



BROWN UNIVERSITY RESIDENCY CHECKLIST

Each student who is applying for a residency position in PGY-1 specialties (including military) will be applying electronically through ERAS. ERAS transmits residency applications, letters of recommendation, Medical Student Performance Evaluations (MSPEs), Brown University transcripts, USMLE transcripts and other supporting material from medical schools to residency programs.

GETTING STARTED (MAY – JULY)

- ◇ Make sure you have contacted Janice Viticone (Janice_Viticone@brown.edu) regarding your career specialty advisor assignment.
- ◇ Obtain an ERAS token from the Career Development Office. Log into your AAMC Account and register your ERAS token. If you need an ERAS token, please contact Janice Viticone.
- ◇ Review written and online resources regarding the residency process:

WRITTEN RESOURCES:

- ◇ First Aid for the Match (4th Edition)
A succinct guide to help navigate through the residency application process
- ◇ Iserson's Getting into a Residency - A Guide for Medical Students, 9th Edition K.V Iserson, MD
University of Arizona, Tucson. Step by step guide through the process of selecting a medical specialty and obtaining a residency position. Provides information about the different medical specialties, including the difficulty of obtaining a position and the number of slots available.
- ◇ Strolling Through the Match
American Academy of Family Physicians.
Strolling Through the Match was developed to help you make appropriate decisions about your professional career and to learn more about the process of getting post-graduate training. This book emphasizes the practical approach and encourages you to gather and summarize specialty information, establish timelines, and organize checklists and reference materials.
- ◇ The Successful Match Rajani Katta, MD & Samir P. Desai MD
The Successful Match uses a unique approach and combination of evidence-based advice and an insiders' perspective to help you reach your ultimate goal of matching into your field of choice.

ONLINE RESOURCES:

- ◇ [ERAS for Applicants](#): provides you with information for Residency and Fellowship applicants; how to use MyERAS, including tutorials, and additional resources to help you through the application process.
- ◇ [Career Development Website](#): Our own Brown University Career Development Office Website is loaded with material on each specialty with extensive Match data. The specialty advising section is extremely robust and lists information about every specialty, the Brown faculty advisors in that specialty with contact information, the names of the Brown interest group leaders in that specialty, the CIM program date along with the contact information of the specialty speakers, and the alumni who have matched in that specialty. It also lists data and statistics on each specialty from the NRMP Outcomes of the Match which includes Step 1 and Step 2 data. Examples of CVs and personal statements are available for you to view, as well as some tips and guidelines to help you navigate through the specialty decision making and residency application process
- ◇ [AMA-Freida Database](#): provides you with fast access to information on expanded graduate training programs in 76 specialties and subspecialties. The fully interactive menu lets you conduct a customized search for the ideal residency by specialty, state, size of program, even student-to-faculty ratio.
- ◇ [Careers in Medicine](#): A career planning program designed to help you choose a medical specialty and select and apply to residency programs. It contains vast information on specialties and residencies and is a wonderful guide through the application and interview process.
- ◇ [Charting Outcomes in the Match](#): Characteristics of applicants who matched to their preferred specialty in the most recent NRMP Main Residency match.
- ◇ [Interactive Charting Outcomes in the Match](#): Interactive guide showing characteristics of applicants who matched to their preferred specialty.
- ◇ [At-A-Glance Program Director Survey](#): This tool provides a snapshot of program director responses to the NRMP survey questionnaire.
- ◇ [Roadmap to Residency: Understanding the Process of Getting Into Residency](#): From the American Association of Medical Colleges
- ◇ [AMS Residency Collective](#): The Collective is a Brown-specific solution for getting residency advice and information from senior students. The advice covers Step tips through residency rank process and is organized by specialty.
- ◇ [Doximity](#): Doximity offers an 'unofficial' ranking of all of the residency programs.
- ◇ [Alumni Contact Information](#): On the [Career Development website](#), the city, state, name of hospital and discipline of graduates within the past 5 years has been created. These alumni have all agreed to answer questions you may have about their residency program.

THE APPLICATION PROCESS (JUNE – SEPTEMBER)

DECIDING WHERE TO APPLY

- ◇ Discuss appropriate programs with your specialty advisor, alumni, Alex Morang, Kelly Whalen or Dean Vrees.

- ◇ Complete your [MyERAS application](#). No supporting materials can be transmitted until you have completed your MyERAS application. Show your application to your specialty advisor, Alex Morang, Kelly Whalen or Dean Vrees before submitting it to residency programs. An extra set of eyes is always helpful!
- ◇ Review interview policies of each program. Some will interview you in advance of a completed application; others require that all materials be received before they will schedule an interview. Program information is available on the program's website.
- ◇ Review [ERAS fees](#) before applying to programs.
- ◇ Complete the [NRMP \(National Resident Matching Program\) Student Agreement](#). (Usually opens 9/15).
- ◇ As appropriate, complete the Central Application Service from the [San Francisco Match](#) for early match in Ophthalmology or the AUA site for Urology.

ARRANGE FOR SUPPORTING MATERIALS

- ◇ The Medical Student Performance Evaluation (MSPE): This composite evaluation is prepared and signed by Dean Roxanne Vrees. The MSPE provides an objective summary of your medical school performance and personal attributes, based on verifiable information and summative evaluations (third year clerkship evaluations and early fourth year rotation evaluations).
- ◇ Letters of Recommendation: Programs require three letters of recommendation (LoR), but many programs will allow up to four letters. At least two of the letters should come from a physician in the specialty for which you are applying. ***COVID-19 update:** Please pay close attention to your specialty specific recommendations and guidelines for applying during COVID-19. Many specialties have updated their requirements for letters of recommendation. We have included all updates and national guidance on each specialty on the Career Development website.
 - Provide each LoR author with a Letter Request Form for each LoR you are asking them to write. The Letter Request Form asks if you will be waiving your right to view the letter (you should!) and also includes instructions for the letter writer.
- ◇ Transcripts: Records & Registration will order your transcript and upload it to ERAS for you.
- ◇ Personal Statement: Create and upload your personal statement. You may have more than one personal statement uploaded, but can only send one personal statement to a program. The Office of Career Development will hold a Personal Statement/CV Workshop on June 25, 2020.
- ◇ Photo: You will need to upload 1 photo directly into MyERAS. (Photo not to exceed 2.5 x 3.5 inches in size; file size cannot exceed 100KB). The photo should be a headshot.
- ◇ USMLE: Authorize the release of your USMLE Transcript. All programs require USMLE Step 1 scores.

DEADLINES

- ◇ ERAS opens on September 1st to submit your applications, if you wish. Please note, your application will not be released to programs until October 21st. **There is no advantage to submitting your application early.** All applications will be date stamped 10/21/2020 regardless of the date you submit.
- ◇ Programs can start to download applications on October 21st. We recommend submitting your application no later than October 21st. Again, programs are not able to view your application prior to October 21st.
- ◇ Be sure your letters of recommendation, transcripts, and photos are in by *your program deadlines*. Please note: program deadlines may be different than the October 21st ERAS deadline. You will need to check the program's individual website to find program specific requirements and deadlines.
- ◇ Your MSPE will be released by AMS on October 21st.

INTERVIEWS (NOVEMBER – JANUARY)

- ◇ Interview offers come at various times depending on specialty. Some may start as early as the beginning of November, but oftentimes they come in December, and may be as late as February this year as most interviews will be done virtually.
- ◇ Discuss the timing of your interviews with your advisor and the career development team.
 - If you have a very heavy interview schedule, consider completing an independent study and not a clinical elective, such as Medical Spanish or EKGs.
- ◇ If there is a Brown graduate in the program where you are going to interview, we encourage you to take the time to contact that person. Alums are an invaluable resource, able to provide you with information about the program.
- ◇ Complete a mock interview prior to going out on the interview trail. We will be offering a class workshop on virtual interviews as well as individual mock interviews to prepare you for the virtual interviewing landscape.
- ◇ The Office of Career Development will hold an Interview Workshop in October 2020. Mock interviews will also begin in October.
- ◇ Review the program's website and literature before the interview. Have specific questions ready. Ask about the present and future direction of the program.
- ◇ Keep notes or check-lists of each visit and interview. This can help you keep programs straight during the interview season and will be helpful when it comes time to rank the programs for your rank order list. Be sure to utilize the [NRMP Prism Program](#), an app for your phone or tablet to help keep track and organize training programs during the interview process.
- ◇ Follow-up letters/thank you notes to the programs can be very helpful. Write to your interviewer and/or the program director and tell them how much you enjoyed the program and why!
 - **Be sure to follow a program's policy regarding thank you notes. If a program specifically tells you not to write a follow up note or thank you not – DO NOT write one!**
- ◇ If you are unable to keep your scheduled interview, it is imperative that you notify the program as soon as possible, preferably a minimum of two weeks in advance. Failure to communicate with the program is unfair to other students who seek an interview, and jeopardizes other Brown student's chances for that program.

THE FINAL STEPS: RANK LISTS

- ◇ After you have interviewed with all of your programs, meet again with your specialty advisor, Alex Morang, Kelly Whalen or Dean Vrees to discuss your reactions and thoughts of your programs. Remember that your rank order list is confidential – you do not have to share it – but it can be helpful to discuss!
- ◇ Discuss your rank order list with family and friends to help reach the best decision.
- ◇ February 1 – Rank Order List opens.
- ◇ March 3 – deadline for applicants and programs to enter their confidential Rank Order List.
- ◇ March 19 – Match day! Results are distributed at 12 noon.

CHECKLIST

JUNE:

- Connect with your specialty specific advisor
- Log on to MyERAS
- Attend 4th year Residency Planning Meeting (June 15, 2020)
- Attend Personal Statement and CV Workshop (June 25, 2020)

JULY/AUGUST/SEPTEMBER:

- Begin working on personal statement drafts
- Start filling out MyERAS application
- Meet with specialty advisors, career development advisors

OCTOBER:

- Finalize ERAS application
- Finalize personal statement
- Send friendly reminders about Letter of Recommendation deadlines to faculty writing your LOR.
- Meet with specialty advisors, career development advisors to go over program lists
- Register for NRMP (Registration opens 9/15)
- Meet with specialty advisors, career development advisors to go over program lists
- Submit ERAS application by 10/21

NOVEMBER/DECEMBER/ JANUARY:

- Interview trail

JANUARY:

- Meet with specialty advisors, career development advisors to go over rank lists

FEBRUARY/MARCH:

- Complete any second looks (virtual or otherwise) at residency programs
- Submit rank lists by March 3rd at 9:00pm

MARCH:

- Match Day March 19, 2021