency programs decide not to consider an applicant’s application.

Communicating with Programs

Program directors may contact applicants at any time regarding their application via the MyERAS *Message Center*, email, telephone, or regular mail. Programs may use an applicant’s email address to send invitations to interview and to ask for additional information. Applicants should be sure to check their email regularly while their applications are active. The MyERAS Contact email address entered under the *Personal Information section* needs to be up-to-date and active. If an applicant will not have access to their email (e.g., may be away), they should make arrangements to have someone keep them updated.

Message Center

The *Message Center* displays messages sent by programs applicants have applied to, the ECFMG (IMGs Only) and ERAS. The *Message Center* can only display messages sent through *ERAS*. Messages sent **outside** of the ERAS system (e.g. emails from the program’s institution/personal email account) will not be captured in the *Message Center*.


General

- Applicants cannot initiate messages with programs they have applied to, the ECFMG (IMGs Only) or ERAS. They can only reply to messages that are received in the MyERAS *Message Center*.
- A count of unread messages is available next to the Message Center menu item at the top of the page and in the left navigation next to the Message Center’s Inbox. The count is updated as applicants open/read messages.

Any new messages received while in the Message Center will only be reflected in the count of unread messages when an applicant refreshes the Message Center page.

| Inbox | |
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| <i>Inbox List View</i> | <p>All messages in the Inbox list view will display :</p> <ul style="list-style-type: none"> • <i>From</i> • <i>Subject</i> • <i>Date</i> (message was received) <p>All new unread messages will be in bold text.</p> <p>25 messages will display at a time with the ability to paginate.</p> <p>Use the refresh button to load new messages.</p> |
| <i>Reading Messages</i> | <p>To read a message, just click anywhere in the message row to open the message in reading view.</p> <p>Attachments can be opened from the reading view.</p> |
| <i>Replying to Message</i> | <p>While a message is in reading view, click <i>Reply</i> in the top right corner of the message.</p> <ul style="list-style-type: none"> • Attachments are allowed but are limited to PDF and JPEG. • Applicants can only reply to the original message sender. Additional recipients cannot be added to any messages. |
| <i>Deleting Messages</i> | <p>While a message is in reading view, click the down arrow next to <i>Reply</i> in the top right corner of the message and select <i>Delete</i>. This will move the message to <i>Trash</i>.</p> |

| Sent | |
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| <i>Sent List View</i> | <p>All messages in the <i>Sent</i> list view will display :</p> <ul style="list-style-type: none"> • <i>To</i> • <i>Subject</i> • <i>Date</i> (message was sent) <p>25 messages will display at a time with the ability to paginate</p> |
| <i>Reading Messages</i> | <p>To read a message, just click anywhere in the message row to open the message in reading view.</p> <p>Attachments can be opened from the reading view.</p> <p>Sent messages cannot be deleted.</p> |
| Trash | |
| <i>Trash List View</i> | <p>All messages in the Trash list view will display :</p> <ul style="list-style-type: none"> • <i>From</i> (message sender) • <i>Subject</i> • <i>Date</i> (message was received) <p>All new unread messages will be in bold text.</p> <p>25 messages will display at a time with the ability to paginate</p> |
| <i>Reading Messages</i> | <p>To read a message, just click anywhere in the message row to open the message in reading view.</p> <p>Attachments can be opened from the reading view.</p> |
| <i>Restoring Messages</i> | <p>While a message is in reading view, click the down arrow in the top right corner of the message and select <i>Restore</i>. This will move the message back to the <i>Inbox</i>.</p> |
| Create New Folder | |
| <i>Creating a Folder</i> | <p>To create a folder, click <i>+ Create New Folder</i>. Enter a folder name and click <i>Create</i>. Folder Names are limited to a maximum of 50 characters.</p> |
| <i>Editing a Folder Name</i> | <p>To edit the folder name, simply click the pencil icon to the right of the folder name. Make edits in the <i>Folder Name</i> field and click <i>Update</i> to save your changes.</p> |
| <i>Deleting a Folder</i> | <p>To delete a folder, click the X icon to the right of the folder name.</p> |

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| | <p> Note: Consider moving messages out of a folder before deleting it. If message(s) exist within the folder at the time that the folder is being deleted, those messages will automatically be moved to <i>Trash</i>. Applicants will receive a warning message asking them to confirm before the messages are moved to <i>Trash</i>.</p> |
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Interviews

This area displays all interview invitations sent to an applicant by ERAS programs using the ERAS interview scheduling tool. Applicants will have the ability to schedule, waitlist and decline interview invitations.



General

- ERAS programs are not obligated to use the ERAS interview scheduling tool. Programs may choose to use other methods, such as telephone, email or other interview scheduling tool (e.g. Interview Broker, Thalamus), to schedule interviews. It is important to check your email and MyERAS Message Center for information regarding interviews.
- Interview invitations sent **outside** of the ERAS system will not be captured in MyERAS.










| Invitations | |
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| <i>Invitations</i> | <p>For each interview invitation an applicant receives, the following information will display on the <i>Interviews</i> page:</p> <ul style="list-style-type: none"> • Program information row: <ul style="list-style-type: none"> ○ <i>Program Name</i> ○ <i>Specialty</i> ○ <i>City</i> ○ <i>State</i> ○ <i>Accreditation ID</i> ○ <i>Action</i> column with option to <i>Decline</i> an interview invitation • The <i>Interview Status</i> tile will display date(s) you have scheduled or waitlisted for an interview with that program. An applicant's interview status will display in a color block to the right of the <i>Interview Status</i> header. Possible interview statuses are as follows: <ul style="list-style-type: none"> ○ <i>Invited</i> – applicant has received an interview invitation but has not taken any action ○ <i>Scheduled</i> – applicant has scheduled for an interview date ○ <i>Waitlisted</i> – applicant has waitlisted for an interview date(s) • The <i>View Interview Dates</i> tile will display all available interview dates sent to the applicant as part of the interview invitation and consist of the following information: <ul style="list-style-type: none"> ○ <i>Interview Date</i> – displays the date or date range of an interview, along with the duration of the interview (AM/PM/All Day) |





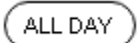





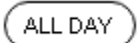




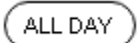
| | |
|---|--|
| | <p> Note: Specific details about the duration of an interview will not appear in the <i>Interviews</i> section of MyERAS. Applicants should contact programs directly for questions regarding the exact time of an interview and any additional information they may need.</p> <ul style="list-style-type: none"> ○ <i>Freeze Date</i> – a deadline set by the program to prevent applicants from taking any further action on an interview date. With the exception of <i>Cancel</i>, applicants will not be able to take any action on an interview date as of 12 AM EST on the freeze date. ○ <i>Status</i> – provides the status of the availability of openings for an interview date. Interview date statuses are as follows: <ul style="list-style-type: none"> ▪ <i>Available to Schedule</i> – openings are available to schedule for an interview ▪ <i>Available to Waitlist</i> – there are no more openings to schedule but an applicant may waitlist for an interview ▪ <i>Expired</i> – no action can be taken because it is past the <i>Freeze Date</i> ▪ <i>Scheduled</i> – applicant has scheduled to interview ▪ <i>Waitlisted</i> – applicant has waitlisted to interview ▪ <i>No Longer Available</i> – there are no openings available to schedule or waitlist for an interview ○ <i>Action</i> – displays the option to schedule or waitlist for an interview date, as well as cancel an already scheduled or waitlisted interview date. Available actions will display according to the status of the interview date. |
| <p><i>Scheduling for an Interview</i></p> | <ul style="list-style-type: none"> ● For each program, applicants can only schedule to interview for one (1) interview date. ● The interview date must have a status of <i>Available to Schedule</i> in order to schedule to interview for that date. ● Once an applicant has scheduled for an interview date, the date will appear in the <i>Interview Status</i> tile. ● Applicants cannot be scheduled AND waitlisted for an interview with a single program. However, an applicant can cancel a scheduled interview and then waitlist for any number of days. <p>An applicant can schedule an interview by doing one of the following:</p> |

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| | <ul style="list-style-type: none"> • <i>Invitations</i> page – Expand the <i>View Interview Dates</i> tile for the desired program, locate a date with an <i>Available to Schedule</i> status, and select <i>Schedule</i> in the <i>Action</i> column • <i>Calendar</i> page (Calendar view) – Select an <i>Available to Schedule</i> (S) date on the calendar for the desired program, and then select <i>Schedule</i> in the <i>Action</i> column in the modal window • <i>Calendar</i> page (List view) – Locate the desired program and date with an <i>Available to Schedule</i> status in the list, and select <i>Schedule</i> in the <i>Action</i> column |
| <p><i>Waitlisting for an Interview</i></p> | <p>Programs have the option to allow applicants to waitlist for interview date(s) that fill all their openings. However, programs are not obligated to offer applicants the option to waitlist. Waitlisting for an interview does not guarantee an applicant an interview with a program. The process for managing waitlisted applicants is determined by each individual program.</p> <ul style="list-style-type: none"> • For each program, applicants can waitlist for any number of dates. • The interview date must have a status of <i>Available to Waitlist</i> in order to waitlist for an interview date. • Once an applicant has waitlisted for an interview date(s), the date(s) will appear in the <i>Interview Status</i> tile. • Applicants cannot be waitlisted AND scheduled for an interview with a single program. However an applicant can cancel their waitlisted interview(s) and then schedule for an available interview date. <p>An applicant can waitlist for an interview by doing one of the following:</p> <ul style="list-style-type: none"> • <i>Invitations</i> page – Expand the <i>View Interview Dates</i> tile for the desired program, locate a date with an <i>Available to Waitlist</i> status, and select <i>Waitlist</i> in the <i>Action</i> column • <i>Calendar</i> page (Calendar view) – Select an <i>Available to Waitlist</i> (W) date on the calendar for the desired program, and then select <i>Waitlist</i> in the <i>Action</i> column in the modal window • <i>Calendar</i> page (List view) – Locate the desired program and date with an <i>Available to Waitlist</i> status in the list, and select <i>Waitlist</i> in the <i>Action</i> column |
| <p><i>Adding a Note</i></p> | <p>Once an applicant has scheduled or waitlisted for an interview, they will be able to add a note in the <i>Interview Status</i> tile. This note is for an applicant’s personal use and is only visible to the applicant. Programs will not be able to see any information entered in the notes section.</p> |
| <p><i>Canceling an Interview</i></p> | <p>If an applicant no longer wants to be considered for a scheduled or waitlisted interview date, they can cancel by doing one of the following:</p> |

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| | <ul style="list-style-type: none"> • <i>Invitations</i> page – Expand the <i>View Interview Dates</i> tile for the desired program, and select <i>Cancel</i> in the <i>Action</i> column for the scheduled/waitlisted date • <i>Calendar</i> page (Calendar view) – Select the scheduled/waitlisted date for the desired program, and then select <i>Cancel</i> in the <i>Action</i> column in the modal window • <i>Calendar</i> page (List view) – Locate the desired program and the scheduled/waitlisted date in the list, and select <i>Cancel</i> in the <i>Action</i> column <p> Note: Applicants can cancel a scheduled or waitlisted interview date and they will still have access to view all interview dates so they can schedule or waitlist for another interview date(s) based on the status of the interview date.</p> |
| <i>Declining an Interview</i> | <p>If an applicant is not interested in scheduling or waitlisting for any date(s) with a program, they can select the <i>Decline</i> option in the <i>Action</i> column in the program information row on the <i>Invitations</i> page.</p> <p> Note: Once an applicant declines an interview invitation, they will no longer be able to view or take action on any interview dates for that program. This action cannot be undone in MyERAS. If an applicant inadvertently declines an interview invitation, they should contact the program directly and make them aware.</p> |
| <i>Filter By Status</i> | <p>Filters allow applicants to narrow down their interview invitations by the following status:</p> <ul style="list-style-type: none"> • <i>Invited</i> – applicant has received an interview invitation but has not taken any action • <i>Scheduled</i> – applicant has scheduled for an interview date • <i>Waitlisted</i> – applicant has waitlisted for an interview date(s) |

Calendar

| <i>Calendar</i> | <p>Displays all interview invitations in a calendar view. An applicant may click on an interview date on the calendar to view more details about the program and interview date or to complete an available action such as schedule, waitlist or cancel.</p> <p>The colors for each date represents the interview status. There are also icons that to provide additional information at a glance.</p> <table border="1" data-bbox="509 1743 1490 1934"> <thead> <tr> <th colspan="2">Calendar Colors & Icons</th> </tr> </thead> <tbody> <tr> <td></td> <td>Interview invitation received but no action has been taken</td> </tr> <tr> <td></td> <td>Applicant has scheduled for an interview date</td> </tr> <tr> <td></td> <td>Applicant has waitlisted for an interview date(s)</td> </tr> </tbody> </table> | Calendar Colors & Icons | |  | Interview invitation received but no action has been taken |  | Applicant has scheduled for an interview date |  | Applicant has waitlisted for an interview date(s) |
|---|---|-------------------------|--|---|--|---|---|---|---|
| Calendar Colors & Icons | | | | | | | | | |
|  | Interview invitation received but no action has been taken | | | | | | | | |
|  | Applicant has scheduled for an interview date | | | | | | | | |
|  | Applicant has waitlisted for an interview date(s) | | | | | | | | |


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|---|--|---|--|---|---|---|--|
| | <table border="1"> <tr> <td data-bbox="509 178 678 247">  </td> <td data-bbox="683 178 1521 247">Indicates that the program has available openings to interview on that date.</td> </tr> <tr> <td data-bbox="509 254 678 323">  </td> <td data-bbox="683 254 1521 323">Indicates that the program has available openings to waitlist on that date.</td> </tr> <tr> <td data-bbox="509 329 678 491">    </td> <td data-bbox="683 329 1521 491">Indicates the duration of the interview.</td> </tr> </table> <p> Note: Specific details about the duration of an interview will not appear in the <i>Interviews</i> section of MyERAS. Applicants should contact programs directly for questions regarding the exact time of an interview and any additional information they may need.</p> |  | Indicates that the program has available openings to interview on that date. |  | Indicates that the program has available openings to waitlist on that date. |    | Indicates the duration of the interview. |
|  | Indicates that the program has available openings to interview on that date. | | | | | | |
|  | Indicates that the program has available openings to waitlist on that date. | | | | | | |
|    | Indicates the duration of the interview. | | | | | | |
| <p><i>List</i></p> | <p>Displays all interview invitation dates in a list view by interview date. For each interview date, the following information will display on the <i>Interview</i> page:</p> <ul style="list-style-type: none"> • <i>Program Name</i> • <i>Specialty</i> • <i>City</i> • <i>State</i> • <i>Accreditation ID</i> • <i>Interview Date</i> • <i>Freeze Date</i> • <i>Status</i> • <i>Action</i> <p>Applicants can schedule or waitlist for an interview date, as well as cancel an already scheduled or waitlisted interview date. Available actions will display according to the status of the interview date.</p> | | | | | | |
| <p><i>Filter By Status</i></p> | <p>Filters allow applicants to narrow down their interview invitations by the following status:</p> <ul style="list-style-type: none"> • <i>Invited</i> – applicant has received an interview invitation but has not taken any action • <i>Scheduled</i> – applicant has scheduled for an interview date • <i>Waitlisted</i> – applicant has waitlisted for an interview date(s) | | | | | | |

Resources

Contact ERAS Client and Technical Support Team

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 myeras@aamc.org

 (202) 862 - 6264
Monday-Friday
8 a.m. - 6 p.m. ET