2006-’07
GRADUATE PLANNING GUIDE

A FOURTH YEAR and RESIDENCY PREPARATION MANUAL for 2007 MATCH PARTICIPANTS
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INTRODUCTION:

This guide is your reference for the yearlong residency application process. The purpose of the Graduate Planning Guide is to provide assistance in fulfilling the requirements to obtain a residency. The process outlined in this manual begins in March and April 2006, after the 2006 Match concludes, and “guides” you through the matching process until the beginning of residency (most will begin July 1, 2007), over a year after taking your initial steps.

The search for a residency begins approximately one year prior to graduation and the anticipated start date of residency. This search begins with research, from the gathering of information on the anticipated programs and specialties to preparing the various components of the residency application, etc. A brief overview of the contents of the Graduate Planning Guide follows:

**Part I** addresses this initial phase with ideas for researching programs and specialties, anticipating licensing issues that may affect choice of programs, writing the personal statement, curriculum vitae and obtaining recommendation letters and the Dean's Letter/MSPE. The successive steps depend on choice of specialty/specialties and whether your graduation and examination schedule allow you to begin residency on the traditional July 1st start date.

**Part II** explores the different options/routes of application processes available depending upon your choice of specialty/specialties and whether your graduation and examination schedule allows for the traditional residency start date of July 1st. It also outlines the requirements for NRMP/Match, ERAS, specialties that do not participate in ERAS, SFMP (specialty matches), post-match Scramble as well as considerations for traditional and non-traditional residency start dates.

**Part III** addresses graduation requirements, ECFMG Certification, the possibility of obtaining a special graduation date (if applicable) and licensure.

**Part IV** contains profiles of Ross graduates who began residencies between July 2002 and July 2005. These experiences will be of interest to you, as you will be in a similar situation a year from now.

**Part V** contains resource lists with relevant web sites, telephone numbers and addresses of organizations, and useful publications for residency application.

**Part VI** contains three forms related to the Dean's Letter/MSPE: Dean's Letter/MSPE Request Form, Dean's Letter/MSPE Questionnaire, and Update Request Form.

Maintaining an active e-mail account is imperative. The Department of Graduate will be emailing important messages and reminders. In addition, ERAS, the NRMP, and residency programs will contact you via e-mail.

DISCLAIMER:

Changes in policy, deadlines, fees, etc. occurring after the finalized version of the guide is posted on the University’s web site are not the responsibility of the University. The University cannot be held liable, as any changes originate at ERAS, ECFMG, FSMB, USMLE, etc. The Department of Graduate Affairs will alert you via e-mail, as much as possible, with changes, reminders, etc, which is why it is important to keep your e-mail accounts active, that you notify us of e-mail account changes, and that your inboxes are available to receive e-mail.

If you have any questions, please contact the Department of Graduate Affairs at graduateaffairs@rossu.edu or call (732) 978-5300, ext. 2676. It is important that the Department of Graduate Affairs has a current e-mail address on file, as in June the department will begin issuing updates and reminders containing important information. If you have not received an e-mail from Graduate Affairs by July, we likely do not have a current or working e-mail address for you.
PART I – THE PRE-APPLICATION PROCESS

Beginning a residency on July 1st 2007 depends upon your having begun the pre-application process in late March – early April 2006. The five-step pre-application process is outlined below.

1. Preparing the Personal Statement

The personal statement is the first step in the pre-application process. It is a required component of your Dean’s Letter/MSPE request, for which the deadline is May 19, 2006. Preparing a personal statement for the Dean’s Letter/MSPE request is also a helpful writing exercise, as it is a required component of the residency application as well. Allow ample time to prepare the statement. Publications providing advice on applying for residency also offer tips on writing personal statements.

A personal statement is a one-page essay that tells the reader who you are and what sets you apart from other residency applicants. While including volunteer, research, and work experience, the personal statement is not a narrative form of the résumé. The statement describes events and experiences that have shaped your personality, your values, and goals.

In the personal statement, address why you have chosen medicine as a profession and why you are intent on a career in a specific specialty. If you plan on applying for positions in various specialties, you must prepare a personal statement for each specialty. However, for the Dean’s Letter/MSPE request, only one personal statement is required, as all Dean’s Letters/MSPEs are composed as general letters, not specifying a particular field. This affords application to multiple specialties.

2. Preparing your Résumé or Curriculum Vitae

The résumé or CV is a required component of the Dean’s Letter Request. In a clear and logical manner, the résumé or CV includes professional background, previous education and degrees, extracurricular activities, previous career(s), community involvement, volunteer participation, publications, and research. Make sure to list start and end dates, contact person and phone numbers, and city and state of listed experiences. The résumé or CV is to be no longer than two pages, containing significant and pertinent information.

IMPORTANT NOTE: A sample c.v. and hints on writing your personal statement can be found at the end of this guide with the Dean’s Letter/MSPE request materials.

3. Requesting the Dean’s Letter/MSPE – May 19, 2006 deadline

The Dean’s Letter/MSPE is a personalized, detailed two-page letter of assessment and part of the residency application. It contains information based, in part, upon the submitted personal statement and résumé. Other sources of information are your clinical evaluations, transcript, and sometimes your letters of recommendation. The Dean’s Letter is written only after the request has been completed, in other words, only after you have submitted all four components of the request. Once written, a student copy will be sent to you for review of factual information, as a courtesy - not for your editorial.

Dean's Letters/MSPE are written in the order in which the requests are received. The earlier the submission of the completed Dean’s Letter/MSPE request, the earlier you will receive the student copy. Your student copy can be delivered to you either via a pdf read-only e-mail or by regular mail.

To receive the best chance for the Dean’s Letter/MSPE to be completed by the first ERAS Dean’s Letter/MSPE distribution date of November 1st, the Department of Graduate Affairs must have received the completed Dean’s Letter/MSPE request by May 19, 2006. If the completed request is received
on, or a few days prior to, the May 19 deadline, you can expect to receive the student copy at the end of October or beginning of November.

After you have submitted the residency application to ERAS (You may begin submitting documents to ERAS in mid-August) and after you have received a student copy of the Dean’s Letter/MSPE, submit a written request for an official Dean’s Letter/MSPE to be mailed to ERAS. If you didn’t submit it in your Dean’s Letter Application, include a check for $10, your ECFMG/USMLE number and your social security number. ERAS’ first distribution of Dean’s Letters to residency programs is November 1st. Also, you will need to submit a written request for an official transcript to be mailed to ERAS. Include a check for $10 (unless already paid), your ECFMG/USMLE identification number and social security number. You may also send one inclusive check for $20 to cover both fees.

A complete Dean’s Letter/MSPE request consists of 4 items (forms and helpful information can be found at the end of the guide (pages 40-49) in the Dean’s Letter Application Packet.

- Dean's Letter/MSPE Request Form
- Dean's Letter/MSPE Questionnaire
- Curriculum Vitae or Résumé (Preferred format example on page 41)
- Personal Statement (Helpful suggestions on page 44)

Note: Make sure to include your email address, as all communications will be through electronic mail. If you don’t hear from us with an update by July, please email us, as we may not have your correct/current email address.

Important: Your Dean’s Letter/MSPE file will not be considered complete until all application materials arrive. Once complete, your request will be filed according to the date received. Your Dean's Letter/MSPE will then be written in order of the date received, and a student copy sent to you.

Do not fax or e-mail requests. Also, the department is not responsible for documents sent to other departments. Therefore, do not include your Dean’s Letter/MSPE request with documents submitted to other departments. Mail your Dean's Letter/MSPE request and documents to:

Department of Graduate Affairs
Ross University School of Medicine
499 Thornall Street, 10th floor
Edison, NJ  08837-2235

Update Request:

If the Dean’s Letter/MSPE had been written for a previous Match or Scramble, and you plan on participating in the 2007 Match or Scramble, you may request an update by submitting the Update Request Form by May 19, 2006. Updating your Dean’s Letter/MSPE will entail the addition of core clerkships not included at the time the original letter was composed. No other changes are made to the Dean's Letter/MSPE, and we do not mention post-Ross graduation experiences.

Confirmation of documents:

To confirm receipt of documents, either use certified mail or send a stamped, self-addressed postcard with the documents. If you are running close to the May 19 deadline, and you have not yet sent your request, use US Express Mail or Federal Express, as tracking procedures exist.
4. Obtaining Letters of Recommendation

As part of the residency application, you will need at least three letters of recommendation from physicians at the institutions where you completed clinical clerkships. Begin to collect them as soon as possible and continue to do so throughout your clerkships. The ideal letters of recommendation are written by program directors and by attending physicians who supervised your rotation in your chosen specialty. The letters should not all originate from physicians who supervised the same rotation.

When requesting a letter of recommendation, request an original for you (and your files) and another original to be sent to the Clinical Department at Ross. If an original is given to you only, it is your responsibility to send a copy to the Clinical Department for inclusion in your clinical file. Do not send letters of recommendation to the Department of Graduate Affairs.

It is also your responsibility to send copies of your letters of recommendation to ERAS, or directly to programs not participating in ERAS; however, keep an original or “good” copy of each. If a physician chooses to send an original to Ross University only, and does not provide you with a copy, you must send a written request for a copy to your clinical advisor.

5. Identifying Prospective Programs

Some of the criteria by which you identify prospective programs are: consideration of your intended specialty, geographic location, desired program type (university, community, rural, etc.), sub-specialties and possible fellowship opportunities. Apply to a wide variety of programs, representing competitive programs as well as less competitive ones, different geographic locations, and different types as mentioned above. The less you limit yourself and your choices, the better chance you have of obtaining a residency position. It is also helpful to join specialty/professional organizations and to read specialty journals and newsletters of professional organizations.

Although Part V provides a list of further resources (i.e.: web sites, telephone numbers, and addresses of various professional organizations), some suggestions for both program and specialty information include:

- Most residency programs’ web sites provide useful program information/statistics for applicants.
- The American Medical Association Fellowship and Residency Electronic Interactive Database Access, known as AMA-FREIDA, can be found at www.ama-assn.org/freida.
- Articles of general interest and advice are available from www.careermd.com.
- Access information on urology as a specialty at www.auanet.org.
- Information on neurology, neurological surgery, otolaryngology, and ophthalmology programs is available from the San Francisco Match at www.sfmatch.org.
- The AMA’s Graduate Medical Education Directory, or the “Green Book,” includes contact information for all ACGME-accredited programs at www.acgme.org.
- The GMED Companion: Supplemental Data for Choosing Your Residency Program features program data such as salary, start dates, curricula, and articles on obtaining residency.
- The Council of Teaching Hospitals (COTH) Directory and The COTH Survey of Housestaff Stipends, Benefits and Funding are good reference books.
- Information produced by specialty professional organizations include Directory of Family Practice Residency Programs and the Directory of Psychiatry Residency Training Programs.
- Residency Match statistical information is available on the NRMP web site as well.
Licensing

Overview

State licensing boards and statutes have become more and more stringent. Additionally, the rate of change and the types of changes are a direct result of the resources and Medical Practice Act of the individual state, as each state is the imprimatur. Since each state maintains its own requirements and criteria for licensing, it is difficult to provide generalized information on this topic. Regardless of the different regulations, keep in mind:

9. When choosing programs, consider eligibility to obtain a training license or permit in that state.
10. Pennsylvania and California, two popular states in which many Ross graduates want to obtain and do obtain licensure, are particular about requirements, as are Illinois, Massachusetts, Texas, and Virginia. These states often require many supporting documents from Ross University or your clinical training site. (Note: Ross University cannot complete California L6 forms or Illinois Af-Med forms. These forms must be completed by physicians/administrators at your clinical hospital sites.)
11. When seeking licensure for the first time or in another state, you should anticipate delays, as the state boards must fully investigate all submitted documents and credentials.
12. Never omit or hide negative and/or derogatory information, as any misrepresentation on a licensing application will result in either denial or future restrictions.
13. The peak workload of licensing boards and medical universities occurs between April and September, as everyone in medical education wants to be licensed between June and August.
14. Be patient with all administrative offices, as we at Ross University must research and evaluate your records and compose the appropriate supporting documentation to submit to the licensing boards.
15. The purpose of licensing boards is to be the watchdog, as the boards must protect the public from unprofessional and/or incompetent physicians. Such scrutiny is regulated by “recognized standards of professional conduct.”
16. A good rule of thumb for the time it takes state board to process forms is about 60 days.
17. Clerkships must be completed at hospitals with departments that are affiliated with either the AOA or ACGME. (See “Particulars” below for select state requirements.)
18. All IMG’s (international/foreign medical graduates) must be ECFMG certified before starting residency, gaining licensure, and sitting for Step 3 [Oklahoma does not require ECFMG certification for licensure].
19. Some state medical board web sites provide downloadable regulation(s) information and licensing application forms. Make sure you access the forms for students of foreign medical schools.
20. Students who are not U.S. Citizens or permanent residents must secure a visa for residency.
21. Before filing your application with any state, make sure you have confirmed your leaves of absence with the University. Remember: time taken in order to study or attend board reviews is considered a leave of absence for independent study. If Ross University reports them to a particular licensure board and you do not, you could be subject to a penalty for nondisclosure.

Particulars

Any forms that are to be verified or completed by the University must be directed to the Department of Graduate Affairs. If the form states that a transcript must be included, send a check for $10 payable to Ross University, along with the licensing form.

Again, Ross University cannot complete California L6 forms or Illinois Af-Med forms. They must be completed by a(n) physician/administrator at the hospital in which you conducted your clinical training.
Pennsylvania Licensing Issues:

The Pennsylvania State Board of Medicine requires 72 weeks of clinical rotations to be performed at ACGME approved institutions; this \textbf{excludes} all DO hospitals or programs. If you have performed less than 72 weeks in ACGME-approved hospitals, there are two choices: Either do not apply to programs in Pennsylvania or repeat weeks in ACGME-approved hospitals to fulfill the 72-week requirement. However, the 72 approved weeks must be completed by May 31, 2007 in order to begin residency on July 1, 2007. If remediation is needed, contact your clinical advisor.

Florida Licensure Issues:

Recently, the Florida Board has become very stringent with inconsistencies in reporting leaves of absence. If Ross University reports a leave, and the applicant fails to report the same leave (even if you merely forgot you had taken one), \textbf{the Florida Board will subject you to a monetary penalty for nondisclosure, and the offense will become a part of your permanent record.} It is important to verify breaks in your education with Ross, realizing that time taken to study/prepare for board exams is considered a leave of absence. Also, time away from classroom or clinical training over 30 days may be categorized as a break.

California Licensing Issues:

The California State Board of Medicine requires 54 weeks (including cores) of clinical clerkships to be performed through ACGME-approved programs or in hospitals with ACGME approved family practice residency programs. California will accept weeks in DO/unapproved rotations \textbf{for electives only}, provided they were completed in facilities outside California and at institutions with which Ross has a contract.

You must either not apply for residency in California or repeat requirements through approved programs, if:

(a) You have completed core rotations in DO hospitals or in hospitals that do not have ACGME-approved programs in family practice or in the area of specialty of choice.

(b) You have completed less than 54 weeks of clerkships in ACGME-approved teaching institutions.

If remediation is needed, contact your clinical advisor.

Additionally, the procedure for obtaining a license in California makes it difficult to do a residency in California the same year of graduation. Many residency program directors do not interview, rank or offer residencies to foreign students/graduates who have not yet obtained the "status letter" from the Medical Board of California. The letter verifies eligibility for licensure in California and \textbf{is issued only to graduated students and only after a review process of at least 45 days}. If your anticipated graduation date is April 30 or May 31, 2007, you may not have enough time to be eligible to apply for the status letter to make the 2007 Match interview period beginning in November 2006 and finishing in January 2007.

There are three options for students who want to do a residency in California:

1) Complete a transitional or preliminary year elsewhere and go through the Match again the following year to look for a position in California.
2) Sit out a year.
3) Apply only to California hospitals from the list below or programs that inform you that they will consider the application even without a status letter.

The list below is of hospitals that have granted interviews in previous years to students who did not yet have a status letter from the California Board. If applying to any in the list below, be sure to contact the institutions to see if the option still exists. All options, particularly those necessitating interruption of medical
training, must be considered carefully. **This is not a finite list. If you are interested in a California program, inquire if they will grant you an interview without the letter, as policies change every year.**

A partial listing of hospitals that have granted interviews to students who did not have a status letter are:

- Kaiser Permanente Medical Center, Oakland
- California Pacific Medical Center, San Francisco
- San Joaquin General Hospital, Stockton
- Kern Medical Center, Bakersfield
- West Los Angeles VA Medical Center, Los Angeles
- University of Southern California, Los Angeles
- LAC-King/Drew Medical Center, Los Angeles
- University of California San Francisco, Fresno

It is your responsibility to make sure that the Form L6 is completed for each rotation by the institutions where the clerkships were performed (i.e.: the hospital, not Ross University).

If you are a California resident and are scheduled to complete clinical rotations considerably prior to a scheduled graduation date, you may be eligible for a special graduation date that will allow you to obtain the status letter as early as possible.

**Texas Licensing Issues:**

*The Texas Medical Board has recently recognized Ross University as “substantially equivalent” to a Texas medical school, and Ross graduates are once again eligible for licensure there. Feel free to email Graduate Affairs at graduateaffairs@rossmed.edu if you have any questions. If you plan on applying for Texas licensure in the future, you may want to schedule and **complete a rotation in neurology**, as they have required clinical training in neurology for licensure in the past.*

*Texas also requires that all clinical rotations be completed in hospitals with ACGME or AOA-accreditation in the specific specialty. If you anticipate practice in Texas prior to Board Certification, please arrange appropriate rotations through your clinical advisor.*

**Idaho Licensing Issues:**

Idaho will consider a Ross graduate on a case-by-case basis. Obtaining a license to practice in Idaho is not a guarantee.

**Visa Issues**

**Overview**

If you are neither a U.S. Citizen nor a permanent resident and you are planning to apply to residency programs in the United States, you must secure a visa (either J -1 Visa or an H -1 Visa). **Furthermore, you are obligated to inform the program directors of your immigration status.**

**J - 1 Visa**

The J -1 Visa, the more common of the two, is a sponsorship through ECFMG. To initiate the process for acquiring a J -1 Visa, contact ECFMG to obtain the appropriate paperwork (MF-1/Application for Initial Sponsorship). You may contact the Exchange Visitor Sponsorship Program by phone at (215) 662-1445 or via [http://www.ecfmg.org/evsp/index.html](http://www.ecfmg.org/evsp/index.html).
ECFMG has United States Department of Education authority to sponsor “foreign national physicians as Exchange Visitors in accredited programs of graduate medical education or training or advanced research programs. Exchange Visitors sponsored by ECFMG receive a Certificate of Eligibility for Exchange Visitor (J -1 Visa) Status (Form IAP-66). This document is used to apply for the J -1 Visa.”

In order to be sponsored, you must have secured a valid ECFMG certificate. ECFMG will issue form IAP-66 to those who have the following: a) proof of acceptance into an ACGME accredited residency program and b) receipt of completed application for initial J -1 Visa sponsorship. You must see to it that the J -1 Visa is renewed each year - you make this renewal request in conjunction with the training institution (i.e.: the hospital of residency). The length of time allowable to use the J -1 Visa is “limited to the time typically required to complete the advanced medical education program”. Additionally, it is your responsibility to alert ECFMG of any changes in your status while you are training.

The J-1 visa has two requirements:

1) You must have a copy of your contract with a residency program.
2) You must have a letter issued to you by the Ministry of Health of the country where you are a legal permanent resident (If you are a citizen of one country but maintain a permanent residency in another country, the letter should come from the latter). The letter must state the country’s need for this type of physician and that you have an intent to return to your home country after you receive your training.

For Canadians Wanting to Practice in Canada

The minimum examination requirement for a graduate of a medical school outside Canada/U.S. is the Medical Council of Canada Evaluating Examination. Final year medical students may apply to write the examination in their final year of medical school if they intend to apply for a Statement of Need from the Government of Canada in support of a J-1 Visa application. Contact the Medical Council of Canada for information on schedules and fees. It is recommended that the medical student write the MCC EE in January before the beginning of the residency.

There is no requirement to obtain a contract or return-in-service agreement in any province or territory prior to applying for a Statement of Need. The provinces and territories provide a projected need for medical specialties on an annual basis and Health Canada administers the program on their behalf.

Contact Information at Health Canada:

Program Administrator
Statement of Need / J-1 Visa Program
Health Human Resource Strategies Division
Health Care Policy Directorate
Health Policy and Communications Branch
HEALTH CANADA
Address Locator 1918C, Tunney's Pasture, Ottawa, Ontario K1A 1B4
Telephone: (613) 952-1912, Facsimile: (613) 948-8081

Requirements for Obtaining a Statement of Need from the Government of Canada for Medical Graduates Seeking Postgraduate Training in the United States.

Health Canada website at www.hc-sc.gc.ca
H - 1B Visa

To obtain the H -1B Visa, which is a temporary worker visa, you must contact the U.S. Immigration and Naturalization Service at 800-375-5283. Because ECFMG has no role in the H - 1B Visa, the arrangements are made between you and the residency program; thus, the training institution sponsors you as the H -1B Visa holder. Securing this visa is dependent upon the efforts made by both you and the training institution. Be aware that residency programs are granted a certain number of H -1B Visas yearly; therefore, program directors must know of your need for a visa in order to hold one for you.

Students must take the USMLE Step 3 in order to qualify for the H -1B. In order to take Step 3, you must be a graduate and you must apply to take the exam in one of the few states that allow you to take the exam prior to starting residency. If you are not a U.S. citizen or permanent resident, and are scheduled to complete your clinical rotations considerably prior to a scheduled graduation date, you may be eligible for a special graduation date that will allow you to take Step 3 as early as possible. For information on Step 3, contact the Federation of State Medical Boards at (817) 571-2949 or (817) 868-4041 or access www.fsmb.org.

As much as The International Medical Graduates’ Guide to U.S. Medicine: Negotiating the Maze by Ball, Louise (Galen Press, 1995) is a good source for additional information, be aware that in our post-September 11 world, the issue of “security” is a primary topic. As such, the AACSU Advisory has issued a statement entitled “Enhanced Border Security and Visa Entry Reform Act” in late April 2002 which outlines expected changes in Foreign Student Admission Process.

Another source for e-mail immigration and visa law information is available via Visalaw.com Health Care Immigration Newsletter at http://www.visalaw.com/IMG/email.htm.

PART II – Applying for Residency

Introduction

There are various ways of applying for residency. The process you follow is dependent upon (a) your specialties of choice and (b) whether you are eligible to participate in the NRMP/National Resident Matching Program, also known as "The Match."

The following will help you assess your eligibility and the appropriate process, including detailed information on individual application procedures. Since more than one process is potentially applicable, please read each of the below five sections carefully.

Section A: The Match
This section contains information on the NRMP Match. This section applies to most students graduating by May 31st and planning on beginning residency on July 1st 2007.

Section B: ERAS
This section addresses application for residency using ERAS. This electronic application process is required of students participating in the NRMP Match, graduating by May 31, and planning on beginning residency on July 1st 2007 in the following specialties and combined programs:

- anesthesiology
- child neurology
- dermatology
- diagnostic radiology
- emergency medicine
- internal medicine/psychiatry
- internal medicine/pm&r
- neurology
- neurological surgery
- nuclear medicine
- pediatric dermatology
- pediatrics/pm&r
- pediatrics/psychiatry/child psychiatry
- physical med and rehabilitation
- plastic surgery

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If you are applying for a residency in any of the above specialties, you will also need to register for the NRMP Match. You therefore must follow the instructions in Section A.

Section C: Specialty Matches
Addresses the application process for students graduating by May 31, 2007 applying for July 2008 PGY-2 positions in urology, neurology, neurological surgery, otolaryngology, and ophthalmology. Since these specialties require you to perform a preliminary or transitional year, in most cases, you must also apply through ERAS and participate in the NRMP Match. You therefore must follow all instructions in Sections A and B as well.

Section D: Post-Match/Scramble
Addresses the application process for students who will graduate by May 31, 2007 and can conceivably begin residency on July 1, 2007 but were not eligible, or will choose not to participate in the Match. It also contains instructions for those who participated in the Match or in specialty matches, but did not obtain a position.

Section E: Non-Traditional Start Dates
Addresses possibilities for applying for positions in any program with a start date other than July 1st.

Section A: The Match

Overview

The National Resident Matching Program (NRMP) oversees the Match. It is not an application or placement service. The NRMP matches students with residency programs, but the students apply for residency positions through ERAS or directly to programs themselves. Programs then contact applicants for interviews. Once applicants have been interviewed, residency programs provide a list of their chosen applicants in order of preference to the NRMP. Applicants also submit a list of the programs where they were interviewed, in order of preference. The role of the NRMP is to match a program with an applicant based on both rank order lists.


Requirements to Participate in the Match

The NRMP imposes strict regulations and deadlines for participation. These restrictions provide programs security that applicants will be eligible to begin residency on July 1, 2007.

In essence, “to participate in the NRMP, graduates/students of foreign medical schools must have passed all exams required for certification by the Educational Commission for Foreign Medical Graduates/ECFMG and the results must be available by the Rank Order List deadline. The NRMP contacts ECFMG periodically before the Rank Order List deadline to verify whether graduates/students
of foreign medical schools...have passed required exams. **Applicants who are not confirmed by ECFMG will be withdrawn automatically from the Match immediately following the Rank Order List deadline.**

As a graduate of a foreign medical school, you are considered an “independent applicant” in the eyes of the NRMP. To be eligible to participate in the NRMP Match you must:

- have access to the internet and maintain an active e-mail account, as Match registration, the submitting of rank order lists, and the obtaining of match results all occur on-line.
- register for the NRMP by their set registration deadline to avoid late registration fees.

**If you apply for a residency beginning July 1st 2007, you are committing to that date and must be ready to begin on that day.** If you finish your clinical rotations any time after May 31st, there is no guarantee that you will be ECFMG certified and/or licensed by July 1st. In past years some students have applied for July 1st positions with a June 30th graduation date. However, these students informed all programs to which they applied that they could not begin on the traditional July 1st day and made acceptable special arrangements with those programs.

If you expect to graduate on June 30th and wish to apply through ERAS and participate in The Match, you must inform all programs that you will need to start at least a month late and that your start date will be in August. **Proper disclosure of your start date is imperative, otherwise you risk misrepresenting yourself and Ross University.**

**Important:** Many residency programs and state licensing agencies require extensive paperwork and processing. To insure your best chance of being able to begin residency on time, you should try to fulfill all University obligations and requirements and pass all examinations in an attempt to meet the March 31 graduation date. Otherwise, beginning a residency on time is not a guarantee.

**Step 2 CK and CS**

You must take both the USMLE Step 2 CK and CS exams by the end of December 2006, and have passing scores by the NRMP Rank Order List deadline. The NRMP will contact ECFMG periodically until this day to verify that all exams have been passed. Any applicant who does not have passing scores on both exams by this deadline will be withdrawn from The Match.

**Once you are eligible,** it is recommended that you take these exams as soon as you are ready. This will allow you to take either exam again should you not be successful in your first attempt. Keep in mind that ECFMG requires you to wait 60 days between the date of the first time you take either the Step 2 CK or the Step 2 CS and the beginning of the eligibility period for which you apply to retake the exam. You should take the exams as early as possible, as it is very difficult to schedule either exam toward the end of the year and there is no guarantee that sufficient spaces will be available for all candidates. NRMP, according to their web site, suggests that applicants take the Step 2 CK and CS as early as possible. Results are mailed approximately 6 – 8 weeks after the assessment date. Independent applicants must take the Step 2 CK and CS early enough to ensure that ECFMG can verify results by the Rank Order List deadline.

**Please note:** You are required to submit your application for the Step 2 CK and CS to the Registrar's Department at least 6 weeks, and no more than 15 weeks, prior to your chosen USMLE eligibility window. You can download the new application from the ECFMG website. Please also know that the Step 2 CK and the Step 2 CS are separate exams and can be taken at different times.
As a Ross student, you must meet the following criteria to be certified to take the Step 2 exams:

**Step 2 CK**

In order to take Step 2 CK, you must have completed 48 weeks of clinical clerkships by the first day of the USMLE window, including internal medicine. This includes the nine-week Introduction to Clinical Medicine clerkship.

**Step 2 CS**

To be certified to take the Step 2 CS, you must have 36 weeks of core clinical rotations completed, including internal medicine.

Do not submit your Step 2 CS application to the Registrar’s Department until you have completed a minimum of 24 core clerkship weeks, including internal medicine.

**Section B: ERAS**

ERAS is a method of applying electronically for residency positions. For student/graduates of foreign medical schools, ERAS is administered by ECFMG, and ECFMG is considered your designated “Dean’s Office,” in that you obtain your ERAS Token from ECFMG.

The 2007 Information Booklet and Application Materials are expected to be available on ECFMG’s web site in August, 2006 along with information about My Profile, Letters of Recommendation (LoRs), Documents, Tokens, Fees. Other ECFMG-related information, such as dates/schedule and frequently asked questions/FAQs can be found on the ECFMG/ERAS web site at: http://www.ecfmg.org/eras/

To receive important ERAS updates via e-mail throughout the application cycle, sign up with the following ECFMG-related listserves:

- ECFMG-ERAS Reporter: http://www.ecfmg.org/reporter
- ECFMG-ERAS Correspondent: http://www.ecfmg.org/correspondent

**Common Application Form**

Through ERAS, the applicant completes one Common Application Form and selects the programs to which the application should be transmitted by ERAS. This process is conducted online. Supporting documents, which include letters of recommendation, your transcript and Dean's Letter/MSPE are sent by mail to ECFMG ERAS. They scan these documents, attach them electronically to your application, and transmit the complete application to the ERAS Post Office. Program directors download transmitted applications from the ERAS Post Office.

**Requirements for Participation**

To participate in ERAS you must:

- have internet access (not just an e-mail address), since the application is completed online.
- have an active e-mail account, as programs, ERAS, and the NRMP will contact you via e-mail.
- complete clinical rotations by May 31, 2007, in order to begin residency by July 1st.
- meet the eligibility requirements to participate in the NRMP Match.
• register for the NRMP Match.
• submit your complete Dean's Letter/MSPE request to the Department of Graduate Affairs by May 19, 2006 or, if you had your letter written in a previous year, submit your request for an update, also by May 19, 2006, to receive the best chance for your Dean's Letter/MSPE to be completed by the first ERAS Dean’s Letter/MSPE distribution date on November 1, 2006.

Application Procedures through ERAS

If you have followed the pre-application procedures outlined, you should have your personal statement and CV prepared, your Dean's Letter/MSPE request completed and sent, have begun collecting letters of recommendation as well as started the research and identification of prospective programs. If you have completed these steps, you are ready to begin the application process.

1. Request an ERAS 2007 Token

The ERAS 2007 Token is a unique code that will enable you to log on to the Applicant's Web Station where you will complete your application. To request the ERAS 2007 Token, visit the ECFMG ERAS web site (www.ecfmg.org/erasinfo.htm) and print out the "Request Form for an ERAS 2007 Token."

1. Submit the Request Form to ECFMG ERAS

You must submit the Request Form for an ERAS 2007 Token along with required payment to ECFMG ERAS. The ERAS 2007 Token will be faxed or e-mailed to you. You will also receive an instruction manual when it becomes available.

2. Register for the NRMP Match

Again, as a foreign medical student, NRMP considers you an independent applicant (i.e.: not sponsored by a university). The NRMP has a web-based Registration, Ranking, and Results System (R3).

Registration for the Match is a four-step process, which includes:

(a) completion of a form
(b) agreement with their terms and conditions
(c) payment of the registration fee
(d) maintenance of an e-mail account/address

Detailed information on this system can be found on the NRMP web site at www.aamc.org/nrmp. An Applicant User Guide is provided on the site. Again, registration begins in mid-August 2006 and the application deadline is in early December (consult web site in August for exact dates).

3. Complete the Common Application Form/CAF

Once you have received your ERAS 2007 Token and ERAS 2007 Applicant Manual, you may log-on to the Applicant Web Station at www.aamc.org/eras to begin completing the Common Application Form. This is approximately a 12-page application. You will fill in all the required information, in accordance with the instructions in the Manual, and type in or attach your personal statement and cv/resume. You will then select the programs where you would like your application transmitted. When using a credit card, you will pay all necessary fees depending on the number of programs to which you are applying. If you pay by check or money order, your application will not be made available to programs until your payment has cleared.
If you run into any technical difficulties entering the applicant web station, or while completing your application, you must contact ERAS technical assistance at myeras@aamc.org.

The ECFMG ERAS Post Office will open on a date in early September (consult site in August for exact date). This is the day that you can start transmitting your CAF, profile, and personal statement.

After the ERAS Post Office is open, ECFMG’s tracking system (ADTS) will allow you to check the status and progress of your application. While specific deadlines vary, most residency programs expect your application, with the exception of your Dean's Letter/MSPE and your Step 2 CK and CS scores, to be complete by October 31, 2006. It is recommended that you apply as early as possible.

4. Send Letters of Recommendation to ERAS

As mentioned earlier, you are responsible for submitting your letters of recommendation to ERAS. Ross University will not forward them for you. Following the instructions in the manual, you must mail your recommendation letters to ECFMG ERAS at the Philadelphia P.O. Box mailing address listed on all ECFMG ERAS paperwork. You do not have to send all letters of recommendation at once. As long as you properly identify each letter with your name and USMLE/ECFMG number, you may send them separately.

Most programs expect to have access to your letters of recommendation by October 31, 2006. You must allow approximately 10 business days of processing time from the day ECFMG ERAS receives your letters of recommendation until the day they become available to programs.

5. Request Ross to Send Your Transcript to ERAS

Before submitting this request, you should carefully review a student copy of your transcript for mistakes. Mail or fax [(732) 978-5306] your request to the Department of Graduate Affairs for a student copy of your transcript. On your request, be sure to state your social security number, where you want your transcript to be faxed or sent, and sign the request.

To have your official transcript sent to ERAS, you must mail a written request to the Department of Graduate Affairs. Along with your request, you must send a check for $10 payable to Ross University or MO along with your ECFMG/USMLE number and your social security number.

Most programs expect to have access to your transcript by October 31, 2006. You must allow approximately 15 business days of processing time from the day Ross University receives your transcript request/payment until the day your transcript can be made available to residency programs by ERAS.

6. Request Ross to Send Your Dean's Letter/MSPE to ERAS

Once you have received and reviewed a student copy of your Dean’s Letter/MSPE, you may request that the formal/official version, on university letterhead, be mailed to ERAS. You must mail a written request to the Department of Graduate Affairs, along with a check for $10 payable to Ross University, your ECFMG/USMLE number and your social security number.

Ross University will send your Dean's Letter/MSPE to ERAS usually within five business days of having received your request/payment. Regardless of when your letter is sent to ERAS, no letter will be transmitted to programs by ERAS until November 1st, the first Dean's Letter/MSPE distribution date.
8. Schedule and Attend Interviews

Residency programs begin contacting applicants for interviews in November. Most interviews take place between November and January, some earlier, some later. Since programs have a limited number of interview slots, you should schedule an interview as soon as they contact you. Books giving advice on applying for residency and going through the Match offer tips on the interview process. Refer to the resource list for titles. You will find contradicting advice on the best time to schedule an interview. While some sources state that interviewing in November gives you an advantage, others suggest interviewing in January. If you are still rotating, it is more important to plan your interview schedule according to what is most practical for you, while continuing to fulfill your clinical responsibilities.

You should possess some knowledge of the programs with which you will interview. The interview itself provides the best opportunity for you to learn about the program, and you are encouraged to ask questions. Afterward, you should ask for feedback to ensure a better performance with each subsequent interview.

In the past, many Ross students have been offered pre-match positions during or shortly after an interview. If you anticipate accepting an offer from a particular program not participating in the NRMP Match, do not withdraw from the Match until you have received a written, signed offer and have returned a signed acceptance. You then must withdraw through the NRMP web site.

9. Submit and Certify Your Rank Order List & Payment

If you registered for the NRMP Match, you must submit a rank order list between mid-January 2007 and their established deadline in late February. You must also certify this list, alerting the NRMP that this is your final version of the list. The rank order list should be comprised of the programs with which you interviewed and from whom you would accept an offer. When composing the list, you must not consider whether you think the program will rank you or not. The order of the programs must depend strictly on your preference. It is in your best interest to list as many programs as possible, as NRMP statistics show a consistent pattern of matched applicants having longer ROL’s. However, do not rank any programs from which you would not accept an offer, as matching to a program establishes a commitment to accept an appointment. After the deadline, you may not change your rank order list.

We advise not to wait until the last minute to submit and certify your Rank Order List, as the NRMP web site is quite busy at that time and you may not be able to enter it.

If you have unpaid NRMP fees by the Rank Order List deadline, you will be withdrawn from the Match.

If your Step 2 CK and CS results are not available by the deadline, you will also be withdrawn.

10. Obtain Match Results

Match results become available on the NRMP web site in mid-March over a four day period:

The first day applicants find out whether or not they have matched at all.

The following day, NRMP provides a listing of filled and unfilled positions, with locations for all unfilled positions. That day at noon, unmatched applicants may begin contacting unfilled programs, a process known as “scrambling.” (see Section D)

Typically two or three days later at 1:00 pm, results for applicants are posted on the NRMP web site.
As the time draws near, the Department of Graduate Affairs will e-mail you an attachment for reporting your match results information.

**Section C: Specialty Matches**

**Overview**
The specialties that require you to participate in specialty matches are urology, neurology, neurological surgery, ophthalmology, and otolaryngology. Although you will begin the application process in 2006 and obtain the results in 2007, these matches are for PGY-2 positions beginning in 2008. Since all of these require you to perform a preliminary year, you will need to apply for a preliminary position through ERAS and register for the NRMP Match.

Most urology programs and some neurology programs are integrated, meaning that they include a PGY-1 year within their training. However, many of them still require you to register for the NRMP Match and to rank the preliminary year of the program as your first choice. Refer to section A for information on the NRMP Match and section B for instructions on registering with the NRMP and applying through ERAS.

The Neurology Match, unlike the other specialty matches is a "two-tiered match." This means that two thirds of the positions available during the 2007 Match are for 2nd year positions beginning in July 2008. The other third is comprised of 2nd year positions beginning in July 2006. You may apply for these only if you graduated in 2005 or earlier and will be completing a preliminary year by July 2006.

The AUA Residency Matching Program oversees the Urology Match. The San Francisco Matching Program oversees separate matches for residency positions in neurology, neurological surgery, ophthalmology, and otolaryngology. The scheduling of these specialty matches is designed to allow you to coordinate the application for PGY-2 positions in these specialties with the application for preliminary positions. These matches are timed to give you the result of the specialty match a month before you need to submit your rank order list to the NRMP. You can then determine your NRMP ranking based on your PGY-2 specialty match results.

**Requirements for Participation in Specialty Matches**

To participate in the specialty matches, you must:

- meet eligibility requirements to participate in the NRMP Match (see pages 11-14).
- submit your complete Dean’s Letter/MSPE request by May 19, 2006.
- complete clinical rotations in time to graduate by May 31, 2007.

**Application Procedures for the AUA Residency Matching Program for Urology**

1. **Register for the Urology Match**

There is no central application or electronic residency application system for urology positions. On the Urology Match web site ([www.auanet.org](http://www.auanet.org)), you will find a list of the participating programs and contact information. You must contact each program to request application materials.

In some cases, applicants must also go through the NRMP as a formality for the surgery training required before urology training. Applicants should check with each program to determine their requirements relative to the NRMP Match.

You can register on their web site using a credit card to pay the registration fee.

You will then receive your I.D. registration number, which you will make available to the programs you are applying to.
1. Request an ERAS 2007 Token (if necessary)

2. Submit the Request Form to ECFMG ERAS (if necessary)

3. Register for the NRMP Match

4. Contact Prospective Urology Programs

5. Complete Applications:
   - Make sure to take note of the deadline for each urology program on the application and do not wait until the last minute. Include your I.D. registration number in each application.
   - Apply through ERAS (if applicable).

6. Send Letters of Recommendation to Urology Programs
   a) As discussed earlier, you are responsible for sending your letters of recommendation to each urology residency program. It is perfectly acceptable to send copies. They may be sent along with the application or separately.
   b) Apply through ERAS (if applicable).

7. Request Ross to Send Your Transcript to Urology Programs
   a) Before submitting this request, you should carefully review a student copy of your transcript for mistakes. If you indicate that you want your student copy of your Dean's Letter/MSPE sent through the mail, you will receive a student copy of your transcript at that time. But if you have not received this mailing, and you want to submit your transcript to urology programs, you may fax a request for a student copy to (732) 978-5306. On your request, be sure to indicate your social security number, where you want your transcript to be faxed or sent, and sign the request.
   b) To request that your official transcript be sent to programs, send a typed list of the programs to the Department of Graduate Affairs. The fee to have your transcript sent to programs is $10 per transcript. Be sure to include a check with your request.
   c) Apply through ERAS (if applicable).

8. Request Ross to Send Your Dean's Letter/MSPE to Urology Programs
   a) If you submitted a complete Dean’s Letter/MSPE request, a student copy will be mailed to you once it is written. Please keep in mind that Dean's Letters/MSPEs are written in the order the requests are received. The earlier you submit your complete Dean’s Letter/MSPE request, the earlier you will receive your student copy. If you submit your complete request on, or a few days prior to, the May 19 deadline, you can expect to receive your student copy around the end of October or beginning of November.
   b) After having reviewed the student copy of your Dean’s Letter/MSPE, you may request that it be mailed to Urology programs, by sending a typed list of the programs to the Department of Graduate Affairs. The fee to have your Dean's Letter/MSPE sent is $10 per letter.
(c) Apply through ERAS (if applicable).

10. Schedule and Attend Interviews

11. Submit Your Rank Order List to the AUA

The AUA must receive your ROL via mail by their deadline in mid-January, 2007.

12. Obtain Urology Match Results

(a) In late January, the Department of Graduate Affairs at Ross will receive a fax with the results of the Urology Match. You may call for your results at that time.

(b) If you matched to a combined program and no longer need to participate in the NRMP Match, log-on to the NRMP web site to withdraw from the match.

(c) If you did not match, continue following the instructions for ERAS and the NRMP Match. Also, Urology openings after the Match can be obtained by logging on to the AUA web site at www.auanet.org.

Application Procedures for the Neurology, Neurological Surgery, Child Neurology & Neurodevelopmental Disabilities, Ophthalmology, and Plastic Surgery Matches through the San Francisco Matching Program (SFMP)

1. Register for Your Chosen Specialty Match

Visit the San Francisco Match web site (www.sfmatch.org) to print the registration form and submit it with the required fee. You will then receive your registration number via mail.

2. Request an ERAS 2007 Token (if necessary)

3. Submit the Request Form to ECFMG ERAS

4. Register for the NRMP Match (if necessary)

5. Download the SFMP Central Application and Instructions

(a) All specialties overseen by the San Francisco Matching Program use the Central Application Service/CSA, which will distribute your application to your selected programs.

(b) Download the application from the web site (www.sfmatch.org), which also lists participating programs.

6. Complete Application

(a) Make sure to note the deadline for each program and do not wait until the last minute to submit your application. Check the San Francisco Matching Program web site for deadline information for each program.

(b) The application must be sent to the San Francisco Matching Program via mail. Include your registration number in your central application.

(c) Apply through ERAS (if applicable).

’06 - ’07 Graduate Planning Guide
7. Send Letters of Recommendation

(a) Send your letters of recommendation to the San Francisco Matching Program.
(b) Apply through ERAS (if applicable).

8. Request Ross to Send Your Transcript to the SFMP

(f) Before submitting this request, you should carefully review a student copy of your transcript for mistakes. If you request that a student copy of your Dean’s Letter be sent to you through the mail, a student copy of your transcript will be included. But if you want to submit your transcript to SFMP programs prior, you may fax a request for a student copy to the Department of Graduate Affairs at (732) 978-5306. On your request, be sure to list your social security number, where we are to fax or send it, and sign the request.

(g) To request that your official transcript be sent to the SFMP, send a written request to the Department of Graduate Affairs. With your written request, you must include a check for $10 made out to Ross University. We cannot accept a fax for this request.

(h) Apply through ERAS (if applicable).

9. Request Ross to Send Your Dean's Letter/MSPE to the SFMP

(a) If you submitted a complete Dean's Letter/MSPE request, a student copy will be mailed to you once it is written. Please keep in mind that Dean's Letters/MSPEs are written in the order the requests are received. The earlier you submit your complete Dean's Letter/MSPE request, the earlier you will receive your student copy. If you submit your complete request before the May 19 deadline, you can expect to receive your student copy by the end of October.

(b) After having reviewed the student copy of your Dean’s Letter, you may request that it be mailed to SFMP by sending a written request to the Department of Graduate Affairs. With your written request, you must include a check for $10 made out to Ross University.

(c) Ross University will send your Dean's Letter/MSPE to the San Francisco Matching Program usually within five working days of having received your request and payment. Dean's Letters/MSPEs will begin to be transmitted to all residency programs by the San Francisco Matching Program on November 1st, the first Dean's Letter distribution date.

(d) Apply through ERAS (if applicable).

10. Schedule and Attend Interviews

11. Submit Your Rank Order List

(a) Download the ROL form from the San Francisco Matching Program web site.

(b) Rank the list of programs in order of matching preference and submit via mail.

(c) Access http://www.sfmp.org/general/reg.html to obtain specialty submission deadlines, as each specialty has different dates.
12. Obtain Specialty Match Results

(a) You must call the San Francisco Matching Program for your match results, which become available approximately 2 weeks after the deadline for submitting your rank order list.

(b) If you matched with a combined program and no longer need to participate in the NRMP Match, log-on to the NRMP web site to withdraw from the match.

(c) If you did not match, continue following the instructions for ERAS and the NRMP.

(d) Openings available after the specialty matches can be obtained through the Vacancy Information System on the San Francisco Matching Program web site.

Section D: Post-Match/Scramble

Overview

The Scramble is the common name for the process of seeking a residency between mid-March and July 1st, as it is an option for 3 types of applicants:

1) those who registered for the NRMP and/or specialty matches but did not obtain a position.

2) those who were withdrawn from The Match for not having passing scores on all exams by the Rank Order List deadline.

3) those who did not previously apply for a position or participate in any match, but who will be ready to begin residency by July 1, 2007.

At noon on the day after the Match, a list will become available of the programs that have unfilled positions. If you were once registered in the NRMP Match, even if you withdrew or were withdrawn, you will have access to this list on the NRMP web site. If you were never registered for The Match, please know that Ross University is not able to provide the NRMP’s list of available Scramble positions. In order to get the list, you must register with NRMP, and some/many positions may require an application through ERAS.

If you are eligible to participate in The Match, it is in your best interest to participate in The Match rather than to look for a position through the Scramble. The Scramble should be considered a “Plan B” in your residency search. During the Scramble, positions are limited, the number of applicants is large, and the positions are filled quickly.

Requirements for Participation in the Scramble

To participate in the Scramble you must:

• have access to a fax machine, since many residency programs prefer you to submit your application via fax. Have in your possession student copies of your Dean’s Letter/MSPE and transcript; have your test scores, recommendation letters, CV and personal statement ready for faxing.

• register with ERAS and submit a Common Application Form by early March 2007, as some programs prefer to receive your scramble application via ERAS.

• be scheduled to complete clinical rotations by May 31, 2007 to begin residency on July 1st.
The positions available during the Scramble are for residencies beginning on July 1, 2007. If you do not graduate by May 31, you will not be ECFMG certified and licensed in time to begin on July 1. In past years, some June 30 graduates have been able to obtain positions during the Scramble. If you are graduating on June 30th you may seek a position, but you must inform program directors that you will not be able to begin on time.

**Procedures for Scrambling**

1. **Declare Your Intent to Scramble - if applicable**

An email will be issued in February to all students who anticipate participating in the 2007 Match suggesting if you have not pre-matched or have any question about the possibility of your matching, that you should prepare to scramble. Complete the attached form and fax or mail it to the Department of Graduate Affairs by March 2, 2007. The form will ask you to provide your social security number, phone number, and allow you to request scramble copies of your Dean’s Letter and updated transcript.

2. **Prepare to Scramble**

(a) To scramble by fax, you need to have the following documents ready to fax to programs:

- Dean's Letter/MSPE (student copy)
- Transcript (student copy):
  - if you do not have a student copy of your transcript, request a copy approximately 2 weeks before the first day of the scramble
- 3 letters of recommendation
- Step 1 and Step 2 scores, (if available).
- Personal Statement
- A print out of the ERAS Common Application Form or a Universal Application Form.

(b) To scramble via ERAS, you must:

- Have requested an ERAS 2007 Token
- Submit your request form to ECFMG ERAS
- Complete the Common Application Form
- Send letters of recommendation to ERAS
- Request Ross to send your transcript to ERAS (must be done by the end of February 2007)
- Request Ross to send your Dean’s Letter/MSPE to ERAS (must be completed by the end of February 2007)

3. **Obtain List of Programs with Unfilled Positions**

(a) If you were registered for the NRMP Match, you simply log-on to the NRMP web site on the day after match day in March at 11:30 EST for Filled and Unfilled results of individual programs and 12 noon EST for locations of unfilled positions.

(b) If you were not registered with the NRMP, you will not have access to the list of programs online. You must register/be registered with NRMP in order to receive the list. Programs may also require you to apply through ERAS.

(c) Some additional unfilled/open positions may be obtained via the hotlines below:
1) **Family Practice** - (800) 288-2668
2) **Ob/Gyn** - (800) 673-8444 ext. 2559

(d) For positions in **urology**, consult the AUA web site at [www.auanet.org](http://www.auanet.org).

(e) For positions in **neurology, neurological surgery, otolaryngology** and **ophthalmology**, consult the Vacancy Information System at [www.sfmatch.org](http://www.sfmatch.org).

(f) Specialty professional organizations may post openings on their web sites.

4. **Contact Programs and Submit Applications**

(a) The list of unfilled positions will provide the phone number of each program. You must call each program to receive information on how to apply. If you are told to apply by fax, you must fax all the documents as listed.

(b) If you are told to submit your application via ERAS, you may go to your ERAS file and request that your application be forwarded to that program. You must also give the program your applicant ID.

(c) The Scramble continues until all positions are filled. If you are having trouble finding a position, it is recommended that you continue to contact the programs you are interested in periodically for any unexpected openings.

5. **Schedule and Attend Interviews**

(a) Programs that are interested in you will contact you directly.

(b) During Scramble, some of the programs may conduct telephone interviews.


As the time approaches, the Department of Graduate Affairs will e-mail you an attachment regarding information about your position. It is important to inform the Department of Graduate Affairs regarding your status/position.

**Section E: Non-Traditional Start Dates**

If you cannot graduate in time to begin a residency on July 1st, you can seek “midyear residencies”, as many non-traditional start dates begin in January. Some programs have the flexibility to negotiate a specific, mutually convenient start date. These residencies are harder to identify, since they are atypical and sometimes only available as a result of unforeseen circumstances.

Students interested in this option should simply contact the programs of interest and inquire if they offer midyear positions. In previous years, the supplement to the “Green Book” listed positions with multiple start dates. As of the 2001-02 edition, the *GMED Companion: Supplemental Data for Choosing Your Residency Program* is the AMA source. The *GMED Companion* contains general articles on obtaining a residency, information on thousands of residency programs, and information on alternate start dates. You may also check the previously mentioned telephone hotlines for openings throughout the year.

Consult the following as additional resources for finding a residency outside the Match or those programs with non-traditional start dates:
All residency programs require a personal statement, transcript, letters of recommendation and a Dean's Letter as part of the application. If you plan on applying for a January start date, you need to follow the same Dean's Letter/MSPE guidelines and deadline as those applying for July 1st residencies.

We suggest that even if you are applying for positions beginning in January, you should also apply through ERAS for positions beginning the following July, since January positions are limited.

If you obtain a position beginning on a non-traditional date, you may be eligible for a special graduation date. Please see the appropriate section for special graduation dates.

PART III – Graduation Related Information

Graduation Procedures

Requirements for graduation:

- **To receive a diploma**, you must fulfill all requirements:
  
  - all clinical evaluations must be received.
  
  - all accounts with Bursar and Financial Aid must be settled.
  
  - Exit Interview forms from the Registrar's Department [and from the Financial Aid Department, if applicable] must be submitted.
  
  - You must complete:
    
    - (a) clinical rotations on or before a scheduled graduation date.
    
    - (b) sit for and pass the Step 2 CK and CS

Please note that 2006/7 graduation dates may be subject to change, so check with the Office of the Registrar for information on these dates. At this printing, upcoming scheduled graduation dates are:

- 3/31/06; 5/31/06; 6/30/06 and 12/1/06
- Commencement Ceremony 6/9/06

**NOTE:** Aside from 6/9/06, the above are not graduation ceremony dates; however, these are official dates of degree conferral for the purposes of issuing you a diploma and processing your ECFMG and state licensure (if applicable) paperwork. **November 30th graduates are not permitted to walk in the June ceremony until the following year.**

Also, the graduation packages will be e-mailed to you about 3 months prior to the anticipated graduation date.

If you complete your clinical rotations considerably prior to one of the scheduled dates and need an earlier graduation date, check below to see if you are eligible to receive a special graduation date.
**Graduation Ceremonies**

The graduation ceremony is held each year in early June.

You will receive information on the graduation ceremony several months prior. You should make sure that the Office of the Registrar has the correct permanent address on file for you. If you do not receive a graduation information packet at least one month before the ceremony, please e-mail the Office of the Registrar ([www.registrar@rossu.edu](mailto:www.registrar@rossu.edu)) and include your e-mail address.

**Special Graduation Dates**

All special graduation dates are scheduled for the last day of the month in which you completed clinical clerkships and exam prerequisites. **Special note: the last day of the last rotation is NOT the date of graduation.**

The University Registrar may grant you a special graduation date if and only if:

(a) you complete clinical rotations at least one month before a scheduled graduation date.

and

(b) fulfill one of the three below circumstances:

- you are applying for California residency and/or for a California status letter
- you must take the Step 3 exam for visa purposes, as you are not a U.S. citizen or permanent resident -- for example, if you want to obtain a residency in Canada.
- you have a contract with a residency which begins at least one month before your scheduled graduation date

**ECFMG Eligibility for Certification**

(a) you must have passed Step 1 and Step 2 CK and CS to graduate.

(b) On the day of your graduation, certified copies of your diploma will be sent to ECFMG, provided you have cleared the degree audit, which includes the clinical department having received the originals of all your evaluations.

(c) The diploma copies are then returned to the University for verification and are again mailed to ECFMG. The certificate is then issued to you and mailed to the address ECFMG has on file for you. The process, in its entirety, takes 3-4 weeks from the graduation date.

(d) If you change your address after you graduate, but before you receive your certificate, you must notify ECFMG. Fax all changes of address to Caroline Alesiani at (215) 386-9767. The change of address should include: your full name, ECFMG number, old address, new address, a home phone number where you can be reached and your signature.
Graduation Checklist:

____ submission of Step 2 CK and CS scores to the Office of the Registrar?
____ verification that Clinical Department has received evaluations for all clerkships completed thus far?
____ request the last evaluation to be sent ASAP
____ submission of Registrar and Financial Aid exit interviews?
____ submission of Graduation Application Form to Registrar’s Department?
____ fulfilled all financial obligations to Ross University and have a balance of $0?
____ submission of state licensing forms (if applicable)?

TIME LINE

The following summarizes the chronology for third and fourth-year students anticipating residency and participation in the NRMP (National Resident Matching Program). Please refer to the appropriate sources (NRMP, ERAS, ECFMG) for exact dates.

Late March – June
- Request Handbook for Independent Applicants from the NRMP
  - Identify/Contact programs for specific information/deadlines and to verify their participation in ERAS (Electronic Residency Application Service)
  - Request Dean’s Letter/MSPE from Ross. Check into specialty matches (if applicable)
  - Begin reviewing Registrar reference material regarding graduation, examinations and USMLE criteria

Early July
Register with ERAS if applicable (although this applies to almost all of you) by requesting a “token” from ECFMG, in order to access the MyERAS Web Site and begin your ERAS application. You must logon to the ECFMG Homepage and access OASIS, the Online Applicant Status and Information System, then click on “ERAS Token Request.”

Mid-July
MyERAS site opens for ERAS 2007 season

Early September
ERAS Applicant Document Tracking System (ADTS) opens for 2007 season

September – February
Applicants schedule and conduct interviews with programs

September – November - Submit ERAS application materials and/or materials to any other programs
  - Once applicant receives Dean’s Letter/MSPE student copy, request that Dean’s Letter and transcript be forwarded to ERAS

November 1
Dean’s Letter/MSPE universal distribution date

Early December
Initial ERAS Registration Deadline closes/late registration begins

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Mid-January Applicant and Programs can enter their Rank Order Lists
Mid-February Rank Order Lists are due for applicants and participating hospitals
Mid-March - Match Day – For those who matched, match results are announced
- Unfilled positions – those applicants who did not match are notified; students should begin “scrambling” for unfilled positions on this day
May 31 Rotations must be completed in order to make July residency start date
Late May – Early June Graduation/Graduation ceremony (for those who are on time)
April – June Process licensing materials
July 1 Universal residency start date

Part IV – Resident Profiles

Syed Ahmed

Ross University graduate Syed Ahmed recently obtained a residency at Ohio State University Hospital, which boasts one of the most respected neurology departments in the United States. However, Dr. Ahmed contends that he did not achieve this position based solely on academic performance. In fact, Dr. Ahmed strongly suggests that students should give equal attention to academics, discipline, and personality. Academics, Dr. Ahmed maintains, are very important, and he did perform well during his time at Ross. However, upon entering the highly competitive medical field, he needed to compensate in order to vie with those students with better GPA’s who may have been competing for the same residencies. He did so in two ways: staying focused and building a reputation.

Dr. Ahmed, like many medical students, was inspired to enter the field at an early age. Having first been introduced to the profession by his mother (also a physician), Dr. Ahmed's interest grew as he immersed himself in the study and practice of medicine. Throughout his undergraduate studies, he participated in a number of programs, including volunteer work at the University of Virginia Pharmacy and Johnston Willis Hospital. However, according to Dr. Ahmed, “It was my time working as an emergency medical technician in college that led me to choose medicine as a career path.” Upon matriculating to Ross University School of Medicine, Dr. Ahmed performed very well during his basic sciences, and at an outstanding level during his clinical rotations. Admittedly, though, his “Step I and Step II exam scores were just average.” How, then, did a student who was not at the top of his class, and who was a foreign medical graduate, attain a much-sought-after position in one of the nation’s top neurology departments?

In order to earn interviews at the hospitals of his choice, Dr. Ahmed made sure to remain diligent and pay close attention to deadlines. In preparation to participate in the Match, Dr. Ahmed realized that he not only had to request letters of recommendation early, but he had to request them from the right people. He advises students to be aware that programs are most influenced by “recommendations from professors in your area,” and that recommendations are looked at very closely. In his experience, Dr. Ahmed noticed just how heavily these letters weighed on a hospital’s decision to grant an interview. “Programs,” he says, “really do look at the whole portfolio.” He emphasizes that students’ grades on the Step I or Step II exams, for example, will not necessarily make or break their chances of obtaining interviews, and eventually, residencies. If students fall behind in one aspect of their performance, they can still make good impressions by obtaining appropriate letters of recommendation, and preparing all documents required to participate in the Match “on time, if not earlier.” By wisely submitting his materials
as early as he could, Dr. Ahmed was able to match at Prince George’s Hospital Center, where he will spend his preliminary year before starting his residency in Ohio State University’s Department of Neurology.

While all of Dr. Ahmed’s strategies for obtaining a residency proved useful, the most effective, in his opinion, was building a reputation. Dr. Ahmed describes himself as “very professional, easy to get along with, and willing to work on a team.” This self-description of his personality was confirmed by Dr. Ahmed’s attending physician at Prince George’s, who stated, “His interaction with patients is exemplary and he never hesitated to make sacrifices or take initiative when assigned patients to manage.” One thing to keep in mind, says Dr. Ahmed, is that “once you get the interview, it matters less and less where you went to school. It matters who you are and what your personality is.” This attitude proved beneficial to Dr. Ahmed, who will not only be the first Ross University graduate in Ohio State University’s neurology program, but also the first foreign medical graduate in that program. Still, his success at Ross and in the Match has only strengthened Dr. Ahmed’s philosophy on success in the medical field. When asked about his thoughts on starting at Ohio State, Dr. Ahmed said that he was “ecstatic,” but added, “I’ll have to make sure that I’m well-prepared and go the extra mile to gain the faculty and patients’ respect.”

Rob Alexander

Dr. Rob Alexander’s education in chiropractic medicine, which he completed with honors, and his three and a half years of private practice as a chiropractor proved to have been assets to his training as a medical physician. He made the transition easily, earning nearly straight A’s throughout his basic science education on Dominica, then impressing his clinical preceptors during his clerkships with both his medical knowledge and his high standards of ethics. He served as a mentor to his fellow basic science students, and was most appreciated by his professors for his obvious dedication to achieving his goal, as well as for his giving and caring personality. “He handled situations with aplomb,” stated a professor who noted that a patient had informed him that Dr. Alexander provided him with some of the best service he ever had. The evaluating physicians of his rotations, all of which were performed at the Chicago Medical School affiliated Jackson Park Hospital, recognized Dr. Alexander for the knowledge he accumulated and utilized in diagnosing and treating his patients, but particularly praised him for his bedside manner. Many commented that he would make an outstanding physician.

Although the move to pursue an MD was a natural one for Dr. Alexander, and his grades were high, his medical education was not without complications. After earning A’s in all his first semester classes, and continuing to do as well during the next semester, he had to withdraw from school. “It was the most difficult decision I had ever faced,” he said. “In the middle of my second semester, I received a phone call from home that my grandfather had become gravely ill. If I were to go home and see him it would mean withdrawing from medical school for the semester.” He was close with his grandfather, who had been encouraging and supportive of Dr. Alexander’s dreams and pursuits. “I decided I would be there for him in his final days.” So Dr. Alexander temporarily withdrew from Ross University with more than half of the semester’s examinations behind him, and when he came back the following semester, he had to repeat those courses.

Of course, he received A’s in all of these courses, and continued to excel as he fulfilled the academic portion of his medical education, but a big piece of his education was achieved in that time he was not on the island. “I spent several days at the hospital where my grandfather was being treated. His prognosis was poor as he was in advanced stages of malignancy. His pain was constant.” Witnessing his grandfather’s terminal illness and meeting the anesthesia pain management specialist who would be treating him enlightened Dr. Alexander and influenced the decisions he would then make. “I had not been aware that there were specialists in the treatment of pain, and I soon became fascinated with this particular area of medicine,” he said. “As the days passed, my grandfather’s physical condition deteriorated; however, he remained free of pain and discomfort.” So his grandfather, who gave Dr.
Alexander the support he needed to return to school with certainty and confidence at age thirty, was once again a motivating factor, as Dr. Alexander knew what specialty he would pursue. “I like to think his passing gave new direction to my life, and I am forever grateful to the doctor that helped to alleviate his pain during his final days. I returned to medical school the subsequent semester with a new sense of purpose and mission.”

As a chiropractor, he treated lower back pain. “However, I felt limited by what I could accomplish for my patients with only spinal manipulative therapy,” says Dr. Alexander. “The field of pain management, which is a one-year fellowship following an anesthesiology residency, was just the approach to treating the patient for which I was looking. A pain management specialist can treat conservatively as well as offer more invasive measures for treating pain.” The Match process worked very well for Dr. Alexander. He applied to 40 anesthesia, university-based, residency programs, was invited to interview at 21, and chose 13 with which to interview, including Tufts University, The Cleveland Clinic, the University of Miami, the University of Florida, and Robert Wood Johnson Medical School. “Most programs tried to sell me on their program, and interview questions were mainly things like ‘Why did you choose Anesthesiology?’ One program director actually gave me an ECG to read on the spot. I felt that was done to see how I would respond under pressure rather than give an accurate interpretation of the electrocardiogram. I must have done well because that turned out to be the program with which I matched! I obtained my surgery preliminary year through the ‘Scramble’ at the same program I will be doing my anesthesiology residency, which is Baystate Medical Center/Tufts University School of Medicine Program.” His new residency director helped arrange the preliminary year. “On the morning of the ‘Scramble,’ I only had to make one phone call, which was to the Surgery Department at Baystate to verbally accept the offer.”

“Overall, I had a positive experience with the Match,” Dr. Alexander says. “The Tufts University Program at Baystate Medical Center had 5 positions available. They received over one thousand applications, and interviewed approximately 150 applicants. I am very fortunate to have obtained a position there and hope to do my Pain Management fellowship at Baystate as well.”

Anh Nguyen

That statement that Anh Nguyen “really likes being a doctor” – made by one of her supervising physicians at the UCLA affiliated Kern Medical center in Bakersfield, California – may be an understatement. She earned the honor of attending this noted teaching hospital by achieving an excellent ranking in the basic sciences, placement on Ross University’s Dean’s List, and a high score on her USMLE Step I exam. Throughout her medical education, Dr. Nguyen took advantage of every opportunity available to her, demonstrating an interest in all the subjects she was taught and an eagerness to absorb all the medical knowledge she could. Her professors and preceptors were highly impressed and appreciative of her ambition, which was heightened by her strong sense of reliability and compassionate patient care.

Dr. Nguyen’s drive and enthusiasm, plus her positive outlook on life, come from a deep appreciation of the opportunities she has had, the strength of her family, the kindness of others, and her inherent need to give back to the community. Although life has not been easy for her and her family, the events that unfolded served to build her character and reinforce her family’s bond. “My family escaped from Saigon in the final days of the Vietnam War in 1975,” says Dr. Nguyen. “I was three years old at the time.” Her father, a lawyer; her mother, a homemaker; and their seven children left everything behind and fled to a refugee camp in Malaysia. After six months there, they came to the United States and made a home in San Francisco. Her mother, who spoke very little English, got a job with the city’s social service agency and worked hard to support her family. With the example of diligence, perseverance, and caring set by her family, and the compassion and benevolence of a whole community of people that helped them, it
was inevitable that she would not only pursue a career that would allow her to help others, but that she would excel in her studies as she did so.

While a sociology and chemistry student, she worked her way through college assisting in a dentist's office, and served as a hospital volunteer and as public outreach educator for the American Heart Association. As these experiences helped shape her choice to enter medical school to become a physician, it was her clinical clerkship in obstetrics and gynecology that led her to discover her true calling. “It was my first rotation,” she says, “and I loved it.” Afterward, she explains, she found herself comparing every rotation to that one. “But OB encompasses every aspect of medicine. Clinic, surgery, procedures, interaction with my peers from other services…a little bit of everything.” So, as she entered the 2002 Match, she applied to many ob/gyn programs countrywide, and several internal medicine programs in California as a back-up. But “Plan B” was not necessary. Her impressive grades and Board scores gained Dr. Nguyen invitations to interview with the obstetrics and gynecology programs at Georgetown, Yale, and LSU, among others. Although she prepared to scramble, her interviews had gone well and she matched with Georgetown University Hospital in DC. She recalls the interview process at Georgetown: a round table discussion with seven other interviewees, many from top schools. Given her out-going personality and her confidence level, Dr. Nguyen was very comfortable relating to the program director, and to her fellow applicants. A sincere believer in cooperation and collaboration, she was able to demonstrate that her strong sense of teamwork is a most valuable and valued asset through this forum. Also notable is her enthusiasm about being a doctor, and about the field she will specialize in. “The one thing that my good test scores, Dean’s honors and recommendations don’t portray well is how I feel about my chosen path,” she says. “For me, the pleasure and honor of helping a mother bring a new life into this world is not found in test scores and written opinions—no matter how positive they are.”

As she completes her final rotation and as her medical education comes to fruition, Dr. Nguyen describes a myriad of feelings about beginning her career as a physician and working in obstetrics and gynecology—“scared, excited, ecstatic, …but I really feel honored and blessed.” Above all, she feels truly grateful for the people who have inspired her. “A great person once told me that extraordinary acts are achieved by ordinary lives tempered with a singular focus,” said Anh, in reference to her mother. “These are, she said, not God-given rights, but rather gifts only we can give ourselves.”

Brett Richards

Dr. Brett Richards remembers having an interest in the biological sciences from the time he was a child. Events and influences throughout his childhood constantly reinforced that interest. By the time he was in high school he had decided he would become a doctor, and watched The Learning Channel program “Operation.” “At that time I knew that I wanted to go to medical school, but that program sparked my interest in surgery.” He went to college at Texas A&M University and earned his Bachelor of Science degree in biomedical science, while volunteering in hospital emergency medicine departments and training as an emergency medical technician. But he was also attracted to the field of orthopedics, and had the opportunity to explore that discipline further working as a scrub tech at a hospital in Dallas that is home to the Texas Back Institute and the Texas Institute for Joint Replacement. “This is where I received a real understanding of the magnitude that an orthopedist can [have] in affecting a patient’s ability to regain their independence through various surgical procedures that allow these individuals a return of function,” he says.

And so, Dr. Richards attended medical school with a specific objective in mind and an idea of how to achieve it. “I truly believe that students who are interested in the more competitive residencies have to formulate a plan and set goals from the first day of medical school.” Completing his basic science education on Dominica with an excellent rating and a score of over 200 on his Step I exam, he went on to perform at an outstanding level throughout his clinical clerkships and earned a 243 on his Step II
He received A’s in the vast majority of his rotations, including his surgery core and three surgery electives. The chief of surgery at Union Memorial Hospital in Baltimore, where he completed his core, “strongly” recommended him for internship, and his orthopedic surgery evaluator found that “he displayed a fund of knowledge far more advanced than his level of training.” “He was extremely interested and eager to assist other members of the team,” the evaluator added. “Brett will make an excellent physician.”

“I come to all clinical rotations prepared, having studied numerous hours for any given rotation,” Dr. Richards said of his dedication to his medical education, which is evidenced by its own results. He finished his clerkships in mid-August of 2001, too late to participate in the 2001 Match, but not too late for him to use his time wisely and garner valuable experience. The preceptor of his hand surgery rotation, who is the Director and Chief of Hand Surgery at the Curtis National Hand Center in Baltimore, was impressed with Dr. Richard’s performance that he offered him a research position after his clinical requirements were complete. “I truly feel that research is an integral part of medical education, and my time there was well spent,” Dr. Richards says of the eight-month experience.

He was following through on his plan, and continued to do so as he entered the Match. Dr. Richards applied to roughly 100 programs – about 90% in orthopedics, the rest in categorical general surgery, his back-up. “The interview process was enjoyable and often frustrating at the same time,” he says. Discrimination against foreign medical school graduates in this field is rampant. I always made every effort to steer the conversation away from ‘Brett the Ross student,’ to ‘Brett the qualified orthopedic candidate.’ I felt the key to my success during the interview process was remaining calm, confident, and above all, just being myself and allowing my personality to come through. If you just try to tell them what they want to hear they will see straight through the façade.” Determined not to allow any stumbling blocks to keep him from his goal, Dr. Richards found persistence and perseverance to be key, “but so is maintaining a realistic idea of where you stand amongst the field of qualified applicants,” he says. “At every interview there was always a least one resident who would ask me upon finding out I was an FMG, ‘Why do you think you got an interview here?’ My answer was always, ‘Because I am just as qualified as anyone here.’”

Dr. Richards received interviews for orthopedics from Loyola University in Chicago, the University of Texas Southwestern in Dallas, West Virginia University in Morgantown, and Louisiana State University in Shreveport, and interviewed at most of the surgery programs he applied to. He Matched in orthopedic surgery at LSU. “Like they say,” says Dr. Richards, “it only takes one program.”
Part V - Resources

There are several books available on the residency application process. Additionally, the home pages, web sites, newsletters and publications of professional/specialty organizations are all good resources. Below, find a list of publications, organizations and their web sites, contact information and other helpful web sites.

(A) Publications

This book is an excellent source for information covering every phase of the residency search, from choosing a specialty to writing your personal statement to interviewing. Provides advice for students on looking for a residency both in and out of the Match. The annotated bibliography is extremely useful.

A guide to looking for a residency and navigating the matching process. This book includes tips about applying to residencies in each specialty, the odds of obtaining a residency in a particular specialty and suggests resources to reference and which specialty organizations to contact. A more recent edition of this book may be available.

As the title suggests, this book provides information on writing personal statements and putting your résumé together. The majority of the book is comprised of sample résumés and personal statements. It is a relatively inexpensive and useful source.

As the title suggests, this book provides valuable information and does so in a very direct manner.

(B) Publications by professional organizations

Note: Contact information for each of these is listed in the organization list.

COTH Directory:
Listed all hospitals that are members of the Council of Teaching Hospitals (COTH) and gives descriptions of each institution. It is published by the American Association of Medical Colleges.

COTH Survey of Housestaff Stipends, Benefits and Funding:
Describes the salaries and benefits offered to residents by type of institution and region of the country. It is published by the American Association of Medical Colleges.

Directory of Family Practice Residency Programs:
Listed all currently approved family practice residencies and a variety of details about the program, such as number of spots, the number obtained by U.S. and foreign graduates, level of responsibility by post-graduate year, salaries, benefits, faculty to student ratio, etc. It is published by the American Academy of Family Physicians.

Directory of Physical Medicine and Rehabilitation Residency Training Programs:
Lists accredited programs and details about each. It is published by the Association of Academic Physiatrists.
Directory of Preventive Medicine Residency Programs in the United States and Canada:
Lists approved programs (its publication date is 1991, so ask for a separate current list) in preventive medicine, aerospace medicine, occupational medicine and public health, as well as other specialty-specific information. It is published by the American College of Preventive Medicine.

Directory of Psychiatric Residency Training Programs:
Lists all accredited programs and many details about each program, such as: who's filling them, how many are available through the Match, how many are available outside of the Match, demographics of patients, salaries and benefits, etc.

Emergency Medicine in Focus:
A good resource for students who are interested in doing residency in emergency medicine published by the Emergency Medicine Residents Association. Other useful publications from this organization are the Job Catalog and Career Planning Guide.

Exchange Section 1: USMLE and M.D. Licensing Requirements:
Summarizes the licensure requirements to obtain initial licenses, licensure by endorsement and licensure for postgraduate training in each state, including eligibility requirements to sit for USMLE Step 3. This book is published by the Federation of State Medical Boards.

Graduate Medical Education Directory (The Green Book):
Lists all ACGME-accredited residency programs by specialty and state, with information on the number of positions offered by each program, university affiliations, etc. It is published by the American Medical Association.

GMED Companion: Supplemental Data for Choosing Your Residency Program, 2005-2006:
Features information on 4,200 residency programs, including salary, start dates, hours of duty, and curricula. Also includes articles on obtaining a residency, international medical graduates, and growth of specialization in GME. It is published by the American Medical Association.

State-Level Data for Accredited Graduate Medical Education Programs in the U.S.:
Gives valuable information on the number of residency positions offered in each specialty by state and the number of those positions that are held by foreign medical students/graduates. It is published by the American Medical Association.

The New Physician:
A monthly publication of the American Medical Student Association that deals with topics of general interest to medical students, such as medical specialties and The Match.

Transitional-Year Program Directory:
Lists available transitional-year programs and details about each; has much hard-to-come-by information. It is published by the Association for Hospital Medical Education.

US Medical Licensure Statistics and Current Licensure Requirements:
Outlines the number of licenses given out by each state board and to whom, as well as summarizing the licensure requirements of each state. This book is published by, and can be ordered from, the American Medical Association.
(C) Helpful Web Sites

www.ama-assn.org/ama/pub/category/2997.html:

This is the web site for the Fellowship and Residency Electronic Interactive Database (FREIDA). It provides a listing of all residency programs and useful information about each. You should use this site often as you research prospective programs.

www.amsa.org:

This is the web site for the American Medical Student Association, which sponsors an annual convention for medical students. The web site has a wide range of topics of interest to medical students, and gives you access to the AMSA Resource Center and legislative news.

www.careermd.com:

This web site contains articles that deal with topics of general interest to medical students, such as going through The Match, advice on choosing a specialty and writing a personal statement, information on residency programs, and personal accounts from residents of their postgraduate training experiences.

www.studentdoc.com:

This is the web site for the Medical Student Resource Guide, which offers on-line resources for medical students, including information on preparing to obtain a residency.

www.studentdoctor.net:

This is the link/resource page for the Student Doctor Network, which contains resources for medical students and residents, presents articles, and provides message boards, as well as other useful web sites not listed here.
(D) Organizations

American Hospital Association: www.aha.org
One North Franklin
Chicago, IL 60606-3421
312-422-3000

American Academy of Family Physicians: www.aafp.org
11400 Tomahawk Creek Pkwy
Leawood, KS 66211-2672
913-906-6000
Residency Information: 800-288-2668
Keeps a list of open residency positions (updated the 1st and 15th of each month)

American Academy of Neurological and Orthopaedic Surgeons: www.aanos.org
2300 S. Ranch Dr., Suite 202
Las Vegas, NV 89102
702-388-7390; FAX: 702-871-4728

American Academy of Ophthalmology: www.aao.org
P.O. Box 7424
San Francisco, CA 94120-7424
415-561-8500; FAX: 415-561-8533

American Academy of Otolaryngology: www.entnet.org
1 Prince St.
Alexandria, VA 22314-3357
703-836-4444

American Academy of Pediatrics: www.aap.org
141 Northwest Point Blvd.
Elk Grove Village, IL 60007-1098
847-434-4000; FAX: 847-434-8000

American College of Emergency Physicians: www.acep.org
1125 Executive Circle
Dallas, TX 75038-2522
800-798-1822; FAX: 972-580-2816
[Note: Offers information on residency and on the Emergency Medicine Resident Association.]

American College of Obstetricians & Gynecologists: www.acog.org
409 12th St. S.W., P.O. Box 96920
Washington, DC 20090-6920
202-638-5577

American College of Physicians/American Society of Internal Medicine: www.acponline.org
190 N. Independence Mall West
Philadelphia, PA 19106-1572
American College of Preventive Medicine: [www.acpm.org](http://www.acpm.org)
1307 New York Avenue, NW, Suite 200
Washington, DC 20005
202-466-2044; FAX: 202-466-2662

American College of Radiology: [www.acr.org](http://www.acr.org)
1891 Preston White Dr.
Reston, VA 22091-4397
703-648-8900

American Medical Association: [www.ama-assn.org](http://www.ama-assn.org)
515 N. State St.
Chicago, IL 60610
800-621-8335

American Medical Student Association: [www.amsa.org](http://www.amsa.org)
1902 Association Dr.
Reston, VA 20191
703-620-6600; FAX: 703-620-5873

American Neurological Association: [www.aneuroa.org](http://www.aneuroa.org)
5841 Cedar Lake Rd., Suite 204
Minneapolis, MN 55416
952-545-6284; FAX: 952-545-6073

American Psychiatric Association: [www.psych.org](http://www.psych.org)
1000 Wilson Blvd., Suite 1825
Arlington, VA 22209-3901
703-907-7300

American Urological Association Residency Match Program
Office of Education, American Urological Association: [www.auanet.org](http://www.auanet.org)
1000 Corporate Blvd.
Linthicum, MD 21090
1-866-746-4282, ext. 3913; FAX: 410-689-3939

Association for Hospital Medical Education: [http://www.ahme.org/](http://www.ahme.org/)
205 Sixth Street
Irwin, PA 15642
724-864-7321; FAX: 724-864-6153

Association of Academic Physiatrists: [www.physiatry.org](http://www.physiatry.org)
Department of PM & R
1106 N. Charles Street, Suite 201
Baltimore, MD 21201
410-637-8300; FAX: 410-637-8399

Association of American Medical Colleges: [www.aamc.org](http://www.aamc.org)
2450 N Street, NW
Washington, DC 20037-1127
202-828-0400; FAX: 202-828-1125

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College of American Pathologists: www.cap.org
325 Waukegan Road
Northfield, IL 60093
800-323-4040 or 847-832-7000; FAX: 847-832-8000

Council, Teaching Hospitals & Health Systems (COTH): www.aamc.org/members/coth
Association of American Medical Colleges
2450 N St., N.W.
Washington, DC 20037-1126
202-828-0541

Educational Council for Foreign Medical Graduates/ECFMG: www.ecfmq.org or www.ecfmq.org/eras
3624 Market St.
Philadelphia, PA 19104
215-386-5900; FAX: 212-386-9196

Emergency Medicine Residents’ Association: www.emra.org
1125 Executive Circle
Irving, TX 75038
972-550-0920; FAX: 972-580-2829

Federation of State Medical Boards of the U.S.: www.fsmb.org
PO Box 619850
Dallas, TX 75261-9850
817-868-4000; FAX: 817-868-4099
[NOTE: USMLE Step 3 application and administration (for some states)].

National Association of Residents and Interns: www.nari-assn.com
Hillsboro Executive Center North
350 Fairway Drive, Suite 200
Deerfield Beach, FL 33441-1834
1-800-221-2168; FAX: 954-571-8582

National Resident Matching Program: www.nrmp.org
2450 N Street, NW
Washington, DC 20037-1127
202-828-0566 or 1-866-617-5838; FAX: 202-828-4797

Ross University School of Medicine
499 Thornall Street, 10th floor
Edison, NJ 08837
732-978-5300

(a) Department of Graduate Affairs: General Information x 2676 or graduateaffairs@rossu.edu

(b) Office of the Registrar: registrar@rossu.edu

(a) Clinical Department: clinical@rossu.edu
Society of Academic Emergency Medicine: www.saem.org
901 N. Washington Avenue
Lansing, MI  48906-5137
517-485-5484; FAX: 517-485-0801

San Francisco Matching Program: www.sfmatch.org
P.O. Box 45161
San Francisco, CA  94145-0161
415-447-0350
Fax: 415-561-8535
Dean’s Letter Application Packet

The following pages contain important information necessary for submitting your Dean’s Letter/MSPE application. Please follow the guidelines carefully in order to ensure the timely writing, processing, and transmission of your letter.

Four (4) items are necessary in order for your Dean’s Letter/MSPE application submission to be considered complete:

1. Dean’s Letter Request Form
2. Dean’s Letter Questionnaire
3. C.V. or Resume
4. Personal Statement

All must be submitted to Graduate Affairs by May 19, 2006 in order to receive the best chance of having a completed Dean’s Letter by the November 1 Universal Distribution Date, the first day ERAS transmits any Dean’s Letter/MSPE to any program.

It is strongly urged that you include a $20 check (made out to Ross University) with your Dean’s Letter application materials. Although we will not send out a transcript and Dean’s Letter to ERAS until you’ve read and given the ok on a student copy, the fee up front will minimize possible delays in sending your materials later. Remember, we cannot send out official documents without payment.

All four items must be mailed to:

Department of Graduate Affairs
Ross University School of Medicine
499 Thornall Street, 10th floor
Edison, NJ 08837

**Mailing your materials to another department will likely result in a delay in getting your Dean’s Letter written and submitted to ERAS on time.**

The Dean’s Letter Request Form and Dean’s Letter Questionnaire assist us in constructing your letter. However, both the c.v. and personal statement are requirements for participation in the Match.

The Dean’s Letter Questionnaire and Request Form can be found on pages 47 and 48.

Important: Although you may submit your c.v. and personal statement to NRMP in your own style, please follow the format in the below examples for composing the c.v. and personal statement you submit to Graduate Affairs for the purposes of your letter.
The C.V./Resume

The C.V./resume is an important aspect of your Match application. It should be informative yet concise, easy to read and clear as to when and where your accomplishments took place. For example, listing an educational institution without the city of its location, or listing research experience without indicating where and for how long it took place, indicate a lazy approach to something considered important by others. It would be reasonable for a program to presume the same of the applicant and his/her work ethic.

C.V./Resume Dos and Don’ts

DO -

1. Limit your resume to between one and at the most, two pages. Be clear and concise.
2. List items relevant to medicine, education and healthcare such as volunteer work, teaching/tutoring, research experience, communication skills, etc.
3. Include the dates of ALL items listed - including year, month and/or season.
4. Differentiate between Ross and Pre-Ross experience using dates and identifying captions.

DON’T -

1. Write long descriptions defining your activities and research.
2. Pack your resume with too much information – stress greatest accomplishments followed, if necessary, by a brief summary.
3. List items that fail to support your career goals, such as work in a retail store or an appearance in a high school play.
4. List your clinical clerkships. They’re on your transcript; therefore, not necessary on your c.v.
5. Create or add information because you think your c.v. should be longer. If dishonest information from your c.v. makes it into your Dean’s Letter and is questioned by a potential program, it is both the program’s and Ross University’s responsibility to take the appropriate disciplinary action. In turn, if information is written in your Dean’s Letter that is untrue but favorable to you, you must apprise the University of the error, as the same disciplinary considerations apply.

Example

Begin with your prior education. Include all dates, awards and degrees. Follow with any special honors or awards. Then list applicable extracurricular involvement, research, and work experience. Use the following format for constructing the c.v. you submit to Graduate Affairs.
Johnny Physician  
79 Wistful Vista  
Shinbone, NJ, 08872  
(606) 555-0841  
DocDude@gnn.com

EDUCATION

Sept. 2002 – Present  
Ross University School of Medicine, Portsmouth, Dominica, West Indies  
Doctor of Medicine Degree anticipated May 2006

Sept 2000 – June 2002  
Empire State University, Pleasantville, NY  
Master of Science Degree: Biology

Sept. 1996 - May 2000  
Bixby College, Bixby, MN  
Bachelor of Science Degree: Biology  
GPA 3.68, Cum Laude, Dean’s List – six semesters

HONORS & AWARDS

2002  
Outstanding Student Award

1999  
Bixby College Summer Research Grant

1998- 2001  
Chemistry Honor Society

1998  
Victor F. Mackey Biology Scholarship

EXTRACURRICULAR

2003  
Ross University Health Fair, Dominica, West Indies  
Conducted physical examinations, hypertension screenings

2001 to Present  
American Way Meals, Silby, MN  
Provided food for the elderly
RESEARCH

Summer 2002          Research Assistant
Empire State University Science Lab
Developed optimal laser firing patterns

Summer 2000          Research Assistant
Bixby College Department of Dermatology
Performed testing on the mutant healing factor

EMPLOYMENT

April 1998-June 1999  Receptionist
Aching Back Chiropractic Center, Bixby, MN.
Aided in the day-to-day activities of a local doctor’s office

PERSONAL          Fluent in Spanish and Sign Language. Licensed lifeguard.
Avid surfer, mountain climber and ballroom dancer.
The Personal Statement

Like the c.v./resume, the personal statement is another important piece of information from which program directors will draw conclusions regarding your character, motivation, and potential – through what you say and the care you put into saying it.

Personal Statement Dos and Don’ts

DO –

1. Be straightforward and to the point. Limit your statement to one page.
2. Focus on what inspired you to pursue a career in medicine and events related to that theme.
3. Edit and proofread your work carefully.
4. Try to set yourself apart with information unique to you.

DON’T –

1. Write your personal statement as a written form of your resume.
2. Be self-congratulatory or self-centered.
3. Attempt to be overly dramatic – let your story or experiences speak for themselves.
4. Use tired analogies or cliches.

Example

The following example of a personal statement is to aid you in writing your Dean’s Letter. The version you forward to programs should be longer and more in-depth and will not include the headings written in parentheses used in the example. Use the example only as a guide for composing your own statement.
(Snappy introduction)
It all happened so fast. I thought it was either a dream or an excerpt from a television show. But it was real. The car in front of us had ignored a red light and crashed into the car that was half way through the intersection. I wanted to yell, “Stop!” before it was too late, but I didn’t. I also wanted to help, but I couldn’t.

(Brief background)
Having grown up in a house with three younger sisters, I was the sort of “second in command” after my father. My job was to look after my siblings and keep them out of trouble while my father spent long, hard hours working at the hospital. He often told me to “pass it on,” meaning I should help people on their way while encouraging them to do the same. He would usually impart this wisdom when attempting to persuade me to do something I did not want to do – it always worked.

(Reasons for entering medicine/Extracurricular activities)
It was this tendency to “pass it on” that also motivated my grandfather and great-grandfather as they devoted their lives to healthcare, and I have been inspired by their example. Much of my earlier years have been spent in a volunteer capacity working part time in homeless shelters and retirement villages. I thrive on interacting with people of different ages and backgrounds and eagerly anticipate the opportunity to care for a variety of patients, as others before me have.

(Memorable finish)
Regrettably, my father was not in the car with us that rain-swept night after the accident. It would be long, agonizing minutes before anyone arrived to assist the people in the crumpled car. We did what we could for them, but somehow it didn’t seem like enough. Everyone involved went on to drive another day, but should I ever be in a situation like that again, I want to do more than watch and wait.
Dean’s Letter Request Form

Please complete the Dean’s Letter Request Form (p.47) in its entirety. By signing the form you are giving consent for a Dean’s Letter to be written on your behalf and for us to send it with an official transcript to the ERAS program upon receipt of payment. **Once again, we strongly suggest you submit the $20 payment with your Dean’s Letter application to minimize the potential of future delays.**

Dean’s Letter Questionnaire

Please take some time to answer the questions on the Dean’s Letter Questionnaire (p.48) thoughtfully. Since we don’t have the opportunity to sit down and speak with each of you, the answers you give will be one of our only windows into your thoughts on medicine and how you plan to contribute to medicine and to the medical community. Please refrain from answering, “see personal statement.”

Update Request Form

The Update Request Form (p.49) is for students/graduates **who already had a Dean’s Letter** written for them in a prior year. If this is the first time you are going through the Match, the Update Request Form does not apply to you.
DEAN’S LETTER/(MSPE) REQUEST FORM

Please mail this form as part of your official request for your Dean’s Letter. Faxed materials are not acceptable.

IMPORTANT NOTE: For the best chance of having your Dean’s Letter completed by the November 1st ERAS Dean’s Letter distribution date, the Dept. of Graduate Affairs requires all 4 documents (the Request Form, the Dean’s Letter Questionnaire, your cv, and personal statement) to be in our office by May 19th, 2006. Dean’s letters are written in the order files are completed with all documents. Partial submissions of one, two or three documents will not reserve your place in line.

FULL NAME:
Last ___________________________ First ___________________________ M.I. _________

PREVIOUS NAME: If you have legally changed your name during enrollment at Ross University, indicate former name:
Last ___________________________ First ___________________________ M.I. _________

SOCIAL SECURITY # ___________________ ECFMG # ___________________

E-MAIL ADDRESS __________________________________________

MAILING ADDRESS :
Street _____________________________________________________________________ Apt # __________
City ___________________________ State ________ Zip __________

Home phone # (______) ______-_________ Cell phone # (_____) ______-_________

HOW WOULD YOU LIKE TO RECEIVE A STUDENT COPY OF YOUR DEAN’S LETTER? PLEASE CHECK ONE:

_________ Read-only pdf file via e-mail [requires Adobe Acrobat; download from the web to your computer] to e-address above.

_________ Regular mail to address above.

Anticipated graduation date is ___________________.

Anticipated date of taking the Step 2 CK is __________

Anticipated date of taking the Step 2 CS is __________

Intended field(s) of specialty: This will not affect how your Dean’s Letter is written, but it is helpful information for our writers. The letter is composed as a “general” letter, allowing application to multiple specialties.

Anticipated application for residency through NRMP ERAS?

Yes _____ No _____

Anticipated application through a specialty Match? Yes _____ No _____ If so, indicate which ___________________________

Anticipated alternate plans for obtaining residency are ___________________________

By signing below, I grant Ross University permission to send a Dean’s Letter and transcript to the ERAS program on my behalf for purposes of applying to the Match.

Signature: ___________________________________________ Date: ____/____/_____

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DEAN’S LETTER/MSPE QUESTIONNAIRE

Name ___________________________________________ Social Security #: __________________

Please dedicate ample time to completing this form, as it will be used as a vital component of your Dean’s Letter. When you have finished, mail it as part of your official request for a Dean’s Letter/MSPE. Faxed materials are not acceptable.

1) Please indicate any honors or activities not already included in your c.v., résumé or personal statement. Be sure to indicate dates, city and state. Please write/print clearly.

Basic Sciences _________________________________________________________________________________________

Clinical Sciences ________________________________________________________________________________________

2) What experiences or events determined, influenced, or inspired you to pursue a career in medicine?
______________________________________________________________________________________________________
______________________________________________________________________________________________________

3) Cite a specific obstacle you encountered in your medical education and how you overcame it.
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________

4) Other than being a hardworking medical student and enjoying your interaction with patients, what do you consider to be your strongest personal/professional attribute, one that sets you apart on a clinical rotation? Explain.
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________

5) In one sentence, what defines you as a unique student?
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________

1) What are your plans for expanding your medical education as a practicing physician?
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________

7) What do you want your lasting contribution to be in medicine?
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________

Signature: ___________________________________________ Date: ___/___/_____
UPDATE REQUEST FORM

If you had a Dean’s Letter written for you in a prior year, please mail this form to request an update of your letter to include information not yet available during its original composition. **Faxed materials are not acceptable.**

**IMPORTANT NOTE:** Submit this form **only if you had your Dean’s Letter written for you for a previous Match.** The updated letter will include **only core clinical clerkships not included at the time of original writing.**

There is **no need** to submit a personal statement, CV, or any additional information. Deadline for receipt of form: **May 19, 2006.**

**FULL NAME:**

Last __________________________ First __________________________ M.I. _______

**PREVIOUS NAME:**

If you have legally changed your name during enrollment at Ross University, indicate former name:

Last __________________________ First __________________________ M.I. _______

**SOCIAL SECURITY # __________________________ (b) ECFMG # __________________________**

**E-MAIL ADDRESS __________________________________________________________________________________**

**MAILING ADDRESS :**

Street __________________________ Apt # __________ 
City __________________________ State ________ Zip ___________

Home phone # (_____) ______-_________ Cell phone # (_____) ______-_________

**Graduation date ___________________**

For our records, are you currently in residency? _____ Yes _____ No

PGY1 _____  PGY2 _____ Other _______________________

If so, please list:

Program name: ___________________________________________________________________________________

City __________________________ State ________ Specialty: _______________________ 

Signature: __________________________ Date: ______/____/____