

# C.A.R.E.

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## Career and Residency Exploration Program

### Residency Application Check List

#### July

- Receive ERAS token from Dean's Office and log on
- Consult the ERAS applicant guide for assistance  
[https://www.aamc.org/download/269176/data/myeras\\_print.pdf](https://www.aamc.org/download/269176/data/myeras_print.pdf)
- Research residency programs - AMA FREIDA  
<http://www.ama-assn.org/ama/pub/education-careers/graduate-medical-education/freida-online.page>  
You can search for residency programs by specialty and state to begin putting together your list of programs to apply.
- Start jotting down ideas for your personal statement
- Begin putting your letter writer list together
- Have professional picture taken for application
- Attend Question and Answer session

#### August

- Personal statement.** Get feedback on your statement from your clinical assistant dean, your specialty advisor, or Dean Christoforou. Do **NOT** hold back your ERAS application if your personal statement is not ready by September 15th. You can add it later, but do so A.S.A.P.
- Order your medical school transcript** from the Office of the Registrar to be uploaded into ERAS.
- Need to pay Bursar \$5 transcript fee.**

**Do NOT hold transcript much past Sept 16th if an important grade is not in.** You can always send an updated transcript - and yes, the programs do download them!

- Have professional picture taken for application (if not done)
- Identify faculty who will write your letters of recommendation.**

Remember, letter writers may need your CV, a student copy of your transcript and a draft of your personal statement. You should give your writers at least 3-4 weeks to complete their letters.

**\*\*You must designate the letter writers on MyERAS and print out the ERAS cover sheet to give out to your letter writers.\*\***

- You can designate as many letters as you wish. You can only ASSIGN a MAX of 4 per residency program.
- Letter writers should submit their letters to the Dean's Office at : [residencyappdocs@downstate.edu](mailto:residencyappdocs@downstate.edu)

## September

### **BY SEPTEMBER 15<sup>TH</sup> - Complete ERAS application and apply!**

The first day programs are able to download your ERAS application is on September 15th.

- Complete ERAS early, but not hastily. Your common application cannot be changed once it is submitted.

- **Your entries can be in bullet format** (use dashes) and not full paragraphs.

- Try to limit descriptions to 2 to 3 bullets for each item. If it is too long it will not be read.

- All your documents will be uploaded into ERAS once you have completed the following steps:

- ✓ **certify application**

- ✓ **submit payment**

- ✓ **select programs!** (*see below*)

- **DON'T FORGET !!**

- ✓ **assign the NBME transcript to each program**

- ✓ **assign letters of recommendation to programs**

- ✓ **assign personal statement to each program**

### **Choose programs to which you wish to send applications**

- Apply to enough programs so that **you have choices**. It is better to cancel interviews than to not have enough scheduled.

- Ensure that you have a list of programs that is long enough to cover the categories of **Dream Programs**, **Hope Programs** and **Sure Bet Programs**.

**Review your MSPE** – you will receive an e-mail from Ms. Deborah Everett in the Dean's Office when your MSPE is ready to be read.

Check the ERAS Web Site Applicant Document Tracking System (**ADTS**) regularly to determine completeness of your file.

**After September 15th register for the NRMP** at: <http://www.nrmp.org>

## October

October 1 – MSPE released to Residency Programs

Attend Residency Interview Seminar

Begin receiving interview invites

Transmit received Step 2 CK score