ERAS: ELECTRONIC RESIDENCY APPLICATION SERVICE 2018-2019

This document is NOT intended to be a comprehensive list of all things ERAS...Please go to the ERAS website for more information: https://www.aamc.org/services/eras/. This document is intended to help guide you through the pieces the Deans Work Station (DWS)…AKA, I, denise, will be assisting with during this application process as well as to provide answers to common questions.

The Electronic Residency Application Service (ERAS) is the portal applicants use to build and deliver their application and supporting documents to residency programs. You will receive a "token" via email that will allow you to register for ERAS. Your token will be sent to you at near the end of March. If you've misplace your token, email denise.

Prior to the ERAS Season opening, the Letters of Recommendation section of ERAS is available for you to start requesting letters. The full ERAS Season opens in June. You will receive an announcement as soon as the season opens.

September 15th is your target date to have your application complete, all supporting documents uploaded, and start transmitting your applications to programs. ERAS is time consuming; get started on it early.

On September 15th you will submit your ERAS application without the MSPE letter uploaded. The MSPE will be uploaded by September 30th; released on October 1st. You may get interview invitations prior to the MSPE release. October 1st is a national deadline; residency programs know that they will not have access to your MSPE prior to that date.

ERAS PHOTO

Uploading a photo in ERAS is optional. Some programs require it, some do not. If you would like a photo in ERAS, it is up to you to upload it. The medical school cannot upload a photo on your behalf. If you want a copy of your medical school photo, email denise and she will send it to you. If you need assistance uploading your photo, please contact ERAS directly (myeras@aamc.org or 202-862-6264).

LoRP: LETTER OF RECCOMENDATION PORTAL

Work on this now. Complete before September 15th.

If you know of a faculty you would like to write you a letter of recommendation, ask soon! They are probably very busy and may be writing quite a few letters.

You need to register in ERAS and input the faculty's information to get a unique letter ID (and designate your writer to a specialty). They will need this letter ID to upload the letter to your profile. ERAS has a coversheet to give to your writers which contains information on how to upload your letters directly into the ERAS LoR portal when they are complete.

Here's how to create the coversheet:
- Go to the Documents Tab
- Select Letters of Recommendation subtab
- Fill in step 1 through 3
- You need to finalize step 3 before you can print the coversheet
- In step 3 after you finalize the author, there will be a link to "print letter request form". This is the coversheet you need to print out and give to your letter writer. Each writer will have a unique Letter ID. The writer will need this ID in order to upload the letter.

You can assign up to 4 LoRs to each program. You can have more than 4 LoRs in your file to choose from. If you're going into two or more specialties, give your letter writer two separate LoR coversheets and designate two separate slots in ERAS.

You will have the option to choose what letters get sent to what programs. When you select the program to apply to, you will be able to select the letter you want to send to that program. You can assign the letter even though the letter may not have been uploaded by the writer. Once the writer uploads it, the letter will be available to the program.

Letter writers must upload their letters of recommendation directly to the LoR portal in ERAS; the school cannot upload on their behalf.

LoR Common Q & A:

Q: Do we have to have Letters of Recommendation submitted by the September 15th deadline with our application?
A: You can send in Letters of Recommendation after 9/15. That is the target date you can start sending your applications in, it is not the deadline for your application. Please check the program's webpage for their deadline.

Q: Can the Medical School upload a Letter of Recommendation on behalf of the letter writer?
A: Letters of Recommendation can only be uploaded by the LoR author or their designee through the LoR Portal. I cannot upload it on anyone's behalf. The Dean's Workstation Portal is separate from the LoR portal; uploading a letter is not a functionality offered to the Dean's Workstation.

Q: Can we submit our application without having all of the Letters of Recommendation uploaded?
A: You CAN submit your application without all your letters uploaded. Letter writers can upload their letter after 9/15; however, we recommend that the letters are uploaded and your application is submitted by 9/15.

TRANSCRIPTS

denise will upload a copy of your official transcript to ERAS. Your transcript will include grades up until spring quarter. Summer quarter grades, no matter how early you took the course, will NOT be included (summer grades are due Mid-October but you will be sending your ERAS application to residency programs on September 15th).

Please review your grades for accuracy at https://my.ucdavis.edu
- Go to Academics
- Student Records
- Unofficial Transcript

If you review your transcript through SISWEB and have questions about the internal codes ("IP" or "W", etc. you don't have to worry about those) please read this:
http://www.ucdmc.ucdavis.edu/mdprogram/registrar/PDF%202017/HelpfulStudentInformation2017.pdf.

If you find a grade error, or have questions or concerns about your grades, please contact the Registrars' office. You will want to fix "I", "NG", and of course, if your grade is inaccurate.

Your undergraduate information was self-reported by you when you applied to medical school and should not be an issue with your ERAS application. You can view this through https://my.ucdavis.edu as well. If you need to make a correction to this piece, please do so EARLY by contacting the main campus Registrars' office, not our Registrars' office here at the Medical School. Our Registrars' office cannot make changes to self-reported undergraduate information.

DO NOT wait to make changes to your transcript. It takes several weeks for the paperwork to be processed. denise will order the copy of your official transcript on August 1st. Your modifications must be complete by mid-July in order to have the adjustments reflect on your official transcript by August 1st.

We can only upload your medical school transcript. Your other professional transcript(s) will not be uploaded. We cannot release a transcript that is not part of your medical school curriculum.

Transcript Common Q & A:

Most of the common questions we see regarding transcripts are asking about the internal codes on SISWEB and if Summer Quarter grades will be included.

> SISWEB Qs: I recommend you view your transcript through my.ucdavis.edu. If you view it through SISWEB, please read this information from the Registrars' office: http://www.ucdmc.ucdavis.edu/mdprogram/registrar/PDF%202017/HelpfulStudentInformation2017.pdf.

> Summer quarter Qs: No, summer grades will not be included.

USMLE

To upload and release your USMLE Transcript make sure you:
- Entered a valid USMLE/ECFMG ID or NBOME ID
- Authorized the release of the transcript on the Additional Documents page
- Assigned the transcript to the desired programs
- Paid the transcript fee

All of these actions need to be executed in order for the NBME, ECFMG (for IMG Residency), or NBOME to process a transcript request.

Keep in mind that the transcript fee cannot be paid prior to applying to programs. This fee will be included in the first invoice shown when applying to programs.

The Medical School is not involved in uploading or releasing your USMLE transcript.

USMLE Common Q & A:

Q: How do we request to have our CS score reported? I thought that would be the USMLE transcript but I have been getting emails saying my step 2 scores aren't up. Then when on I went on ERAS only step 1 and step 2 CK are transmitted. Any ideas?
A: The applicant has to make sure that they:
- Authorize the release of the scores
- Assigned the USMLE Transcript to the programs
- Applied to the programs
- Paid the NBME Transcript Fee

If the applicant is attempting to update the score so that the programs that they have already transmitted the scores to have the new score, they will need to "Resend" their scores (prompt the NBME to release their most updated transcript). They can do so by going to MyERAS, Documents->Additional Documents, and under the actions for USMLE Transcripts choose "Resend My Scores". They will also be able to track their exam transcript status here.

Q: I took step 2 CS in October and got my results in December. Do I have to re-upload that score separately or does it automatically get sent to programs since I approved releasing the step 1 and step 2 CK scores back in September or something?
A: The score will be automatically released to the programs you applied to… BUT! Programs may not go back and re-download your application for updated information. If you need more interview offers, you can contact the programs and notify them that it is available…

Q: But for the USMLE transcript, I have authorized its release, have assigned it to programs, and have paid the fee. I'm just worried that any delay in USMLE uploading the transcript will compromise the completion of my application and thus my application's standing for various programs. Do you know whether or not this is true/how fast the turn-around time is for USMLE to upload the transcript?
A: USMLE takes up to 48 hours from the time you pay your fees to be released… It will not compromise your application whatsoever.

Q: A school has asked me about uploading my Step 2 CS score to ERAS and I haven't figured it out. Would you have any detailed instructions to share?
A: If you release your USMLE transcript in ERAS and your Step exam results come in later, you have to go back into ERAS to re-submit. It should refresh within 48 hours. Sometimes programs will not have your scores at the time you interview, but set your information aside to ask for later.

MILITARY MATCH

As with ERAS, denise will upload your transcript and MSPE letter. Please send denise an email so that she knows you are participating in the Military Match.

WORDS OF WISDOM

Here is a collection of helpful hints denise has gathered along the way... If you have something that was particularly helpful for you during this process and you'd like to share, please send denise an email (danelson@ucdavis.edu) so your wisdom can be added!

- You will have to manually insert your CV to ERAS, Line. By. Line. This is time consuming; get started on it early so you don't have to crunch it all in near the deadline…
- Someone suggested uploading a good picture (if you want to use your school photo, let me know and I can send you that one… Otherwise, you upload the photo you want)
- Have you written your personal statement? It's hard, but it's important. Perhaps pour a glass of wine, sit down for an hour, and jot some ideas down…
- Apply broadly and group interviews together. Interview anywhere anyone offers you an interview. You cannot get into a program if you don't interview.
- This might be helpful! AAMC Roadmap to Residency: Understanding the Process of Getting Into Residency
- When planning your final year, please keep in mind that all internships begin on June 25th (nationally), regardless of the specialty. In general, all programs, regardless of where you end up, need a minimum of 1 + weeks of orientation time prior to the start of the internship.

ERAS COMMON QUESTIONS & ANSWERS

Q: Are we supposed to include research involvement if we did not get published or present anywhere? I am involved in research but do not have anything concrete to show for it.
A: If you are not the author or co-author of the research, it would be best not to list it.
A: It is better to list the research if there is a publication, but if a student has done what they consider to be "significant" research, I don't see any reason not to include it with a brief explanation of how it is valuable.

Q: Is there any benefit of submitting my ERAS application early, before the 9/15 target date?
A: I've heard that sometimes ERAS gets bombarded on 9/15 with everyone submitting their application. I think by submitting early, you don't have to worry about the system being bogged down. This wouldn't

change anything in a que - all residency programs would still receive the information on 9/15 (if you had submitted early).

Q: ERAS is asking for an NRMP ID?
A: An NRMP ID is NOT required in order for you to submit your ERAS application. Registration for the NRMP Main Residency Match opens on September 15th. Once registered you will obtain an NRMP ID. You can log back into ERAS anytime during the application season and update your profile with your NRMP ID. Once updated, the NRMP ID makes it easier for program directors to identify you for placement on the program's rank order list.

NRMP: NATIONAL RESIDENT MATCHING PROGRAM

After applying through ERAS you will participate in the Match through the National Resident Matching Program (NRMP). Registration opens on September 1st. The last day to register without accruing a late fee is November 30th. Once you register for the NRMP, add your NRMP ID to ERAS, and then you can forget about it until mid-January. In Mid-January you will enter a rank order list. You will certify your rank order list by mid-February. Plan to be in the Sacramento area in mid-March for Match week.

CONTACT INFORMATION

If you have any questions, please contact:

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Electronic Residency Application Service (ERAS): https://www.aamc.org/services/eras/