ERAS Residency Applicant Checklist

As an applicant, there are a number of ERAS related tasks you should complete when applying to a residency. Below is a checklist to assist you with making sure you complete them all. If you have any questions, regarding the ERAS process please contact the ERAS HelpDesk at (202) 862-6264 or send us a message.

ERAS Resources

☐ Visit the ERAS website for helpful information on the MyERAS application and the ERAS process, such as the ERAS timeline, FAQs, MyERAS User Guide, a list of participating specialties and programs and more. .

Research Programs

☐ Contact ALL programs to ensure that they are participating in ERAS before submitting your application materials to them.

☐ Contact each program before applying to make sure you understand and meet all program eligibility requirements and deadlines, including citizenship and visa requirements.

Applying to Programs

☐ Obtain an ERAS token from your Designated Dean's Office (DDO).

Applicant Type	Designated Dean's Office	Phone Number	Email	Website
US Seniors/ Graduates (MD or DO)	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@ecfmg.org	www.ecfmg.org/eras
Canadian Medical Graduates	CARMS	1-877-CARMS-42 (1-877-227-6742)	help@carms.ca	http://www.carms.ca

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, uploading and processing documents.

☐ Make sure that you are using an ERAS token for the correct MyERAS season.

☐ Register for an AAMC Account, if you do not already have one.

☐ Log into your AAMC Account and register your ERAS token.

MyERAS Application

☐ Complete your MyERAS Application.

Note: 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.

☐ Certify and Submit your MyERAS Application.

Note: Your application must be certified and submitted in order to apply to programs. 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.

Documents

- ☐ Create your Personal Statements.
- ☐ Add and confirm Letter of Recommendation (LoR) Authors.
- ☐ Provide each LoR Author with a Letter Request Form for each LoR you are asking them to write.

  Note: Letter Request Forms should not be duplicated and distributed to multiple LoR Authors. They are customized for each letter and contain a unique Letter ID that can only be used once.

- ☐ Authorize the release of your USMLE and/or COMLEX-USA Transcript.
- ☐ Work with your DDO to have the following additional supporting documents uploaded to your MyERAS Application.
  - ☐ Medical Student Performance Evaluation (MSPE or "Dean's Letter")
  - ☐ Medical School Transcript
  - ☐ ECFMG Status Report (International Medical Graduates only)
  - ☐ Postgraduate Training Authorization Letter (PTAL or "California Letter") (International Medical Graduates only)
- ☐ Upload your photo.

Programs

- ☐ Confirm the application requirements and deadline for each program of interest.
- ☐ Search for programs and add them to your Saved Programs.
- ☐ Assign documents to your programs.

  Note: LoRs cannot be assigned to programs until the LoR Authors upload the LoR to the Letter of Recommendation Portal (LoRP).

- ☐ Review ERAS fees before applying to programs.
- ☐ Apply to programs.

Track your documents

- ☐ Confirm that your supporting documents and Letters of Recommendation were uploaded.
- ☐ Use the Assignments Report to ensure that training selections and document assignments for programs you have saved and applied to meet the programs' application requirements.

Monitor your Message Center

- ☐ Check your Message Center regularly for messages from programs you have applied to, the ECFMG (IMGs Only) and ERAS.
- ☐ Check your email, voicemail and postal mail regularly for communications from programs that are sent outside of the ERAS system.

Register for the Match

- ☐ If you plan to participate in a match, please ensure that you register with the appropriate match service.

  Note: Registering with ERAS does not register you for any match service.