



Medical Internship & Residency Application Process General Information & Guidelines

Medical students are encouraged to begin actively researching the internship and/or residency programs of their choice during the last semester of their third year. The process for applying to internship/residency programs involves several steps, a variety of responsibilities for the student, school and programs, and also a variety of deadlines and fees.

The Office of the Registrar begins sending out e-mail communications regarding the internship/residency application and matching process to all rising senior medical students in late June or early July of each year. The first communication provides all relevant information regarding the application process and associated deadlines, and includes the student's individualized ERAS Token ID number and AOA membership ID number – both of which are required components to the electronic application process. Subsequent e-mails are sent to students as needed and are typically reminders of upcoming deadlines and/or clarification of process.

The following is offered as a general guideline for students to consider when preparing for the internship/residency application and matching process:

Step 1: Begin researching programs. Students should utilize on-line resources to get a better understanding of program expectations and reputation. It is also recommended that students consider speaking directly with program directors and/or current residents to get a sense of organizational culture, structure and location, and how they (and perhaps their family) might fit into the larger community.

AOA Intern/Residency Program information available at:
www.opportunities.osteopathic.org

MD/Dual Accredited Intern/Residency Program information available at:
www.ama-assn.org/ama/pub/education-careers/graduate-medical-education/freida-online.shtml

Step 2: Contact programs of choice to determine their preferred method of application. While the majority of programs will only accept applications through the AAMC endorsed Electronic Residency Application Service (ERAS), there are a few programs who still utilize independent applications.

Students who participate in ERAS will need to complete and submit the ERAS Academic Records Request form to the KCUMB Registrar's Office along with the \$5.00 payment and a wallet sized photo of themselves in professional attire. The ERAS Academic Records Request form is available on the Registrar's website at http://www.kcumb.edu/acad2/registrar_home.asp. Receipt of this form allows KCUMB staff to scan all supporting documents into ERAS and electronically transmit them to the students programs of choice.

Students should arrange to have all letters of recommendation sent directly to the Registrar's Office for uploading. While ERAS has a recommendation form template for students to utilize when soliciting letters of recommendation, KCUMB also has it's own version which is posted to the Registrar's web page.

ERAS (www.aamc.org/students/eras)

ERAS is an online application service designed to assist students with the transmission of application data, Dean's Letters (MSPE's), medical school transcripts, COMLEX/USMLE scores, student picture and recommendation letters to programs of choice for internship/residency. The majority of programs will only accept applications through ERAS. However, as indicated earlier, there are a few programs who still utilize independent applications so students are encouraged to contact program directors to confirm their preferred method of application.

The ERAS System has four main components: (1) the **MyERAS** web site where students complete their portion of the application process; (2) the **Dean's Office Workstation (DWS)** which is used by the Registrar's Office to both attach supporting documents for students such as academic transcripts, Dean's Letters (MSPE's), photos and letters of recommendation, and to also transmit that data to the students programs of choice; (3) the **Program Directors Workstation (PDWS)** which allows the internship and residency programs to view and rank applicants; and finally (4) the **ERAS PostOffice** which serves as the central transmission database and allows students to monitor the activity of their file using the ERAS Tracking System (ADTS).

In addition to the system components listed above, ERAS has a very robust resource link on their website <http://www.aamc.org/students/eras/resources/start.htm>. Students can view and print the ERAS Informational Brochure, a Users Guide, a working copy of the ERAS Application, Commonly Asked Questions, a Recommendation Letter Cover sheet, and can even download voice enhanced tutorials that will walk students through each section of the application process.

Deadlines and associated fee information for ERAS is posted to their website annually, however, a general timeline is provided below:

General ERAS Time Line

Early July	<i>MyERAS</i> website opens for students to begin working on applications. <i>(This website requires students to enter their ERAS Token ID for access. Token ID's are e-mailed to students from the Office of the Registrar).</i>
Mid July	Osteopathic training programs begin downloading ERAS applications
Early Sept.	Students begin applying to ACGME accredited programs; and ACGME programs may begin downloading applications
Mid Oct.	MSPE's (Dean's Letters) are released to AOA accredited programs
Early Nov.	MSPE's (Dean's Letters) are released to ACGME accredited programs
Dec.	Military Match
Jan.	Urology Match
Feb.	Osteopathic Match
March	NRMP Match results available on website
Late May	<i>ERAS PostOffice</i> closes

ERAS Fees

Processing fees are based on the number of programs applied to per specialty. *MyERAS* automatically calculates student fees and allows for payment online. A base line fee is typically assessed for a set number of programs, but others can be added for an additional charge. Additionally, COMLEX and USMLE scores are auto-attached for a one-time charge. Please refer to the ERAS website for specific details about fees and/or processing.

Special Note: ERAS is only a method of transmitting internship/residency application data - it **does not** constitute the residency/internship Match itself. You not only need to start investigating programs, complete your portion of ERAS and ensure that the appropriate supporting documents are mailed to the Registrar's Office for uploading into ERAS (photo, letters of recommendation and transcript), but you must also apply and pay the required fees for participation in the Match. See Step 3.

Step 3: Register for the osteopathic (NMS) and/or allopathic (NRMP) matching services and stay abreast of all associated responsibilities and deadlines.

NMS (www.natmatch.com/aoairp)

The National Matching Service provides an orderly, electronic venue for matching **osteopathic** applicants to **AOA internships/residency positions** in the United States for their first postdoctoral year of training (OGME-1) according to the preferences expressed by both the student and program directors on their individualized rank order list.

Completion of an AOA-approved first postdoctoral year of training (OGME-1) is essential for the continuation of postdoctoral osteopathic training and future credentialing. All AOA-approved residency training programs require satisfactory completion of OGME-1 training. Likewise, completion of AOA-approved postdoctoral training is required to sit for osteopathic specialty certification board examination. It's also important to note that some states will actually deny licensure to osteopathic physicians unless they have completed AOA-approved postdoctoral training. To obtain an AOA-approved OGME-1 position in an osteopathic internship or residency, students must register for and participate in the AOA Intern/Resident Registration Program (the "Match"). General information about processing timelines and fees follow:

General NMS Time Line

Mid June	Registration for Osteopathic Match opens
Early Oct.	Registration deadline
Early Nov.	Program participant list available for viewing on web
Late Nov.	Students begin ranking programs
Mid-Late Jan.	Deadline for Rank order submission
Early Feb	Match results made available
Mid Feb.	Deadline for Programs to send contracts to students. Students typically have 30 days from the time they receive the contract to sign and return.

NMS Fees

The registration fee for NMS is set each year and posted to their website. The fee is non-refundable, and is collected by NMS on behalf of the AOA. While the application is an online process, payment must be made to the National Matching Services Inc. by check or money order drawn on a U.S.A or Canadian bank, or by an **International** postal money order (**NOT** a U.S. postal money order). Only signed Agreements sent with full payment of the registration fee payable to National Matching Services Inc. will be accepted. Please refer to the NMS website to download the Agreement form and to secure additional details.

NRMP (www.nrmp.org/res_match/special_part/ind_app)

The National Residency Matching Program provides an impartial, electronic venue for matching applicants to **allopathic and dual accredited** residency/internship positions according to the preferences expressed by both the student and program directors on their individualized rank order list. Applicants utilize the online **NRMP R3 System** to register and participate in the process.

The **R3 System** involves three steps: (1) Registration, (2) Ranking and (3) Results. Osteopathic students are considered to be an "Independent Applicant" and must follow the directions as outlined on the NRMP website. While a general timeline and statement about fees is provided below, students must keep in mind that some specialties operate on a different schedule. Consequently, students are encouraged to carefully review all information on the NRMP website prior to beginning the registration process.

General NRMP Time Line for Main Residency Match

Mid Aug.	Registration for Allopathic Match opens
Late Nov.	Registration deadline for standard fee
Mid Jan.	Rank Order List opens
Late Jan.	Quota Change Deadline
Mid-Late Feb.	Late Registration deadline; Rank order List closes; and Withdrawal deadline
Mid March	General confirmation of matched/unmatched status posted to the NRMP website; Filled/unfilled positions posted to NRMP web site; Details of locations with unfilled positions posted to web site; and Unmatched applicants may begin contacting programs.
Mid-Late Mar.	Match Day – details about which programs students matched to is posted to the NRMP website

NRMP Fees

The NRMP will advertise a standard registration fee each year which is payable online by a specific deadline. Late registrations are entertained for several weeks after the initial registration period for an additional fee. All registration fees are non-refundable. For the standard registration fee, applicants get the opportunity to rank a set number of programs on their primary rank order list and also a set number on their secondary rank order list. Students may add additional programs to their rank order lists for a fee. Students should refer to the NRMP website for specific details

While students should always first seek information about ERAS and/or the Match process directly from the source, the Registrar's Office is also available to offer assistance. Our contact information is:

Connie Weekley	(816) 283-2463	cweekley@kcumb.edu
Dorothy Phelps	(816) 283-2332	dphelps@kcumb.edu
Cheryl Williams	(816) 283-2412	clwilliams@kcumb.edu
Heidi Terry	(816) 283-2333	herry@kcumb.edu

Additionally, questions and/or concerns regarding student MSPE's (Dean's Letters) should be directed to:

Allison Moore	(816) 283-2497	aomoore@kcumb.edu
Cheryl Williams	(816) 283-2412	clwilliams@kcumb.edu