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## IMPORTANT DATES FOR 2018-19

### MARCH-APRIL

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 28 – April 5</td>
<td>Year 4 Lottery open</td>
</tr>
<tr>
<td>March 26 – March 29</td>
<td>InFocus 7</td>
</tr>
<tr>
<td>Late March</td>
<td>Register with ERAS</td>
</tr>
<tr>
<td>Late March</td>
<td>LOR writers may begin upload to the LoR Portal (LoRP)</td>
</tr>
<tr>
<td>March 30</td>
<td>Compliance Checklist Due</td>
</tr>
<tr>
<td>April 12</td>
<td>Lottery results released on Blackboard</td>
</tr>
<tr>
<td>April 12-23</td>
<td>1 to 1 switch period</td>
</tr>
<tr>
<td>April 22</td>
<td>Noteworthy Characteristics section due in Empower</td>
</tr>
<tr>
<td>April 22</td>
<td>Sign the “Consent for Release of Information” form and submit it to Student Affairs</td>
</tr>
</tbody>
</table>

### MAY-JUNE

**PREPARING YOUR RESIDENCY APPLICATION**

Meet with your Faculty Advisor to review your MSPE, start working on your curriculum vitae, start researching programs, start filling in your ERAS application, start asking for LoRs

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>MSPE meetings with Faculty Advisors begin</td>
</tr>
<tr>
<td>June 1</td>
<td>AUA and SF Match application processes begin</td>
</tr>
<tr>
<td>Early June</td>
<td>ERAS open fully and you can begin completing your application</td>
</tr>
<tr>
<td>June 30</td>
<td>MSPE meetings with Faculty Advisors end</td>
</tr>
</tbody>
</table>

### JULY-SEPTEMBER

**COMPLETING YOUR APPLICATION**

Work on personal statement, register for the NRMP, continue research on career choice, meet with Specialty Advisors about residency application

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>Gold Humanism nomination survey open</td>
</tr>
<tr>
<td>July 2-13</td>
<td>Step 2 CK Board Review course</td>
</tr>
<tr>
<td>July 11 5:00 pm</td>
<td>Class Meeting – Residency Planning In-depth; Preliminary and Transitional Years Panel</td>
</tr>
<tr>
<td>July 15-30</td>
<td>Noteworthy Characteristics Update Period through Blackboard</td>
</tr>
<tr>
<td>July 19</td>
<td>Shelf retake day</td>
</tr>
<tr>
<td>August 6-22</td>
<td>Review Transcripts on Blackboard</td>
</tr>
<tr>
<td>August 15 via email</td>
<td>Residency Application Refresher</td>
</tr>
<tr>
<td>Early September</td>
<td>AOA awardees notified</td>
</tr>
<tr>
<td>Early September</td>
<td>Gold Humanism awardees notified</td>
</tr>
<tr>
<td>September 6</td>
<td>Students can start submitting application to programs through ERAS</td>
</tr>
<tr>
<td>September 8</td>
<td>Step 2 CS deadline</td>
</tr>
<tr>
<td>September 10-14</td>
<td>Final MSPE review on Blackboard</td>
</tr>
<tr>
<td>September 15</td>
<td>NRMP registration begins</td>
</tr>
<tr>
<td>September 15</td>
<td>ERAS releases submitted applications to programs</td>
</tr>
<tr>
<td>September 26 5:00 pm</td>
<td>Class Meeting – Preparing for Residency Interviews</td>
</tr>
</tbody>
</table>

### OCTOBER-DECEMBER

**INTERVIEWING**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1</td>
<td>Nationwide MSPE release on ERAS</td>
</tr>
<tr>
<td>October 2018 - January 2019</td>
<td>Interviews – Block 6</td>
</tr>
<tr>
<td>December 5 5:00 pm</td>
<td>Class Meeting – Early Match: What to Consider when Ranking Programs</td>
</tr>
<tr>
<td>December 31</td>
<td>Step 2 CK deadline</td>
</tr>
</tbody>
</table>
### JANUARY-MARCH

<table>
<thead>
<tr>
<th>JANUARY-MARCH</th>
<th>MATCHING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Complete interviews, decide and certify your Rank Order List, Match Week, Match Day</strong></td>
<td></td>
</tr>
<tr>
<td><strong>January - February</strong></td>
<td>Meet with Faculty Advisor and Specialty Advisor to review Rank Order List</td>
</tr>
<tr>
<td><strong>Early January</strong></td>
<td>Early Match results are released (Ophthalmology and Urology)</td>
</tr>
<tr>
<td><strong>January 10 4:00 pm</strong></td>
<td>Class Meeting – The Match: What to Consider when Ranking Programs</td>
</tr>
<tr>
<td><strong>January TBD</strong></td>
<td>Rank Order List entry begins</td>
</tr>
<tr>
<td><strong>February TBD</strong></td>
<td>Distinction in Medical Education submissions due</td>
</tr>
<tr>
<td><strong>February TBD</strong></td>
<td>Distinction in Global Health submissions due</td>
</tr>
<tr>
<td><strong>February TBD</strong></td>
<td>Rank Order List due for regular match</td>
</tr>
<tr>
<td><strong>March 1</strong></td>
<td>Distinction in Research due. Submit a first author manuscript on an original research study that has been published or accepted for publication in a peer-reviewed journal with an Impact Factor ≥ 2.</td>
</tr>
<tr>
<td><strong>March 4-15</strong></td>
<td>InFocus 8</td>
</tr>
<tr>
<td><strong>March 15</strong></td>
<td>Match Day</td>
</tr>
</tbody>
</table>

### APRIL-MAY

<table>
<thead>
<tr>
<th>APRIL-MAY</th>
<th>PREPARING TO GRADUATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student check out process, ensure you have met all your graduation requirements</strong></td>
<td></td>
</tr>
<tr>
<td><strong>April 1</strong></td>
<td>PxDx completion deadline</td>
</tr>
<tr>
<td><strong>Late April</strong></td>
<td>Spring Awards Ceremony</td>
</tr>
<tr>
<td><strong>Early May</strong></td>
<td>Graduation Formal</td>
</tr>
<tr>
<td><strong>TBD</strong></td>
<td>Graduation Achievement Ceremony</td>
</tr>
<tr>
<td><strong>TBD</strong></td>
<td>Commencement</td>
</tr>
</tbody>
</table>
CHECKLIST FOR RESIDENCY APPLICATION PROCESS (REGULAR MATCH)

EARLY or SPECIAL MATCH STUDENTS! If you are planning on applying to Ophthalmology, Urology, a Canadian program, or into the Military Match, please let Student Affairs know as soon as possible so we can offer support.

JANUARY 2018
- Sign up for Step 2 CS & CK. The deadline to take Step 2 CS is September 8, 2018. The deadline to take Step 2 CK is December 31, 2018.
  - Schedule Step 2 CS early as dates may fill up at the site you want.

MARCH – APRIL 2018 – PLAN YOUR FOURTH YEAR
- Organize your schedule for fourth year
  - Lottery will be open March 28-April 5.
  - Most interviews will occur between October and January, so construct your schedule of rotations accordingly and be aware of the excused absence policy. Some programs begin interviewing in late September.
  - Determine whether you want or need to do any away electives. If you want to do away electives, review information on away medical schools’ websites including deadlines for applications. Also be aware that other schools start and end dates may not correspond to our block schedule.
  - Consider meeting with Dr. Beverly Forsyth, Director of Student Electives to review your elective choices

APRIL – JUNE 2018 – PREPARE YOUR RESIDENCY APPLICATION
- Work toward narrowing your specialty choice.
  - Meet with your Faculty Advisor or Specialty Advisor.
  - Attend Specialty Interest Groups meetings and events throughout the year.
  - Use electronic resources:
    - CareerMD: http://www.careermd.com
    - FRIEDA: http://www.ama-assn.org/ama/pub/education-careers/graduate-medical-education/freida-online-page
    - Doximity: https://www.doximity.com/residency_navigator/programs
  - Read more information about specialties on the AAMC Careers in Medicine website: https://www.aamc.org/cim/
- Career advising
  - Complete your Noteworthy Characteristics section by April 22 in Empower
  - May-June: Set up your Medical Student Performance Evaluation (MSPE) meeting through MARC with your Faculty Advisor to discuss letter writers, CV, personal statements, and review MSPE.
  - Complete the portfolio in Empower to help you prepare for your ERAS application and CV.
- Identify a Specialty Advisor if you have not already.
- Identify faculty who will write your letters of recommendation. Remember, letter writers may need your CV and a draft of your personal statement. You should give your writers at least 4 weeks to complete their letters.
- Update your CV (see examples in http://medinfo.mssm.edu/CPSdocuments).
- Begin writing a personal statement. Get a lot of feedback on your statement from your advisor and others (see examples in http://medinfo.mssm.edu/CPSdocuments).

JULY - SEPTEMBER 2018 – COMPLETE YOUR RESIDENCY APPLICATION
- Take the Step 2 CK Board Review Course if you would benefit from structured study time.
- Attend the Class Meeting – Residency Planning In-depth & Preliminary and Transitional Years on July 11, 2018 at 5 pm in 12-01. The first half of this class meeting will be mandatory. The second half is optional for students who want to learn more about preliminary and transitional years.
- Noteworthy Characteristics Update Period (through Blackboard)
- Pick a photo of yourself and upload it to MyERAS. Check the photo guidelines in the ERAS section of this handbook.
Complete the programs to which you wish to send applications.
Review your transcript (through Empower) (August 6-22) and complete verification quiz for upload into ERAS (through Blackboard).
Take Step 2 CS by from July 15 to September 8, 2018.
September 6 is the first day you can start submitting your application to programs through ERAS.
Complete your ERAS application by September 14 and apply to programs by September 15.
  • Programs start downloading application through ERAS on September 15.
  • Some programs look at applications on a first-come first-serve basis, so our recommendation is that you submit your application as close to September 15 as you can.
  • Complete ERAS application early, but not hastily. Your common application cannot be changed once it is submitted.
  • Your application will be sent to the programs you applied to once you have completed the following: certified application, submitted payment, and assigned documents.
Register for the NRMP at http://www.nrmp.org starting September 15.
Check MyERAS regularly to determine completeness of your file.
You will be given the opportunity to do a final review of your MSPE before giving permission to upload the MSPE to ERAS (September 10-14).
Attend Class Meeting – Preparing for Residency Interviews on September 26, 2018 at 5 pm in 12-01.

OCTOBER - DECEMBER 2018 – INTERVIEW SEASON

ERAS releases MSPEs to residency programs on October 1; MSPEs for all applicants nationwide are released on this date.
Accept interviews quickly, as spots can go very fast. You can cancel later if you decide you have enough interviews but make sure you cancel several weeks in advance.
Develop a calendar for the interview dates you have accepted.
Check with your Faculty and/or Specialty Advisor if you have fewer than eight interview offers in a single specialty.
Work with your clerkship directors, coordinators and Student Affairs to ensure you give enough notice if you need to miss a day of rotation to interview. Please review the excused absence policy below in the Interview section.
Speak with students who have graduated and who are in the various programs in which you are interested to gather insight and/or suggestions. Utilize the previous class match lists to find ISMMS graduates that may have matched in the program you are applying to:  Student Resources>Career Planning>The Match.
Once you finish interviewing at each program, consider writing or emailing a thank you note to your interviewer(s). But always follow the specialty or program specific instructions regarding post-interview communication.
Take Step 2 CS by September 8, 2018.
Take Step 2 CK by December 31, 2018.
Early Match: Attend the Class Meeting – Early Match: The Match on December 5, 2018 at 5 pm in 13-44.

JANUARY - MARCH 2019 – MATCHING – DECIDING YOUR RANK ORDER LIST

Attend the Class Meeting – The Match on January 10, 2019 at 5 pm in 13-01.
Meet with your Specialty or Faculty Advisor to work on your Rank Order List. Ensure that you have sufficient programs to rank (generally 10-12).
Enter your Rank Order List at the NRMP site, R3.
Certify your final Rank Order List by late February (exact submission deadline TBD, access the NRMP timeline here).
On the Monday before Match Day, students who do not match may participate in the Supplemental Offer and Acceptance Program (SOAP).
Match Day is Friday, March 15, 2019.
Two to three weeks following the Match, students will receive contracts from their matched programs.
  • During InFocus 8, we will talk about how to complete all of your documentation for your programs.
Complete your PxDx by April 1.
Complete the Icahn School of Medicine at Mount Sinai (ISMMS) Exit Survey and the AAMC Graduation Questionnaire.

Go through the checkout process to ensure you have met all the requirements for graduation and are cleared through Student Services (Registrar, Housing, Financial Aid, scrubs etc.).

CAREER PLANNING SERVICES

The roles of the Faculty Advisor and Specialty Advisor are key to your success during the residency application process. You will need to meet with both advisors during the course of the year.

FACULTY ADVISORS

The role of your Faculty Advisor in Student Affairs is to support you through your four (or more) years at the Icahn School of Medicine at Mount Sinai with academic, personal, and career support. During the end of your third year and through your fourth year, their specific role involves the following:

- Advising you on how to plan your schedule for fourth year.
- Supporting you through the residency application process.
  - Assessing your career interests.
  - Meeting with you to review your Medical Student Performance Evaluation (MSPE).
- Answering your big picture questions:
  - What specialty should I go into?
  - How should I approach fourth year?
- Ensuring you hit major milestones through graduation.
- Connecting you with faculty in other specialties.
  - During your MSPE meeting, if you need to be introduced to a Specialty Advisor, your Faculty Advisor will put you in contact with someone to guide you.

While your Faculty Advisor may have insight into some residency programs, his or her primary role is to support you through the application process and connect you with Specialty Advisors.

SPECIALTY ADVISORS

If you do not already have a Specialty Advisor at the time of the MSPE meeting, your Faculty Advisor will help you identify one. They provide introductions to Specialty Advisors and partner with them during the residency application process. Each department has identified one or more advisors that can provide students with the mentoring they need. These advisors are picked because they are approachable, enjoy mentoring students, and have in-depth knowledge of nuances of applying in that specialty and of programs.

Specialty Advisors can help you understand the training opportunities in their field. They are the best person to talk about specific programs, the particulars of the residency application process for the specialty, and how to make yourself the most competitive applicant. The Specialty Advisors will also have insight into what electives to take and when. To find a Specialty Advisor please visit the CPS App [http://medinfo.mssm.edu/CPS](http://medinfo.mssm.edu/CPS) under Specialty Specific Resources>Specific Specialty>Specialty Advisor [http://medinfo.mssm.edu/CPS](http://medinfo.mssm.edu/CPS). Additionally, you can use the mentor database to find faculty who are available to give advice on careers. You should have identified and met with a Specialty Advisor no later than August. Students applying in competitive specialties that expect away electives (surgical subspecialties, dermatology, emergency medicine) should meet with a Specialty Advisor midway through third year to discuss the application and to target places for electives. If you are having trouble identifying or connecting with someone, Student Affairs can help. Please notify your Faculty Advisor or Dr. Gliatto.

[10]
SETTING UP A MEETING WITH A SPECIALTY ADVISOR

Plan to meet with this person early in the process to discuss your interest in the field, from whom to get letters, and what rotations or experiences you should seek out. He or she can help you identify programs to apply to, and later in the process, how to construct your rank list. Also, Specialty Advisors are usually present at the Residency Information Sessions during InFocus 7 and participate in the Preparing for Residency Interviews evening in September. Again, let the Student Affairs team know if you have problems getting in contact with a Specialty Advisor.

RESOURCES

WHERE TO FIND THINGS ON BLACKBOARD

The main place to find resources and communications will be your Class of 2019-MD folder on Blackboard.

MSPE and Noteworthy Characteristics reviews, Transcript Verification quiz, weekly update emails | Class of 2019-MD Organization>Residency Planning
---|---
Calendar of events for third and fourth years | Blackboard>Calendars
CV resources, personal statement resources, match lists, match information, specialty advising list, important links | Student Resources>Career Planning Services>Career Planning Services App>Resources
CPS App | http://medinfo.mssm.edu/CPS
Mentor Database | Student Resources>Mentor Database
USMLE/Board Review study resources and practice materials | Student Resources>Learning Resources
Graduation information (released in 2019) | Class of 2019-MD Organization

IMPORTANT LINKS

RESEARCH RESOURCES

Medical Student Research Office | http://icahn.mssm.edu/education/medical/research/msro

TESTING RESOURCES

NBME (National Board of Medical Examiners) | http://www.nbme.org
USMLE (United States Medical Licensing Exam) | http://www.usmle.org

ELECTIVE RESOURCES

Electives Management System | https://student.mssm.edu
Electives Tracking Site | http://student.mssm.edu
VSAS | https://services.aamc.org/20/vsas/

RESIDENCY MATCH RESOURCES

AAMC Roadmap to Residency | https://members.aamc.org/ewebo/upload/Roadmap%20to%20Residency%202017.pdf
Association of American Medical Colleges | http://www.aamc.org
ERAS information | https://www.aamc.org/students/medstudents/eras/
Military Match | Email Student.affairs@mssm.edu for more information
National Residency Match Program | http://www.nrmp.org
San Francisco Match | https://sfmatch.org/
To receive an MD, you must:

- Complete the fully prescribed course of study for this degree and must be certified as having successfully met all the criteria required by the school, faculty, and accrediting bodies. This includes passing Steps 1, 2 CK and 2 CS of the USMLE within a maximum of three attempts per exam.

- Possess the personal qualifications and attributes that are necessary to engage in the practice of medicine and be free from qualities and behaviors that would preclude them from properly conducting themselves in the practice of this profession.

- Complete studies with an academic and fiscal status that is satisfactory to the Administration.

**GRADUATION CHECKLIST**

You are responsible for keeping track of your requirements throughout the year.

- All required clerkships and courses in Years 1-4 must be passed in order to graduate. Complete all course evaluations following each course, clerkship, or elective.

- Take USMLE Step 2 CS (Deadline: September 8, 2018) and Step 2 CK (Deadline: December 31, 2018). Note: You need to have passing scores on Step 2 CS and CK for the school to certify the student for the National Residency Match Program (NRMP) match when rank lists are due the last week of February 2019.

- Complete and pass COMPASS 1 and 2.

- Track and complete 28 weeks of electives. (21 weeks for students who completed year 3 before 2015-16 and 22 weeks for students who completed InterACT.)

- Record your completion of required procedural skills on PxDx in One45 by April 1, 2019.

- Complete the Icahn School of Medicine at Mount Sinai’s Exit Survey.

- Complete the Student Check Out Form confirming you have no holds for finance, housing, Registrar, etc.

**AAMC GRADUATION QUESTIONNAIRE**

The AAMC Graduation Questionnaire is optional, but completion is greatly appreciated as it gives the school feedback that is extremely helpful.

- The data collected is essential for benchmarking our performance against other schools and improving our educational programs.

- The AAMC will email you a link directly to the questionnaire in mid-February.

**OTHER COMMENCEMENT INFORMATION**

Commencement information is communicated to students early in the second semester of fourth year.
**FOURTH YEAR SCHEDULE AND ELECTIVES**

### YEAR 4 CLERKSHIPS AND REQUIREMENTS

<table>
<thead>
<tr>
<th>Clerkship</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pediatrics, Medicine, Surgery or Ob-Gyn Sub Internship</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Introduction to Internship</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Infocus 8</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Electives (28 weeks total over Years 3 and 4)</td>
<td></td>
</tr>
</tbody>
</table>

There will be no elective credit for repeating clinical portions of failed clerkships.

All students must take and pass USMLE Step 2 CK and CS within three attempts. See policy below.

### PLANNING YOUR FOURTH YEAR

- Please bear in mind that you are not allowed to do an elective and a required clerkship concurrently; longitudinal electives (only those listed in the catalog) may be taken concurrently with another elective as long as the hours do not conflict. You may only take one longitudinal elective (see guidelines for electives listed below).
- There will be no elective credit for time taken to remediate a failure on USMLE Step 2 CK or CS.
- There will be no elective credit for repeating clinical portions of failed clerkships.

### MUST-SEE DIAGNOSES AND PROCEDURE TRACKER

During the clinical years you will encounter many patients presenting with different diagnoses and symptoms. In order to ensure that you have adequate exposure to a variety of presenting complaints and to comply with LCME guidelines, we require that you log certain diagnoses into our web-supported tracking system. Each clerkship has a “must-see diagnoses” list, which can be found on the back of the clerkship cards handed out on the first day of each clerkship. You are required to enter your exposure to these diagnoses in an on-going fashion throughout the clinical years. You can then print out a summary statement of the diagnoses you have entered to reflect upon your learning and seek out new experiences. Clerkship Directors will use these summary statements to guide you to additional learning experiences and understand your clinical sites better.

Students are expected to attain competency in core procedural skills, the Technical Core Competencies, prior to graduation from medical school. A list of these competencies can be found [Blackboard>Student Resources>Registrar]. The attainment of proficiency in these skills is crucial to your ability to function as a successful intern. Each required procedure must be completed under supervision a minimum of three times and you are expected to log these procedures into our web-supported tracking system. It is expected that students will attain competency for the procedures during third year clerkships. However, students must be completely certified in the Technical Core Competencies by the end of their fourth year in order to graduate. The due date for these competencies is April 1, 2019. You should log the procedures as you do them. The system will not allow you to log anything that you have done longer than one calendar year prior.

For questions regarding these competencies please contact Jennifer.Reyes@mssm.edu.
COMPLIANCE REQUIREMENTS

Prior to starting fourth year, students must complete an Annual Health Assessment, receive their yearly tuberculosis screening (PPD) and be up-to-date with vaccines. To assist you with the compliance process, the Department of Medical Education has to put together a compliance checklist which will need to be completed by March 30, 2018 by submitting all required documentation to compliance@mssm.edu. To find out more information about this, please access Blackboard>Student Resources>Compliance.

**Students who have not completed the Student Health or compliance requirements may not participate in patient care activities.**

STEP 2 CK AND CS

Step 2 CK and Step 2 CS are two graduation requirements. It should be noted that some residency programs require documentation of USMLE Step 2 CK and/or CS prior to ranking the student in the Match (late February). In order for the school to certify you to participate in the National Residency Matching Program, you must have a passing score for both exams by the date that rank lists are due in February 2019.

Scores can take up to eight (8) weeks to come back, and therefore we have created a timeline with important deadlines to ensure your scores are back.

Students may take these examinations in any order, but must take Step 2 CS starting July 15 and must do so by September 8, 2018 of their fourth year. Step 2 CK should be taken by December 31 of their fourth year to allow time to retake the examinations should it be necessary, and to have a passing grade back in time before rank lists are due in late February.

Failing grades on USMLE exams will be included on the MSPE.

Please visit these websites for more information:

- [https://vimeo.com/128632539](https://vimeo.com/128632539)

**STEP 2 CK**

- Students must take Step 2 CK by December 31 of their fourth year to allow time to retake the examinations should it be necessary, and to have a passing grade back in time before rank lists are due in late February.
- Students taking a scholarly year must take Step 2 CK before a SY or LOA for a second degree begins.
- Students must record a passing score on the USMLE Step 2 CK examination on or before the third attempt. Failure to do so will result in dismissal from the Icahn School of Medicine at Mount Sinai.
- Failing grades in USMLE exams will be included on the MSPE.
- The school curriculum provides an elective experience focusing on Step 2 CK examination board review.

**STEP 2 CS**

- Students must take Step 2 CS starting July 15 and must do so by September 8 of their fourth year to allow time to retake the examination should it be necessary, and to have a passing grade back in time before rank lists are due in late February. There are no exceptions for deferral for Step 2 CS.
- Scholarly Year students’ deadlines for taking Step 2 CS exam is the same as your current class.
Step 2 CS is administered in only six (6) test centers throughout the U.S. The earlier you sign up, the earlier you can get the test center of your choice. Testing appointments are typically completely filled at least three to four months in advance.

The required COMPASS 2 exercise is intended to provide feedback in preparation for Step 2 CS. **Students who do not meet competency standards** (below 2 standard deviations overall or in any of the 3 domains: history taking, physical examination, or communication and interpersonal skills) in COMPASS 2 are required to successfully complete a comprehensive plan to meet minimum standards as determined by the COMPASS 2 faculty committee.

Students must record a passing score on the USMLE Step 2 CS examination on or before the third attempt. Failure to do so will result in dismissal from the Icahn School of Medicine at Mount Sinai.

Failing grades in USMLE exams will be included on the MSPE.

**COMPASS 2**

Step 2 CS is a high stakes exam that is becoming more important to residency programs, as it assesses clinical and communication/interpersonal skills. Over the past few years, the exam has become increasingly challenging. To better prepare you for the exam and ensure that you pass, all students go through COMPASS 2 in the Morchand Center. COMPASS 2 is a mandatory two-day standardized patient exercise designed to prepare you for Step 2 CS. **COMPASS 2 occurs during Module 4 of the third year.** Clerkship directors are aware of the exam and will excuse the students from the clerkship. If the student is taking an elective during the time they are assigned to COMPASS 2, the student must contact Jennifer.Reyes@mssm.edu.

- 2018 COMPASS 2 Dates – April 20 to May 18, 2018
- Wednesday, June 6, 2018 – COMPASS 2 grades released to students

Students who do not meet competency standards (below 2 standard deviations overall or below 2 standard deviations in any of the 3 domains: history taking, physical examination, or communication and interpersonal skills) in COMPASS 2 are required to successfully complete a comprehensive plan to meet minimum standards as determined by the COMPASS 2 faculty committee. At a minimum, this comprehensive plan will include the following MANDATORY activities:

- Performance debriefing with COMPASS 2 faculty
- Mandatory participation in a Step 2 CS Boot Camp from July 9 to July 13, 2018
- Participating in at least one student-focused skills exercise with feedback (time in/time out) from July 9 to July 13, 2018
- A summative skills evaluation (mini-COMPASS) at the end of the Step 2 CS Boot Camp on July 13, 2018
- Exit performance debriefing with COMPASS 2 faculty

Additional components of the plan may include working with Senior Tutors, additional time in a clinical setting, or a Step 2 CS preparatory course offered outside the institution. Any costs of coursework mandated by the COMPASS 2 committee that is outside the institution will be shouldered by the student.

If a student does not meet competency standards and is required to participate in the Step 2 CS Boot Camp, **this may involve a change to the student’s 4th year schedule as well as his/her previously scheduled Step 2 CS exam date.**

The comprehensive plan to meet competency standards for COMPASS 2 **must be successfully met before** the student can take USMLE Step 2 CS (deadline for taking CS is September 8, 2018 as detailed above). Failure to adhere to a COMPASS 2 remediation plan warrants a review of the student by the Promotions Committee.

For more information on USMLE Step 2 CS:

- [https://vimeo.com/128632539](https://vimeo.com/128632539)
WHAT TO CONSIDER WHILE PLANNING FOR FOURTH YEAR WORKSHEET

There is a lot to accomplish early in fourth year, and only a few months to do it, so it is important to prioritize how you want to approach the year. Consider whether you need the early part of year 4 to:

- Explore specialties to help you narrow down what you want to apply in?
- Garner LORs?
- Do away electives?
- Get a good Step 2 CK score?
- Do the required subinternship?
- Do the ER rotation?
- Enhance your skills in a specific area?
- Complete a project?

Use the following worksheet to prioritize the things you need to accomplish by October. You can use the list above, or create different items. Use the space below each priority to strategize ways to make each item happen. This includes things you may need to do, questions you need to ask, and people you need to talk to.

Priority #1: ____________________________

Plan to make this happen: ________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Priority #2: ____________________________

Plan to make this happen: ________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Priority #3: ____________________________

Plan to make this happen: ________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Priority #4: ____________________________

Plan to make this happen: ________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Priority #5: ____________________________

Plan to make this happen: ________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Priority #6: ____________________________
Plan to make this happen: ________________________________________________________________

Priority #7: ____________________________________________________________

Plan to make this happen: ________________________________________________________________

Priority #8: ____________________________________________________________

Plan to make this happen: ________________________________________________________________

What are your priorities for the remainder of the year? These can be related to the residency application process, or include personal goals, like time to travel or time for personal events.

__________________________________________________________________________

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SCHEDULE CHANGES

During the fourth year, you may need to reschedule some of your clerkships as you receive acceptance into different electives. Rescheduling clerkships during the fourth year must be done through the Office of the Registrar and the guidelines below must be followed.

POLICY ON CHANGES TO CLERKSHIP

Add/drops are allowed up to four weeks before the start of a clerkship for personal reasons if there is room in the clerkship. If not, only 1-to-1 switches can take place up to four weeks before the first day of a clerkship. The completed form (signed by the Clerkship Director or Coordinator for approval) must be turned in for processing to the Office of the Registrar four weeks prior to the start of the clerkship. Availability is determined by the Clerkship Director. These add/drops are on a first-come first-serve basis. If you are switching to a clerkship site that is scheduled at Elmhurst or the Bronx VA, you are responsible for ensuring you have met the compliance requirements of that site.

ELECTIVES

Electives are important ways to fill educational gaps, to experience new opportunities and to promote a residency plan. Students may take clinical and research electives during the third and fourth years at the Icahn School of Medicine at Mount Sinai or its associated medical centers and affiliates, at off-campus scholarly institutions or, with the approval of the Global Health office, at an international venue. Electives should represent clinical or research experiences and are typically four weeks in duration. The elective week usually begins on Monday and ends on Friday. Students may create a tailor-made elective or may register for an elective that has been created for the curriculum and is advertised on the website. Electives are available at Mount Sinai Hospital, as well as all other sites in the Mount Sinai Health System.

The Director of Student Electives, Dr. Beverly Forsyth, is available to meet with you for electives guidance. She can assist you with choosing electives specifically suited to your interests and educational goals, planning your overall elective time, reviewing your elective plans, and/or designing a tailor-made elective. You can make an appointment with her through MARC.

ISMMS students should register for all electives at least two weeks in advance of the anticipated start date of the elective. For away electives, please pay special attention to the paperwork required; in addition to any documents submitted to the sponsor institution, students must complete a separate ISMMS registration form, which needs to be submitted to the Office of the Registrar PRIOR to the start date of the elective. Retroactive credit will not be granted to electives that are not registered for prior to the start date.

A total of 28 weeks of elective credit must be recorded by the time of graduation.

All forms and links can be found on the Medical School forms page:
http://icahn.mssm.edu/education/students/registrar/medical-forms

NO RETROACTIVE CREDIT!
Electives must be registered for in Empower prior to the start date
Track your electives here:
https://student.mssm.edu
TYPES OF CLINICAL AND RESEARCH ELECTIVES:

ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI ELECTIVES

- Log into Empower student information system https://student.mssm.edu/
- Your login is your single sign on
- You must check Empower to make sure you are REGISTERED for your elective. If your elective says “Pending” you are not fully registered. You should contact the coordinator for the elective you are interested in to resolve and complete registration prior to the start date of the elective or reach out to electives@mssm.edu for questions about resolving scheduling conflicts.
- You may access your account anytime at: https://student.mssm.edu/

ELECTIVES AT OTHER SCHOOLS AND INSTITUTIONS

Visiting Student Learning Opportunities (VSLO/VSAS)

- Students are required to use the AAMC’s Visiting Student Learning Opportunities (VSLO/VSAS) to register for electives offered at schools that are VSLO/VSAS Host Institutions.
  https://students-residents.aamc.org/attending-medical-school/article/vslo-host-participating-institutions/

- Once registered through VSLO/VSAS, and IN ADDITION to paperwork submitted to the host institution, students MUST complete the Electives Registration - Electives at Other Institution form.
  http://icahn.mssm.edu/education/student-resources/resources-for-current-students/registrar/academic-forms
  - The ISMMS registration form must be submitted to the registrar at least two weeks PRIOR to the start date of the elective. The form MUST be signed by Dr. Forsyth and student must get confirmation from the registrar that they are registered for the elective. If the form is not received and signed by Dr. Forsyth prior to the start date of the elective, credit will NOT be granted.

- For all supporting documentation or to learn how to sign up for VSLO/VSAS please contact the Assistant Registrar

Non-VSLO/VSAS

- Students will need to complete the Electives Registration - Electives at Other Institution form
  http://icahn.mssm.edu/education/student-resources/resources-for-current-students/registrar/academic-forms

- For all supporting documentation, please contact the Assistant Registrar.

Tailor-Made Electives at Other Institutions

- Students can also request to complete clinical or research tailor-made electives at other schools. Students must have a sponsor at the site responsible for awarding the grade. The student must complete and submit the appropriate forms to the electives@mssm.edu and to the appropriate faculty at ISMMS for approval (Clinical Tailor-Made or Tailor-Made Research Elective Proposal and Registration). The forms can be downloaded from the Medical Forms page on the ISMMS website accessed at: http://icahn.mssm.edu/education/student-resources/resources-for-current-students/registrar/academic-forms.

- Prior to starting the elective, students should check Empower to ensure that the elective is listed as REGISTERED on their schedule.
Please Note – Additional Requirements:

- Medical schools in different U.S. states may require students to pay for a background check and toxicology screening. Medical schools in Florida and Tennessee require this documentation. Please check with the school to which you are applying to make sure you have met any additional requirements.

- It is the student’s responsibility to check with the host institution if an affiliation agreement is needed. The contract review process between ISMMS and the host school requires three months advance notice. Institutions that require an affiliation agreement must utilize the AAMC Clinical Uniform Agreement. [https://www.aamc.org/students/medstudents/vsas/360610/aamcuniformclinicaltrainingaffiliationagreement.html](https://www.aamc.org/students/medstudents/vsas/360610/aamcuniformclinicaltrainingaffiliationagreement.html)

### CLINICAL TAILOR-MADE ELECTIVES

- Students wishing to design their own clinical elective(s) with a specific ISMMS faculty member or a faculty member from an outside institution may do so by submitting a *Clinical Tailor-Made Elective* form to the Assistant Registrar. The form can be downloaded from the Medical Forms page on the ISMMS website. [http://icahn.mssm.edu/education/student-resources/resources-for-current-students/registrar/academic-forms](http://icahn.mssm.edu/education/student-resources/resources-for-current-students/registrar/academic-forms)

- The form must be signed by the student and the faculty mentor and then sent to the Assistant Registrar (electives@mssm.edu) and the Director of Student Electives for final approval.

- Prior to starting the elective, students should check Empower to ensure that the elective is listed as REGISTERED on their schedule.

### RESEARCH TAILOR-MADE ELECTIVES

- Students wishing to design a research elective with a specific ISMMS faculty member or mentor from an outside institution may do so by submitting a *Tailor-Made Research Elective Proposal and Registration* to the Assistant Registrar. The form can be downloaded from the Medical Forms page on the ISMMS website. [http://icahn.mssm.edu/education/student-resources/resources-for-current-students/registrar/academic-forms](http://icahn.mssm.edu/education/student-resources/resources-for-current-students/registrar/academic-forms)

- The form must be signed by the student and approved by the following: Assistant Registrar, mentor/preceptor, and the Associate Dean for Medical Student Research OR Associate Director for Medical Student Research
  - MD/MPH students also require the approval of the MD/MPH Program Director.
  - MD/PhD students also require the approval of the MD/PhD Program Director.
  - The maximum amount of time permitted for research electives will be 16 weeks.

- Prior to starting the elective, students should check Empower to ensure that the elective is listed as REGISTERED on their schedule.

### INTERNATIONAL ELECTIVES

Students may only take international electives if they are offered at a Canadian medical school or from among the Global Health electives offered in the elective management system [https://student.mssm.edu](https://student.mssm.edu). Funding is not usually available for international electives unless otherwise noted in elective descriptions.

**The registration process for Global Health electives is as follows:**

1. Find a Global Health elective in the elective management system [https://student.mssm.edu](https://student.mssm.edu) and register at least **60 days** PRIOR to the proposed start date of the elective to allow for paperwork to be completed.
2. If applicable, register/apply for the in-country program of your elective externally.
3. Complete the [Global Health Elective Application form](https://student.mssm.edu) at least **45 days** before your day of departure. You will be asked to attach a letter certifying you have been accepted to the program.
4. Once you have received academic approval by Dr. Katz or Dr. Zbar, complete the **Travel, Health & Safety Registration form** at least **30 days** before the day of your departure.

5. Your elective will only be approved on Empower once you have successfully completed all the steps above.

*All links to the required forms, as well as detailed guidelines on the registration process for a Global Health Elective, can be found in the [Global Health blackboard page](#).

**GUIDELINES APPLY TO ALL TYPES OF ELECTIVES**

- 40 hours are required to receive one week of elective credit.
- You are only permitted to take one 1-week elective (40 hours completed within a consecutive seven day time period); you also are permitted one additional 1-week elective in the form of a longitudinal elective (40 hours of elective time completed over a period of weeks or months) chosen from the ISMMS catalog. Tailor made longitudinal electives are not permitted. All other electives must fall between 2-4 weeks in length.
- You cannot take an elective concurrently with a required clerkship. Longitudinal electives may be taken concurrently with another non-required rotation (e.g. another elective) as long as the hours do not conflict. Note that tailor made longitudinal electives are not permitted.
- Elective application forms must be submitted to the Assistant Registrar, with all required signatures, no less than two weeks prior to the desired start date of the elective, and four weeks for international electives. **No retroactive credit will be granted for an elective.**
- If a student wishes to repeat an elective that has already been taken, it is possible to do so; however, elective credit will not be given for the subsequent week(s).
- Any request for an elective greater than four weeks in length requires additional approval by the Senior Associate Dean for UME and Student Affairs.
- The Step 2 CK Board Review course, if attended in its entirety, counts as two weeks of elective credit.
- Students are not eligible for elective credit for remediation (including Step 1 and/or Step 2).

**To receive full credit for an elective you must complete each step of the elective process:**

1. Select and register for the elective in a timely fashion. Double check that you have completed all forms and received registrar confirmation that you are fully registered for the elective.
2. Complete the elective.
3. Ensure that your mentor/preceptor has submitted an evaluation of your performance.
4. Complete your evaluation of the elective through One45
COMMON QUESTIONS ABOUT ELECTIVES

What electives do you recommend?

Most people do some electives in the specialty in which they may be interested. Many students try to work with the specific attendings that are known to be great teachers or experts in their field. Others choose to get exposure to subspecialties in the field that they are applying; for example, maternal-fetal medicine for students applying in obstetrics-gynecology, or pediatric cardiology for students applying in pediatrics, etc.

Electives are a good way to gain exposure to fields you may be interested in but to which students may not get exposure in fourth year: ophthalmology, dermatology, pathology, and the surgical subspecialties like otolaryngology, orthopedics, neurosurgery and urology.

Consider doing electives in things that you may not be going into, but that will give you exposure to topics/skills that may be useful regardless of your chosen specialty i.e. radiology, pathology, EKG reading.

Dr. Beverly Forsyth, the Director of Medical Student Electives, is available to provide electives guidance. Make an appointment in MARC.

Should I participate in away electives? Where? What type?

If you think you want to go to a particular program for residency but want firsthand information about the program, it is a good idea to do an elective there. If you want to check out a particular hospital but do not want to be directly evaluated by the program to which you are applying, consider doing an elective in a different specialty at that hospital.

Programs are more likely to rank a known quantity. If there is a program that you think will be your first choice, you should seriously consider doing an elective there. If you are applying in a very competitive specialty (i.e. orthopedics, neurosurgery, dermatology, etc.), it is a good idea to do one or more away electives and it can be an expected part of the application process. Always talk to a Specialty Advisor when making decisions about away rotations.

You want to be realistic about your chances of getting an interview or matching at a given program. It is true that doing an away elective can help you get an interview at a program that you may not have otherwise received. However, if there is a program that only interviews applicants who are AOA, and you received Passes in all of your clerkships, it does not make sense to do an away elective there. You would be much better served doing an away elective at a program that is within your reach. If you are not sure which programs are realistic for you to do an away elective at, set up a meeting with a Specialty Advisor.

If you are planning to do an away elective in a surgical field, most students do sub-internships. However, if you are applying in medicine or pediatrics, it is not recommended to do a sub-internship as an away elective. Instead, you should do a subspecialty consult service elective, such as GI, rheumatology, nephrology, etc. Pick a subspecialty that you are really interested in and that you feel comfortable with; this will allow your enthusiasm and knowledge base to come through.

Please note: you must check with the host institution if an affiliation agreement is required. This is a contract between institutions that covers things like malpractice. Most schools allow visiting students to rotate without a specific affiliation contract, but this practice has become more common over the last few years. The contract review process is lengthy and can take up to three months to complete. Please contact the Office of Registrar of the institution you want to rotate at requires an affiliation contract. You do not want to miss out on the opportunity to do your away rotation because of this requirement.
LOTTERY & ELECTIVE WORKSHEETS

On the next two pages, fill out the lottery worksheet to plan for year 4, as well as plan for and track your electives.

Ask yourself the following questions:

ELECTIVES:
- How many elective weeks do you have left?
- What electives do you want to take?
- Do you need to take audition electives?
- Have you budgeted for travel?
- What is the application timeline for electives?

CORE REQUIREMENTS:
- Do you need a Sub-I grade early in the application process?
- When do you plan to take Step 2 CK and CS?
ELECTIVE PLANNING WORKSHEETS

WHAT ELECTIVES DO YOU WANT TO TAKE?

Use the following spreadsheet to outline what electives you want to take. Look in VSLO/VSAS or make an appointment with Dr. Beverly Forsyth in MARC to discuss your options.

<table>
<thead>
<tr>
<th>Elective Name:</th>
<th>Location (local or other):</th>
<th>Dates of elective:</th>
<th>Application due date (VSLO/VSAS or other):</th>
<th>Estimated travel cost (see budgeting for fourth year):</th>
<th>Pros and cons:</th>
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TRACK YOUR ELECTIVES

You can check what has been processed at: https://student.mssm.edu

Total weeks elective completed to date: _____

Total weeks electives to complete: _____

<table>
<thead>
<tr>
<th>Elective:</th>
<th>Duration of Elective (weeks):</th>
<th>Dates of elective:</th>
<th>Paperwork filed with Assistant Registrar Y/N:</th>
<th>Evaluation completed and submitted:</th>
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TOTALS WEEKS:
The Fourth Year Lottery Worksheet can also be accessed in Blackboard under Class of 2019-MD>Year 3 Class Meetings.

### Fourth Year Lottery Worksheet AY 2018-2019

**Student Name:**

**Specialty:**

When you come for your MSPE meeting please let us know what your plans are for each block:

<table>
<thead>
<tr>
<th>Block 1</th>
<th>Block 2</th>
<th>Block 3</th>
<th>Block 4</th>
<th>Block 5</th>
<th>4th Year Electives</th>
<th>Block 7</th>
<th>Block 8</th>
<th>Block 9</th>
<th>Block 10</th>
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*Note: Meltdowns - 4th and 5th Year students are expected to fulfill clinical duties if scheduled.*

**Rationale for any unusual elective rotations:** Include rationale for all tailor-made electives and any international experience:

---

**Required Fourth Year Clerkships:**

- Senior Subi - Choice of Medicine, Ob-Gyn, Pediatrics, or Surgery (4 weeks)
- Emergency Medicine (4 weeks)
- Intro to Internship (2 weeks) - Only offered in Blocks 7b, 8b, 9b, 10a, 10b

**Electives**

Total Elective Requirements for Year 3 plus Year 4 = 28 weeks

<table>
<thead>
<tr>
<th>Total Weeks of Elective in Year 3</th>
<th>Total Weeks of Elective in Year 4</th>
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**Example Schedule:**

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<th>Blocks</th>
<th>Block 1</th>
<th>Block 2</th>
<th>Block 3</th>
<th>Block 4</th>
<th>Block 5</th>
<th>Interviews/Electives</th>
<th>Block 7</th>
<th>Block 8</th>
<th>Block 9</th>
<th>Block 10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Board Rev (2 weeks of elective credit)</td>
<td>Elective 4 weeks</td>
<td>Elective OBGYN 4 weeks</td>
<td>Elective Ambulance 4 weeks</td>
<td>Vacation/Elective</td>
<td>Interview/Vacation</td>
<td></td>
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School of Medicine at Mount Sinai
RETURNING FROM SCHOLARLY YEAR REQUIREMENTS

If you plan on returning from Scholarly Year and graduating in 2019, there are requirements you must meet. This section will outline these requirements, as well as due dates for tasks to keep you on track for returning to fourth year.

RETURN PAPERWORK

You must complete the Return from Scholarly Year paperwork, which is due March 16. This form can be found here: http://icahn.mssm.edu/education/students/registrar/medical-forms.

SCHOLARLY PRODUCT

A scholarly product is due May 1 for all students, except those returning from a degree program. Please submit to: medicalstudentresearch@mssm.edu.

The scholarly product may be:
- a 3-5 page final report on your project, including a cover page
- a manuscript you are preparing for publication
- a manuscript you have submitted for publication, including journal name and submission date
- an abstract you have submitted to a national meeting, with meeting name, dates and location

Information on how to prepare a final report and how to write an abstract are posted on Blackboard under MSRO at this link: http://tinyurl.com/qezg53n.

DEADLINES AND IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>January 23</td>
<td>4:00 PM</td>
<td>Fourth year lottery class meeting (12-01)</td>
</tr>
<tr>
<td>March 16</td>
<td>5:00 PM</td>
<td>Return from Scholarly Year form due</td>
</tr>
<tr>
<td>March 26</td>
<td>10:00 AM</td>
<td>Residency Application Process class meeting (during IF7)</td>
</tr>
<tr>
<td>March 28-April 5</td>
<td>9:00 AM</td>
<td>4th year lottery open for selections</td>
</tr>
<tr>
<td>April 2</td>
<td>9:00 AM</td>
<td>Special schedule requests form due</td>
</tr>
<tr>
<td>April 3</td>
<td>5:00 PM</td>
<td>Students notified about special schedule requests</td>
</tr>
<tr>
<td>April 5</td>
<td>11:59 PM</td>
<td>4th year lottery selections due</td>
</tr>
<tr>
<td>April 12</td>
<td>5:00 PM</td>
<td>4th year lottery results posted</td>
</tr>
<tr>
<td>April 3, 4, 5, 6</td>
<td>5:00 PM</td>
<td>Compliance days for mask fitting</td>
</tr>
<tr>
<td>April 12 - April 23</td>
<td>5:00 PM</td>
<td>1-1 switch forms due</td>
</tr>
<tr>
<td>April 13</td>
<td>5:00 PM</td>
<td>Compliance requirements due</td>
</tr>
<tr>
<td>May 1</td>
<td>5:00 PM</td>
<td>Scholarly product due</td>
</tr>
<tr>
<td>May 1</td>
<td>5:00 PM</td>
<td>Scholarly product due</td>
</tr>
<tr>
<td>June 25 – June 28</td>
<td>5:00 – 8:00 PM</td>
<td>BLS Re-Certification (12-01)</td>
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CLINICAL REFRESHER

Before taking a required Sub-Internship in Medicine, Surgery, Ob-Gyn, or Pediatrics, a clinical refresher is strongly recommended for those students returning from a scholarly year into the fourth year. The clinical refresher should be a rigorous experience. Refreshers include the Hospitalist elective or consult electives. A required subinternship should not be a first rotation back. Students may return with an elective in the field to which they are applying, even if it is listed as a subinternship. For example a student returning from a scholarly year can start back with a subinternship in orthopedics.

COMPLIANCE

Students will need to complete all compliance requirements by April 13, 2018 in order to return to the wards. To learn more about the compliance requirements for returning from scholarly year go to .

Students must complete an Annual Health Assessment, receive their yearly tuberculosis screening (PPD), and be up-to-date with vaccines. To assist you with the compliance process, the Department of Medical Education has put together Compliance Days. Please refer to the timeline above for dates and deadlines.

FINAL APPROVAL FOR RETURN FROM SCHOLARLY YEAR

Please note that final approval to return from a Scholarly Year cannot be granted until all required paperwork, including the Return from Scholarly Year form, the Student Clearance Requirements form, and your Scholarly Product, have been completed and submitted by May 1, 2018 to medicalstudentresearch@mssm.edu

FREQUENTLY ASKED QUESTIONS

Do I have to attend InFocus 7?
InFocus 7 is not mandatory for students returning from Scholarly Year. Students have access to all information from class meetings about planning for fourth year and the residency application process on Blackboard in the Class of 2019-MD organization.

I have questions about electives, who should I speak with?
You can schedule an appointment with Dr. Beverly Forsyth on MARC. She is able to answer any questions about elective planning.

I have questions about planning my schedule and the lottery, who should I speak with?
If you have questions about how to set up your schedule for fourth year, you should meet with your Faculty Advisor and/or the Registrar and they can talk through your plan. You can make appointments with both on MARC.
The key to choosing a specialty is understanding what interests you and knowing what factors you have to consider in your decision making process.

**TIPS**

- Students are different in terms of when and how they make the decision about what to specialize in. By InFocus 7 you may have decided on a specialty, may be deciding between a couple of specialties, or may be undecided. There are plenty of students like you no matter where you are in the process.

- Take the time to research each specialty you are interested in: Speak with Specialty Advisors and others in each field, find out what is important to you, and utilize the Careers in Medicine self-assessments, like the Medical Specialty Preference Inventory and the Specialty Indecision Scale, to narrow down options and what your priorities are.

- Review your clerkship experiences so far. What did you like about each rotation? What did you like least? Use this evaluation as a guide to remember things about clerkship as you complete each.

- To learn more about specialties and what the nature of the work is, match information and compensation, check out the Careers in Medicine specialty page: [https://www.aamc.org/cim/](https://www.aamc.org/cim/). This website requires a log-in and password. If you do not have one already you can obtain by going to the website and registering with your ISMMS email address.


- Utilize the specialty resources on the Career Planning Services site. These include institutional resources for each specialty, short videos with key faculty and doctors speaking about the specialty, and the Specialty Match Student Survey. The latter includes input from students over the last seven years.

- Discuss ideas and strategies about your application with your Faculty Advisor and Specialty Advisor.

**CONSIDER**

- What’s the best fit for my skills, interests, and life circumstances?
- What other things do I need to consider?
- How do I evaluate my decision?
- Do I need a parallel plan? (i.e., my first choice specialty is a reach and I need a concrete back up plan)

**RESEARCHING RESIDENCY PROGRAMS**

Researching programs can also feel challenging; use the tips and resources listed here to guide you. Due to the large number of programs and options, be sure to give yourself enough time to research programs.

- One of the best resources for researching residency programs is FREIDA Online which is sponsored by the American Medical Association. This will give you basic information about a program. You can then consult the websites of programs you are interested in to get more information. [https://www.ama-assn.org/life-career/search-ama-residency-fellowship-database](https://www.ama-assn.org/life-career/search-ama-residency-fellowship-database)

- Doximity offers a comprehensive, ranked list of residency programs by specialty. It is a useful tool to search programs by region, and includes important metrics like specialty board passing rates for individual programs. As there is no validated system for ranking residency programs, you should not make decisions about applying based on how a program is ranked by Doximity. [https://www.doximity.com/residency_navigator/programs](https://www.doximity.com/residency_navigator/programs)

- Ask ISMMS alums at residency programs to give you their perspective. Reach out to the Office of Alumni to connect with alumni. We have also been inviting recent alumni to also join the Mentor Database.

- Review the ISMMS match lists on [Blackboard>Student Resources>Career Planning Services>The Match](https://blackboard.ismms.edu/cps/student-welcome-Match-Notes).
We find that students often fall into three categories at this point in their decision making process: 1) decided on one specialty; 2) deciding between 2-3 specialties; or 3) undecided. In InFocus 7, we have built in residency information sessions for you to attend to hear about various specialties as well ask questions to begin assisting you with this decision. Whatever category you fall into, you are not alone! About a third of your peers are in the same boat as you, but what does this mean for next steps, and what should you be doing now?

Decided
- Meet with your specialty advisor
- Identify LOR writers
- Participate in audition electives
- Research programs competitiveness, rating, satisfaction, environment, and location
- Start writing your personal statement

2-3 specialties
- Meet with specialty advisors in each specialty of interest
- Shadow a doctor within each specialty
- Complete an elective that will give you hands on experience
- Research pros and cons: lifestyle, overall satisfaction of team members, financial expectations
- Utilize outside resources: CiM website; talking to people in the field

Undecided
- Identify mentors who have had a positive influence on you
- Reflect on your clerkship experiences (use clerkship self-evaluation in Bb)
- Research pros and cons: lifestyle, overall satisfaction of team members, financial expectations
- Talk to your peers and talk to your family
- Shadow
- Utilize the CiM website to navigate you through indecision

REFLECT:
Where are you in the decision making process?
- Undecided
- Deciding between 2-3 specialties
- Decided

Regardless of your decision status, which residency sessions do you plan to attend on Wednesday?

1)_____________________________________
2)_____________________________________
3)_____________________________________
What questions do you have for the residency directors? 

What Specialty Advisors / mentors do you plan to reach out to, and what is your timeline for meeting them? 

What are your immediate next steps (research, shadowing, mentors, LORs, etc)? 

Is there anything else you need to take into consideration?
The Residency Application Process (RAP) starts in your third year of medical school and goes through Match Day in March of your fourth year. It involves, meeting with your Faculty Advisor to review your Medical Student Performance Evaluation (MSPE), attending RAP related programming, and carefully researching which specialty and programs you may be interested.

**Types of Residency Positions**
*(descriptions from AAMC Careers in Medicine)*

There are different types of training positions depending on your specialty choice:

**Categorical (C) positions** begin in PGY-1 and provide the full training required for board certification in a specialty. Residents will either begin specialty training immediately or begin any preliminary training that has been incorporated into the position.

**Preliminary (P) positions** are one-year positions that occur in PGY-1, prior to entry into advanced specialty programs. These include preliminary positions (which focus on internal medicine or general surgery) and transitional positions (which require residents to rotate through numerous specialties with a combination of required and elective rotations). Preliminary positions provide prerequisite training for advanced programs and lack the complete training required for board certification in a specialty.

**Advanced (A) positions** begin in PGY-2, after one year of prerequisite training. These positions allow residents to complete the necessary training required for board certification in a specialty.

### Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>April 22</td>
<td>Noteworthy Characteristics submission due (via the Student Activity Portfolio in Empower) <a href="https://student.mssm.edu">https://student.mssm.edu</a></td>
</tr>
<tr>
<td>May 1 to June 30</td>
<td>Meet with your faculty advisor to review your MSPE and discuss specialty decision making.</td>
</tr>
<tr>
<td>July 11 at 5 pm</td>
<td><strong>Mandatory Class Meeting</strong> – Residency Planning In-Depth &amp; Preliminary and Transitional Years Panel</td>
</tr>
<tr>
<td>August 6-22</td>
<td>Transcripts uploaded for approval</td>
</tr>
<tr>
<td>August 15</td>
<td>Residency Planning Refresher email</td>
</tr>
<tr>
<td>September 6</td>
<td>Applicants can begin submitting their residency application to programs through ERAS</td>
</tr>
<tr>
<td>September 10-14</td>
<td>Review of final MSPE via Blackboard</td>
</tr>
<tr>
<td>September 15</td>
<td>ERAS releases submitted applications to programs and NRMP opens for registration</td>
</tr>
<tr>
<td>September 26</td>
<td><strong>Class Meeting</strong> – Preparing for Residency Interviews</td>
</tr>
<tr>
<td>October 1</td>
<td>MSPEs are released to programs</td>
</tr>
<tr>
<td>December 5</td>
<td>Optional - Meeting Early Match: What to consider when ranking programs</td>
</tr>
<tr>
<td>January 10 at 4 pm</td>
<td><strong>Mandatory Class Meeting</strong> - The Match</td>
</tr>
</tbody>
</table>
EARLY MATCH

If you are applying to an early Match program (ophthalmology, urology, military, Canadian match), please inform Student Affairs. You will receive individual counseling, as well as reminders of deadlines dependent on the program. Attend the Class Meeting on December 5, 2018 at 5pm – Early Match: What to consider when ranking programs.

OPHTHALMOLOGY MATCH

To apply to an ophthalmology residency, you must register and apply through San Francisco Matching Program (http://www.sfmatch.org), which uses the Central Application Service (CAS). For a comprehensive timeline and guidelines: SF Match website>Central Application>CAS Instructions.

This matching process happens earlier than other residency matches, so you must follow the deadlines provided on the SF Match website. The following documents are required in order for a PGY-2 Ophthalmology Residency application to be considered complete:

- CAS application form (to be completed and submitted online by the applicant)
- College transcript(s) (uploaded by the applicant)
- USMLE Step 1/COMLEX 1 (uploaded by the applicant)
- Medical school transcript(s) (uploaded by the medical school)
- Letter of reference #1 (uploaded by the medical school in early August)
- Letter of reference #2 (uploaded by the medical school in early August)
- Letter of reference #3 (uploaded by medical school in early August)
- MSPE letter (uploaded by the medical school by Oct 1)

Although SF Match provides a target date for application submission in early September, it is important to recognize that some programs set deadlines that occur before this target date. In addition, many programs begin reviewing applications in late August, and some even start offering interviews at this time. Therefore, it is highly recommended that you submit all application materials no later than the second week of August.

CAS application and payment

You can find the application on the SF Match website.

Transcripts

You will need to request a copy of your medical school transcript from ISMMS to be uploaded to SF Match (you can request an updated version to be uploaded at any time), in addition you will need to upload a copy of your college transcript.

Letters of recommendation

Letters should be submitted to the Office of Student Affairs by August 1, 2018 to student.affairs@mssm.edu. It is recommended by SF Match (and other sources close to the application process) that you provide one letter from a core rotation (medicine or surgery strongly preferred) out of the three.

The letter authors will need to submit a waiver form along with the letter of recommendation. You can find a copy of this waiver on Blackboard, Blackboard>2019 org>Residency Application Process>RAP Docume>Early Match.

Preliminary position

Ophthalmology is a match for an advanced position which requires a preliminary year. Apply for the preliminary year using ERAS and NRMP.
UROLOGY MATCH

If you choose urology as your specialty, you need to register with the American Urological Association (AUA) Match, which has a fee of $75. Although the actual matching will happen with the AUA, most programs also still require that you complete your application through ERAS, as well as register with the NRMP as a formality for the preliminary position in surgery, which almost always occurs at the same institution as the urology residency.

You need to research each program you would like to apply to in order to know what requirements they have. For programs that are not participating in ERAS, request application forms and set up interviews with each individual program. Your rank order list needs to be submitted to AUA by early January.

The Match for urology generally happens in mid-January. More information can be found on the AUA website.

MILITARY MATCH

The United States Military, including the Air Force, Army and Navy, coordinate their own residency matching processes. You can speak to a local recruiter about the processes, as well as qualifications. The process varies depending on which branch you apply, but the general process is as follows:

- registration with the organization
- application to the individual programs
- interviews
- submission of rank order list
- match results

Timelines and deadlines vary for each military branch, but the information below provides a general guide:

**Registration:** Students currently in military programs are automatically registered for the military match. Students may also request to enter the match through the NRMP, as a back-up.

Note: If you would like to match into a military residency program, but have not previously been affiliated with the military, please reach out to a local recruiter.

**Letters of recommendation:** Students should request letters the summer and fall of fourth year.

**Army/Navy:** ERAS application begins mid-July.

**Air Force:** Follow instructions on the Air Force website.

**Interviews:** Will start at the beginning of fourth year. Follow individual branches guidelines and timelines.

**Match results:** Mid-December

Note: In certain circumstances students with military obligations may request to do a civilian residency. Please check in with the parameters of the individual branch.

**Military residency websites are listed in the Resources>Important Links section.**

For more information, please reach out to Student Affairs at student.affairs.mssm.edu.
**CANADIAN MATCH**

If you are applying through the Canadian Residency Matching Service (CaRMS), you will be responsible for your application and documents, with the exception of the Registrar verifying that you are a student in good standing and on track to graduate. Note that if you apply through both CaRMS and the National Medicine Residency Program (NRMP), your rank list for NRMP will be nullified if you match via CaRMS, which is held earlier.

**Letters of recommendation:** Your writers need to follow the directions on the cover letter you will send them, and send it to the appropriate place.

**Documents:** You are responsible for uploading your own documents through the website.

**Transcript and MSPE:** You will need to notify both the Registrar and Student Affairs where your transcript and MSPE need to be sent.

For more information and instruction, please reach out to Student Affairs or visit [https://www.carms.ca/en/](https://www.carms.ca/en/).

**INTERNATIONAL STUDENTS**

Applying as an international student requires some extra steps. There will be specific parameters you will need to look for in the programs you are applying to. One of those parameters is that the program will need to offer a visa for you to complete training in the U.S.

Previous students have created a list of programs and what types of visa’s they supply. Keep in mind that this list is not all inclusive, and programs are subject to change at any time. You will still need to research programs. Please reach out to Student Affairs in July of fourth year and we can help you research which programs offer what kinds of visas.

Student Affairs, in collaboration with the International Personnel Office, will hold meetings throughout the year to help guide you through the process.
RESIDENCY APPLICATION COMPONENTS

There are several components to the application for residency:

1. Completed application:
   a. Most residency programs use ERAS (Electronic Residency Application System) for applications; the Match goes through the National Resident Matching Program (NRMP).
   b. Programs in the San Francisco Matching Program use CAS (Central Application System) at [https://sfmatch.org/](https://sfmatch.org/)
      i. Ophthalmology (see Ophthalmology Match section)
   c. Urology Programs apply via ERAS but the match is through American Urological Association [http://www.auanet.org/education/urology-and-specialty-matches.cfm](http://www.auanet.org/education/urology-and-specialty-matches.cfm) (see Urology Match section)
   d. Military match – if you are applying through this program, you should contact Student Affairs for support.
   e. Canadian Match - if you are applying through this program, you should contact Student Affairs with questions, and review this website [https://www.carms.ca/en/](https://www.carms.ca/en/) (see Canadian Match section)

2. Photograph
3. Medical Student Performance Evaluation (MSPE)
4. Letters of Recommendation
5. Medical School Transcript
6. Personal Statement
7. Curriculum Vitae
8. USMLE transcript

The following sections show the breakdown of each part of the application and what you need to know, as well as information about early match.
ERAS

Residency applications, with the exception of ophthalmology and some military programs, are submitted through the Electronic Residency Application Service (ERAS). The process is initiated when you receive your ERAS token which then allows you to register for ERAS. You received an ERAS token via email on August 11, 2017 (please contact student.affairs@mssm.edu if you did not receive this email). Only the following functions will be available until ERAS opens fully in early June:

- Updating your personal information
- Adding and confirming LoR information
- Printing/Emailing Letter Request Form(s)
- Viewing the status of LoRs

From June through September 15, you should complete your application, select your programs, gather/assign supporting documents:

- LoRs (uploaded by the letter author)
- Personal Statement (uploaded by the applicant)
- USMLE transcript (uploaded by the NBME, applicants must authorize its release through ERAS first)
- Medical School Transcript (Uploaded by the Medical School)
- Your Photo (uploaded by the applicant)
- MSPE (uploaded by the Medical School, released on October 1)

The first date you can formally apply to programs is **September 6, 2018** and programs can download applications starting on **September 15, 2018**. We strongly recommend that students submit their application to programs by September 15, 2018.

**Important Documents for ERAS Residency Applicants:**


**MEDICAL STUDENT PERFORMANCE EVALUATION (MSPE)**

**WHAT IS IT?**

The Medical Student Performance Evaluation (MSPE) describes, in a sequential manner, your performance through three full years of medical school. The MSPE includes an assessment of your academic performance and highlights professional attributes. The MSPE is not written by Student Affairs and is not a letter of recommendation. It is a compilation of your academic record and information you choose to highlight. The AAMC issued new recommendations for the MSPE in 2016, which can be found here: [https://www.aamc.org/download/470400/data/mspe-recommendations.pdf](https://www.aamc.org/download/470400/data/mspe-recommendations.pdf). The recommendations aim to reduce redundancy in the residency application, increase standardization and transparency, and provide opportunities for program directors to holistically review applicants. Much of the document below is taken from this guide.

The Office of Student Affairs creates your MSPE by compiling your data into one document. The start of the process involves you creating your Noteworthy Characteristics by entering them in the Student Activity Portfolio (see
instructions on page 45-47). In May or June you then meet with your Faculty Advisor to review the initial parts of the MSPE, discuss what specialty you are interested in, and review your plan for fourth year. In mid-summer you will have a chance to update your Noteworthy Characteristics. In September you will have an opportunity to review a final copy of your MSPE for fact checking. Final approval of requested edits to the MSPE document rests with Medical Education.

You may keep a draft copy of your MSPE if you choose. The final MSPE version is handled like a transcript; an “official” version can only come from the institution.

The MSPE contains six sections:

1) **Identifying Information**

This section is static for all students.

a. Student's legal name and year in school. *It is populated from the Registrar from the school’s records.*

b. Name and location of the medical school

2) **Noteworthy Characteristics**

This section includes brief, bulleted statements about the unique characteristics of the student, and is written by the student. The student’s Faculty Advisor will proofread the statements, advise about content, and then review any changes with the student during the MSPE meeting and during the review period.

3) **Academic History**

*This information is compiled directly from the student’s academic record from the Office of the Registrar.*

a. The month and year of the student’s initial matriculation in and expected graduation from medical school

b. An explanation based on school specific policies of any extensions, leave(s) of absence, gap(s), or break(s) in the student’s educational program

c. Information about the student’s prior, current, or expected enrollment in and the month and year of the student’s expected graduation from dual, joint, or combined degree programs.

d. Information on coursework or USMLE examinations that the student was required to repeat or otherwise remediate during the student’s medical education.

e. Information on any adverse action(s) imposed on the student by the medical school or its parent institution. (Of note, an incident report is NOT a disciplinary action)

f. Students admitted through an early assurance program will have this noted.

4) **Academic Progress**

This section includes information about the student’s academic performance and professional attributes in basic science coursework and core clinical rotations. The information is as follows:

a. Narrative information regarding grading in the pre-clerkship courses and documentation of student’s completion of this curriculum.
b. Narrative information regarding the student’s overall performance in ASM 1 and 2.

c. Narrative information regarding the student’s overall performance on each core third year clinical clerkship. This information is provided in the chronological order in which the student completed each core third year clerkship. The narratives are the student’s FINAL GRADE paragraph developed by the CLERKSHIP DIRECTORS, and are the same as students viewed on Blackboard when their grade was released. These narratives will be reviewed during MSPE meeting with Faculty Advisor and student. Graphic representation of students’ comparative performance (i.e., a graph with the percentages of Honors, High Pass, Pass) will be included for each clerkship within the body of the MSPE.

**NOTE:** Fourth year rotations and electives are not included. Only core clerkships that have been completed by end of year 3 will be included.

There is a section in Academic Progress on professional performance. If the student was cited for unprofessional behavior with a disciplinary action, the incident and any actions taken to remediate the professionalism concerns will be described. (Again this includes only formal disciplinary actions, NOT incident reports.) If the student received commendations for exemplary professional behavior, those behaviors will be briefly summarized.

5) **Summary**

This section is brief paragraph that summarizes that the student has completed all of the requirements of the MD program.

6) **Medical School Information**

This one page appendix is the same for all students and contains information about the school’s mission, programmatic elements, requirements for graduation, and specific policies.

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**COMMON QUESTIONS REGARDING THE MSPE**

**If a student is elected to AOA or to Gold Humanism Honor Society, will that information be included in the MSPE?**

No. The selection committees meet in early September and students are notified at the conclusion of that meeting. Students are responsible for including this information in their ERAS application.

**Does the MSPE discuss my specialty choice?**

The MSPE does not stipulate the specialty you have chosen, since some students may be applying in more than one specialty, or, at times, graduates reapply for other specialties. The MSPEs are not rewritten at that time.

**After the MSPE is written in draft form, will I be able to review it and suggest revisions?**

The MSPE is considered a component of the students' academic record and, thus, is available for the student’s review. We allow review of the MSPE in mid-September for the purposes of fact checking, but do not allow revisions to the evaluative statements in the MSPE.

**Are my USMLE Step 1 and Step 2 CK & CS scores included on the MSPE?**

No. USMLE Step scores will be submitted on your ERAS application though your USMLE transcript. However, failure on any Step examination will be noted on the Academic History Section.

**How does the MSPE get sent to programs?**

The MSPE is uploaded by Student Affairs to ERAS. Programs can then download them. The MSPE is uploaded into ERAS and into the SF Match website on October 1 as well.
SIGNING UP FOR YOUR MSPE MEETING

In order for us to compile the most accurate information for you, we require each student to meet with their Faculty Advisor. To sign up for your MSPE meeting, go to MARC (https://learn.mssm.edu) to select an MSPE meeting slot with your advisor. The meeting will last an hour. MSPE meetings are available from May 1 - June 30, so plan accordingly.

In the meeting you will:

1) Review edits to noteworthy characteristics
2) Review your academic file for accuracy
3) Review your MSPE
4) Discuss specialty interests
5) Discuss list of LoR writers or potential letter writers
6) Obtain a referral and introduction (via email) to a Specialty Advisor, if you do not have one already
7) Discuss any concerns that you may have
8) Review the graduation requirements

INFORMATION YOU MUST PROVIDE PRIOR TO YOUR MEETING

The Noteworthy Characteristics section of the MSPE is populated by what you submit in the Student Activity Portfolio (please note additional instructions below for Noteworthy Characteristics section). In order for us to compile your information accurately and completely, you must be thorough and timely about the information you provide us. You need to submit your Noteworthy Characteristics by April 22 11:59pm.

NOTEWORTHY CHARACTERISTICS AND WORKSHEET

Your MSPE will include a short narrative under the heading “Noteworthy Characteristics.” As per the AAMC’s guidelines, this section is “intended to help a residency program selection committee review applicants holistically to achieve a residency class that brings a diverse set of background experiences, characteristics and perspectives.” This gives you a chance to highlight what you think is most important to share with programs. You will be responsible for composing an initial draft of this section. Your advisor will help you edit it during your MSPE meeting. Your initial draft MUST be completed in the Student Activity Portfolio through Empower (https://student.mssm.edu) (due April 22, no exceptions) to be included on your MSPE.

As per the guidelines, the MSPE should “provide a maximum of three characteristics highlighting the most salient noteworthy characteristics of the student. This section should be presented as a bulleted list. Each characteristic should be described in 2 sentences or less. Information about any significant challenges or hardships encountered by the student during medical school may be included.”

You should think of these items like headlines that will direct an applicant reviewer’s attention. You may further elaborate on these items elsewhere in your application, like what you enter in ERAS or write in your personal statement.

You may also use one of your bullet points to mention an important life circumstance, or to qualify something in your record like a leave of absence. Please refer to the AAMC guidelines for some sample Noteworthy Characteristics examples.

By April 22 you should come up come up with an introductory statement and at least three to five noteworthy characteristics, each noteworthy characteristic should not exceed the 65 words. You will review these with your faculty advisor.

Refer to pages 45-47 for instructions about how to add these statements into Empower.
**Introductory Statement**

In one to two sentences, describe important things to know about your life before medical school -- where you grew up, where you attended college, if you took a gap year(s), and anything about your pre-medical school self you might want to highlight (should not exceed the 65 words).

Example:

*Joanne Student grew up in Buffalo, NY where she was a competitive swimmer in high school. She went on to complete her undergraduate degree at Case Western University and worked for Teach for America for two years before medical school.*

Your two sentences:

__________________________________________________________

__________________________________________________________

**Noteworthy Characteristics**

These can be accomplishments in a particular area or experiences or attributes that are unique. Each characteristic can be up to two sentences long (each noteworthy characteristic should not exceed the 65 words).

Here are some domains to consider, and some examples:

- **Research**
  - *Joanne Student performed research with the Department of Family Medicine on long-acting reversible contraception preferences among adolescents. She presented his findings at a plenary at the American Association of Family Physicians regional meeting, and was the first author on a study that has been cited over 25 times.*

  Your sentence:

  __________________________________________________________

  __________________________________________________________

  __________________________________________________________

- **Leadership**
  - *Joanne Student was involved in the Student National Medical Association (SNMA) since early in her first year. She took on a series of progressively larger leadership roles, culminating in the position of Treasurer nationally, and spearheaded a fundraising effort that garnered over $30,000 for the organization.*

  Your sentence:
Extracurriculars
  - Joanne Student is an avid runner, and completed one marathon for each of the years that she was in medical school. She qualified for the Boston Marathon which she is aiming to run this spring.

Community service
  - Joanne Student started volunteering at a local food pantry as a first year, became volunteer coordinator for Icahn School of Medicine students in her second year, and became a member of the pantry’s board this past year. She is leading an initiative to create signage about nutritional value that incorporates considerations about health literacy.

Personal attributes
  - Joanne Student is the first person in her family to graduate high school or college. Her parents are migrant farm workers, and Joann spent many summers working alongside them.

Life circumstances
Joanne Student and her husband had two children during her time as a student in the MD-PhD Program. One of her children has had serious developmental delays, which has been one of her main motivations to seek a career in neuroscience.

Global health experiences
- Joanne Student made two service trips abroad in medical school. During her summer between years 1 and 2 she studied the prevalence of post-traumatic stress disorder in people who live on the coast of Honshu, Japan, and as a third year student she did a 4 week elective surgical mission to Mongolia with the Department of Ophthalmology.

Entrepreneurship
- Joanne Student and two fellow students created a mobile phone app to track medication adherence in teenage patients with type 1 diabetes. Based on very promising initial research, they are forming a company to help disseminate the app, and have raised $100,000 so far in investments.

Education/Teaching
- Joanne Student served as a Teaching Assistant for Molecules Cells and Genes and served as a peer tutor throughout medical school. She created an interactive slide deck for Microbiology that the course directors now use in their course materials.
• Awards/Special recognition
  o Joanne Student was runner up for the William Carlos Williams Poetry Competition in 2015, and won first prize in 2016. She has had four of her poems published, one in the Journal of the American Medical Association.

Your sentence:

• Circumstances that may require context
  o Joanne Student failed two shelf exams in the first half of third year, at a time when her younger brother was diagnosed with acute myelogenous leukemia. Her brother made a full recovery, and Joanne’s test scores improved markedly afterwards.

Your sentence:

Here is a complete example:

Joanne Student grew up in Buffalo, NY where she was a competitive swimmer in high school. She went on to complete her undergraduate degree at Case Western University and worked for Teach for America for two years before medical school. Here at ISMMS, Joanne:

  o Was involved in the Student National Medical Association (SNMA) since early in her first year. She took on a series of progressively larger leadership roles, culminating in the position of Treasurer nationally, and spearheaded a fundraising effort that garnered over $30,000 for the organization.
  o Was runner up for the William Carlos Williams Poetry Competition in 2015, and won first prize in 2016. She has had four of her poems published, one in the Journal of the American Medical Association.
  o Has been an avid runner and completed one marathon for each of the years that she was in medical school. She qualified for the Boston Marathon which she is aiming to run this spring.
The information in the Noteworthy Characteristics section may be in more detail elsewhere in your application but this is a way for you to synthesize what you feel is most important to grab the attention of the reader. This is analogous to a summary statement that you may use in a patient’s history and physical. It does not encompass all of your accomplishments, but makes sure that the reader gets the gist of who you are and what you have done.

We encourage you to come up with multiple examples and try and decide which top three are most representative of what you want to convey in your application. If one of the bulleted items is for giving context to certain experiences (like a leave of absence, or poor academic performance) then this will not count as one of the three noteworthy characteristics. In that case you will be allowed to have four bullet points on your MSPE.

Your Faculty Advisor will review your narrative at the 4th Year Advising Meeting and help you make any edits to make sure the final revision fits criteria for length, style and content.

**STEP BY STEP ACTIVITY PORTFOLIO GUIDE IN EMPOWER HTTPS://STUDENT.MSSM.EDU**

1. **Log into EMPOWER**
2. **Student Records**
3. **Student Activity Portfolio**
4. **Select type of activity**
5. **Add record**

**HOW TO USE THE STUDENT ACTIVITY PORTFOLIO**

1. **Sign into** [https://student.mssm.edu](https://student.mssm.edu)

2. **Click on Student Records > Select Student Activity Portfolio**

3. **Select Type of Activity** – (e.g. Noteworthy Characteristics, Leadership Service, & Extracurricular Activities, Awards, Research Projects). **See below instructions for more detail about each Activity.**

4. **Click on Add a Record**
Once you have added everything you want into the Portfolio, you can export a copy to Word and copy/paste to your ERAS application or CV.

NOTEWORTHY CHARACTERISTICS

Refer to the Noteworthy Characteristics Instructions and Worksheet section for details.

Each entry you add will constitute your introductory statement or one bullet point for this section and should not exceed the 65 words.

- The Topic field is for your own reference and categorizes your entries so you can refer back to what the entry is about.
- The Entry field is where you will put your bullet point. This should be no more than two sentences, as per the Noteworthy Characteristics Instructions on page 41-44.
- You may enter up to five noteworthy characteristics entries in this section, which will then be reviewed and edited down to three with your Faculty Advisor.

Due date for this section is April 22, 2018 at 11:59pm. No exceptions.

Tips:
- Make sure you press Save every time you update a screen
- Reset will clear all fields
- Back will take you to previous page
Student Activity Portfolio


By providing this information the student attests to its accuracy, and that only work started during medical school has been included.

Noteworthy Characteristics

Topic: *This field categorizes your entries - will not appear on your MSPE

Entry: *Each entry is one bullet point on your MSPE

2000 Characters Left

* required and [] optional

Delete Update Save Reset Back

Changes will not be saved unless you press “Update” or “Save”
LEADERSHIP, SERVICE & EXTRACURRICULAR ACTIVITIES

This section will not be included on your MSPE, but we encourage you to use this to help you prepare for your ERAS application and your personal CV. After you enter your activities, awards and research you will be able to export to word to copy and paste to your application or CV (see page 46 for instructions).

- The View List field has pre-populated activities and you may choose one of those to populate the Organization field. Alternatively, you may type in your organization to the Organization field.

- The Role or Title field is the capacity in which you worked/volunteered/etc. with the organization. Examples of what you can put here include: Chair, Volunteer, Participant, Tutor, Tour Guide, etc.

- The Parent Organization or Contact Name field is for you to track your supervisor information.

- You must also include dates of your participation, location and total week fields.

- The work purpose of objective field is for your reference.

Tips:
- Make sure you press Save every time you update a screen
- Reset will clear all fields
- Back will take you to previous page

Student Activity Portfolio

By providing this information the student attests to its accuracy, and that only work started during medical school has been included.

Leadership, Service, & Extracurricular Activities

View List: Select One
Organization: *
Role or Title: *
Parent Organization or Contact Name: *
Location: United States
Start Year (YYYY): 2017
Start Month (MM): 03
End Year (YYYY): 2017
End Month (MM): 03
Total Weeks: *weeks

Work Purpose or Objective:

2000 Characters Left

Required and Optional

Delete Update Save Reset Back

Changes will not be saved unless you press "Update" or "Save"
AWARDS

This section will not be included on your MSPE, but we encourage you to use this to help you prepare for your ERAS application and your personal CV. After you enter your activities, awards and research you will be able to export to word to copy and paste to your application or CV (see page 46 for instructions).

- The View List field has pre-populated awards and you may choose one of those to populate the Name of Award field. Alternatively, you may type in your award to the Name of Award field.
- You should include the Name of Organization, location and date when entering in this section.
- The Additional Details field is for your reference.

Tips:
- Make sure you press Save every time you update a screen.
- Reset will clear all fields.
- Back will take you to previous page.

Student Activity Portfolio


By providing this information the student attests to its accuracy, and that only work started during medical school has been included.

Awards

View List: ***Select One***

Name of Award: Enter here if not on list

Name of Organization:

Location: United States  ***Select State/Province***  City

Year Earned (YYYY): 2017

Month Earned (MM): 03

Additional Details:

[Characters Left]

[required and optional]

[Delete] [Update] [Save] [Reset] [Back]

Changes will not be saved unless you press "Update" or "Save".
RESEARCH PROJECTS

This section will not be included on your MSPE, but we encourage you to use this to help you prepare for your ERAS application and your personal CV. After you enter your activities, awards and research you will be able to export to word to copy and paste to your application or CV (see page 46 for instructions).

The screenshot below is an overview of your project. Associated publications should be added by clicking the Add Publication button. Please note you must save the screen before you can add publications.

Tips:
- Make sure you press Save every time you update a screen
- Reset will clear all fields
- Back will take you to previous page

Student Activity Portfolio


By providing this information the student attests to its accuracy, and that only work started during medical school has been included.

Research Projects

<table>
<thead>
<tr>
<th>Title of Project:</th>
<th>Role/Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Organization:</td>
<td>Your role in the project, example: research clinician</td>
</tr>
<tr>
<td>Location:</td>
<td>United States City</td>
</tr>
<tr>
<td>Start Year (YYYY):</td>
<td>2017</td>
</tr>
<tr>
<td>Start Month (MM):</td>
<td>03</td>
</tr>
<tr>
<td>End Year (YYYY):</td>
<td>2017</td>
</tr>
<tr>
<td>End Month (MM):</td>
<td>03</td>
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<tr>
<td>Mentor Name:</td>
<td></td>
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<tr>
<td>Mentor Highest Degree:</td>
<td>Select Degree</td>
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<td>Department:</td>
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<td>Mentor Title:</td>
<td></td>
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<tr>
<td>Mentor Phone:</td>
<td></td>
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<tr>
<td>Mentor Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

Work Purpose or Objective:

Project Description

2600 characters left

Add Publication

Require and optional

Delete Update Save Reset Back

Changes will not be saved unless you press "Update" or "Save"
LETTERS OF RECOMMENDATION

Most programs require three to four letters of recommendation (LoR). You can have as many letters as you want uploaded to ERAS, but no more than four can be sent to an individual program through ERAS. You may not send letters outside of ERAS.

There are two types of LoR—personal and departmental. Personal letters are from faculty who have worked with you individually, either clinically or on a project. While they may include some comparative perspective (i.e., “This is one of the top students I have worked with in my 10 years in the field.”) the faculty members will base their letters on their direct observation of you.

Departmental letters are written by the departmental chair or their designee and function as the official stamp of approval from that department. The letter often includes data from a department’s clerkship and may be comparative. These letters tend to be more formal than personal letters. Some departments use these kinds of letters (medicine, pediatrics, surgery) and others do not (many of the surgical subspecialties). In addition, some specialties, like emergency medicine and plastic surgery, use a standardized form either as, or in addition to, a LoR. Check in with your Specialty Advisor in the department about whether the field requires a Departmental Letter. If you do not need a departmental letter, you do need to make sure someone in that specialty writes at least one of your personal letters.

For guidelines for each specialty departmental letter, refer to Specialty Roadmaps under each Specialty’s folder – Blackboard>Student Resources>Career Planning>Specialties

- Medicine, pediatrics, psychiatry, plastic surgery, general surgery, and neurology are specialties that typically send departmental letters. The process involves setting up a meeting with the chair or the chair’s designee by mid-summer to facilitate the letter.
- If applying for a Preliminary position, for example in medicine, you will need a departmental letter from the Department of Medicine.
- You need to give the department your cover letter that is generated in ERAS, requesting that they write you a LoR.
- Have your CV updated and a draft of a personal statement ready to help facilitate the writing of the letter.
- Each department handles requests for letters a bit differently. Refer to Specialty Information for Residency Application – Blackboard>Student Resources>Career Planning>Specialties.

HOW LETTERS OF RECOMMENDATION ARE SUBMITTED

1. Create and finalize a slot for each letter in ERAS.
2. You must email your writer the form that is generated in ERAS once you create and finalize a slot for their letter. This gives instructions for how to upload the letter.
3. On Blackboard, you’ll find a FAQ sheet called “LoR-Instructions for Writers” which you can give your letter writers. This can be found here: Blackboard>Class of 2019-MD>Residency Application Process>RAP Documents.
4. Make sure to give your letter writers 6-8 weeks to write your letter as this is a busy time of year!
5. The writers are required to upload the letters to ERAS via the Letter of Recommendation Portal (LoRP).
6. You can check MyERAS to see if your writers have uploaded the letters.

DATES

March-June
Take time to consider who your letter writers should be

Ongoing
Writers may upload letter into ERAS

Early June
Student Affairs will survey the class about your specialty choice in order to help facilitate departmental letters.
WRITERS UPLOAD DIRECTLY TO ERAS

All letters must be on letterhead and signed before they can be uploaded into ERAS.

Instructions for LoR Author

Upload the letter directly to ERAS, referring to the instruction sheet from ERAS, by September 15. Please refer to this checklist to be sure the AAMC standards for the letter are met:

1. Please include in the letter:
   - The student’s name and AAMC ID, as listed on the waiver form, in the subject line or body of the letter.
   - Address the letter to "Dear Program Director" – individualized salutations are not necessary.
   - The letter must be dated.
   - Writer’s signature.
   - Whether or not the student has waived their right to see this recommendation.
   - Double check spelling of student’s name and references to him/her, he/she if using a template letter.

2. NOTE: File size should be as small as possible (around 100kb) and certainly under 500kb. ERAS will not allow the upload of a file larger than that.

3. The letter must be written on letterhead, and/or display full signature with title and institution.

4. The Office of Student Affairs no longer accepts letters of recommendation per ERAS protocols. The writer must upload directly to ERAS.

COMMON QUESTIONS ABOUT THE LORS

How many letters of recommendations should I ask for?

Three letters of recommendation are required and no more than four are allowed. For medicine or pediatrics you will need one departmental letter and two to three personal letters. If you are applying to both preliminary and advanced position you will need three letters for your preliminary application and three to four for the advanced program. For example, if you plan to go into neurology, and also apply for a preliminary year in medicine, you would need a departmental letter from neurology and a departmental letter for medicine, and two-three personal letters for each application. The personal letters can be used for either or both applications.

How do I choose letter of recommendation writers?

For personal letters, the most important criteria is that the faculty member knows you well and can use his or her direct observations of you to write a letter. In general, letters from senior faculty are considered more influential, but it is more important that the faculty member knows you well and you trust that he or she will write a strong letter. Unless specifically required by a program, letters from residents and fellows are discouraged.

At least one or two personal letter writers should be able to testify to your clinical and/or interpersonal skills. If unclear, ask your Specialty Advisor in the department you are applying whether you need a departmental letter and who would be the one to write it. You must request a departmental letter; they are not automatically generated. For guidelines for each specialty departmental letter, refer to Specialty Information for Residency Application – Blackboard>Student Resources>Career Planning>Specialties.

If you have done research or an in-depth scholarly or community project that has involved a close mentoring relationship with a faculty member, one or your personal letters should be written by that mentor. Failure to have a letter from such a person, especially if you have dedicated a lot of time to a project and are using it as a highlight of your application, can be a red flag.

TIPS

Sometimes it’s helpful to either meet with the letter writer to go over your experiences, or provide the writer with your personal statement and/or CV.

For a writer to submit your letters to ERAS, you must create a slot for each letter. When you do this, it gives you an instruction for upload sheet to give the writer. For more information:


Check the status of your letter by using your MyERAS account.
How and when do I ask someone to write my letter?
Do not wait too long to ask an attending or clerkship director to write your letter. Ask at the end of your rotation or elective, while you are still fresh in their mind. It is recommended that you ask in person, and ask if they feel that they know you well enough to write you a strong letter of recommendation. That way, if they do not feel that they can write you a great letter, they can politely decline. Let the writer know that you will send them an ERAS instructions sheet.

What if my third year attendings do not know me that well?
If you do not have attendings from third-year who know you well enough in a clinical capacity, arrange your fourth year so that you can work with attendings who can write you clinical letters. Some suggestions: do your sub-I early (i.e., Block 2) and get a letter from your floor attending, or arrange a clinical elective with a specific attending and get a letter from him or her.

If you do an away elective, consider getting a letter from an attending there and using it for that specific program.

What's the timeline for getting my letters?
If you know which attendings you are going to ask, you can start to approach them sometime between April and July. You want to give them plenty of time to write your letter. Give them a copy of your CV and a copy of your personal statement when it is ready. Aim to get your letters uploaded by early-September, so that letters are uploaded by the time you release your application to programs on September 15.

What if I have a letter come in after I have applied, and I have maxed out on my letters per program?
Per AAMC regulations, programs may only request or accept a maximum of four letters, and they must be processed through ERAS.

What do I do if my letter hasn’t been uploaded into ERAS yet?
If your letter has not been uploaded into ERAS, reach out to the letter writer or the letter writer’s assistant to clarify the status of the letter. If the letter writer informs you the letter was uploaded over a week ago, ask the writer to go into the LOR Portal and double check. Please continue to check MyERAS to be certain the letter is received.

What if I want to apply to more than one specialty?
It is recommended that you ask your letter writers to not mention the specialty to which you are applying in the letter. This leaves less room for error on all parts, and makes less work for the letter writers.
IDENTIFY AND TRACK YOUR LETTER WRITERS WORKSHEET

Identify, map out and track your letter writers. Keep in mind the following:

- Are you applying to prelim and categorical spots?
  - Decide if you want to use the same letter writer for both spots
- Are you applying in multiple specialties?
- Did you ask someone, but they are not responding?
- Think of some additional writers.

<table>
<thead>
<tr>
<th>Letter Writer:</th>
<th>Name/Dept of Letter Writer</th>
<th>MyERAS slot assigned &amp; finalized</th>
<th>Date you reached out to writer</th>
<th>Date letter uploaded (check MyERAS)</th>
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</table>
Transcripts are an important part of your application. They are uploaded to ERAS by the Registrar.

You will be provided with an opportunity to review your transcript before the Registrar uploads it to ERAS. You must complete a quiz on Blackboard stating that you approve it for release, or do not approve it if needs corrections.

It is strongly recommended that on September 15, when your application in ERAS opens to programs, you have your most up-to-date transcript uploaded. You may request an updated transcript be uploaded into ERAS after this date by emailing registrar@mssm.edu.

Please note: Nexus Electives will NOT appear on your transcript. If you would like them included in your application, please enter them in ERAS (i.e. Medical Mandarin, Pulse of Art, etc.).

COMMON QUESTIONS ABOUT THE TRANSCRIPTS

There is no charge for your medical school transcript.

How do I send my USMLE transcript and how do I update it when my Step 2 score is available?

In ERAS, participants will be able to electronically request that their scores be sent directly from the NBME. The ERAS program requires students to manually submit a request to the NBME for an updated USMLE transcript when Step 2 scores become available.

Students applying via the San Francisco Match need an original copy of their NBME score report.

If I have any errors on my transcript, what is the process?

You must complete a quiz on Blackboard during the transcript review period stating that you approve it for release or don’t approve it if needs corrections. Please list in the quiz what the specific errors are. The Registrar’s office will review these errors and make any necessary corrections. After corrections are made, you will be notified and asked via email to approve the corrected version.

What if I am missing a clerkship or elective grade from my transcript?

For electives, please contact the elective/course director to submit the elective grade form. The elective grade form can be sent via fax, email to registrar@mssm.edu, or brought to the registrar and signed by the student in a sealed envelope. Students should email registrar@mssm.edu with any follow up questions. Pre-clinical Nexus experiences do not appear on the transcript; they will be listed on your MSPE if you added them into your extracurricular activities. It is strongly suggested that you confirm that the transcript is free of errors before having it uploaded to ERAS. If there are missing grades when your elective or clerkship grade comes in your transcript can be re-uploaded upon request.

How do I update my transcript after September 15?

After September 15, transcripts can be updated to ERAS by emailing registrar@mssm.edu with the request. Please put “ERAS transcript update” in the subject line. Transcripts will not be updated after September 15 unless specifically requested by the student to the Office of the Registrar. Once you have a new transcript uploaded to ERAS, it is recommended that you reach out to each program you have applied to and inform them a new transcript has been uploaded. Otherwise they will not be alerted that you had a new transcript uploaded.

What if I’m applying to San Francisco Match?

If you are applying through the San Francisco Match, email student.affairs@mssm.edu prior to October 1 informing the Program Coordinator that you want an updated transcript uploaded along with your MSPE. The Program Coordinator will then request the transcript from the Registrar and upload an updated transcript to the San Francisco Match on October 1.

What if I have an award that is not listed on the transcript?

In accordance with AAMC standards, only Distinction in Research/Medical Education, and Graduation awards are listed on the transcript. You should include awards in ERAS and on your CV. COMPASS I and percentiles are NOT listed.
PERSONAL STATEMENTS

GUIDELINES FOR YOUR PERSONAL STATEMENT

The personal statement is an opportunity for you to share information with potential interviewers that isn’t based on scores and grades. It is a chance to tell your story in a concise and cohesive manner.

DO’S

- Keep it brief... no more than one page, 750-850 words
- Consider if you really want to include (and you may want to)
  - Personal information about your family
  - Personal information about illnesses you may have had or your family has had
  - Information like minority status, religious preferences, etc.
- Ask your Faculty Advisor and Specialty Advisor to review your statement
- Focus on your development, clinically and otherwise (other degrees or significant research)
- Think about what makes you unique – what’s your story?
- Back up statements with examples/evidence
- Keep sentences concise... no long paragraphs
- Link your conclusion back to the introduction
- Include experiences that demonstrate your interest in a field
- Expect this to take time (most websites recommend 2-3 months!)
- End with a positive or upbeat statement, a “clincher”
- Make sure that grammar and spelling are correct

DON’T’S

- Do not create an expanded version of your CV
- Make sure you can and will discuss any issue you put in your statement (or your CV!)
  - Don’t exaggerate your role
  - Don’t contradict something your letter writer might have said in your “waived right” letter
- Avoid: Lack of flow, spelling and grammatical errors, clichés and redundant or extraneous words
- Do not base your statement off a template you find on the internet. If you don’t change it substantially, you risk being accused of plagiarism.

COMMON QUESTIONS ABOUT YOUR PERSONAL STATEMENT

Should I write a different personal statement for every program I apply to?

There is no need to tailor your personal statement to each specific program**, but it should be tailored to reflect your residency choice if you are applying to more than one specialty. If you are applying to an advanced specialty program, you will also need to modify your personal statement for preliminary or transitional programs explaining what you hope to gain through preliminary year training.

**Please check each specific program’s website, as some specialties or programs require you to write specifically to their program.
PERSONAL STATEMENT WORKSHEET

You may ask your Faculty Advisor and/or Specialty Advisor to review your personal statement. Also, have someone in the specialty that you are applying to review it. Make sure to proofread it!

PERSONAL STATEMENT CONSTRUCTION

Address the following:

- Your story
- Your interest in specialty
- What are you looking for in a program?

How to structure:

| Begin with an attention-grabbing first paragraph | Back up statements with examples/evidence | Keep sentences concise...no long paragraphs |
| Tell your story | Link conclusion back to introduction | End with a positive or upbeat statement, a “clincher” |

YOUR PERSONAL STATEMENT - NOTES:

Use the preceding prompts to brainstorm about what things you may include in a personal statement. You do not need to include all of these elements, but keep in mind:

- How will I grab reader’s attention?
- What do you want the reader to know about you?
- Why are you choosing this specialty?
- What are you looking for in a program?
- What are your long-range goals?
CURRICULUM VITAE

While your CV is not part of the formal residency application on ERAS, it is an important tool that you will need throughout your third and fourth years of medical school, and beyond. Your CV is will be useful when starting to enter your information into ERAS.

General uses of the CV during your third and fourth years:
- Information for your letter writers
- Applying for electives and awards
- Content is very useful for populating your residency applications
- Useful during interviews
- Lays the foundation for your personal statement

CV COMPONENTS

Use the Student Activity Exporter Tool to export all of the information you input into the portfolio into a Word document to assist in your CV creation. https://student.mssm.edu>Student Records>Student Activity

Portfolio>Export to word

From the AAMC’s Careers in Medicine Page “Writing a Curriculum Vitae”

When considering information to include in your CV, ask yourself:
- Does this particular piece of information help explain who I am and what I have accomplished?
- Will this piece of information encourage residency programs to select me for an interview?
- If I were reading this for the first time and without knowledge of myself as an applicant, would this information be useful?

If you answer no to any of these questions, leave the information out. If you’re unsure, consult your advisor or a specialty contact for advice.

The basic categories a CV should contain are listed below. Not all of these elements may be relevant to you, so choose what best applies to your background and experience. Include your contact information and education first, but order the rest to best highlight your skills and qualifications.

Contact information. Provide your formal legal name (no nicknames) and your complete and current contact information. Ensure you can be reached easily at the address(es), email, and phone numbers you list.

Education. List all colleges and universities you’ve attended for your medical school, graduate, and undergraduate education, with the most recent noted first. Include the name and location of each institution, the degree sought or earned, the date of (expected) completion, and major and minor field of study.

If you opt not to include a section on your CV for honors, include that information here. If you completed a thesis or dissertation as part of a degree program, you may wish to add this distinction along with the title of the paper — particularly if it’s relevant to health care or science.

As you move forward in your professional life, you’ll add further achievements such as postgraduate training (residencies and fellowships), academic appointments, and certification and licensure.

Honors and awards. Include any awards and scholarships you received during medical school (e.g., election to the Alpha Omega Alpha honor medical society, a biochemistry prize). If you performed well in medical school or on your USMLE exams, list your honors and board scores.

Include only the most important awards and scholarships from undergraduate or other programs. If it makes sense to include numerous items, consider separating this list into subsections: undergraduate and medical school. Especially
important in this section is to consider how much each item helps your candidacy and cut any that may not be valued by the reader.

**Work experience.** List your work experience, with the most recent noted first. List all major or medically related work experiences, including your position title, name of employer, location, and dates of employment.

If you experienced gaps of time in your work history (e.g., time between your undergraduate studies and medical school), include any work experience — medical or non-medical — that accounts for your time out of school.

For medically related work, add a brief description of your responsibilities and achievements as well as the competencies you gained. Be specific, skill-focused, and relevant.

**Research.** List all your major and medically related research projects, with a sentence or title describing each project. Include the research mentor’s name and professional title as well as the location and dates where you completed your research. Include your title (e.g., research assistant, fellow), if applicable.

**Extra-curricular and community service activities.** List the most important long-term activities and their dates you participated in during medical school, including committee work, community service projects, and student organization involvement. Include your pre-medical school activities only if extraordinary or applicable to health care.

**Publications.** List all published articles you've authored. If an article has been accepted for publication but not yet published, use the notation "in press" and omit a publication year. Use medical bibliographic reference style and be consistent throughout your CV. Note: the MSRO has a template for citations that can be provided.

**Presentations.** List any research, professional, or poster presentations you offered at venues such as conferences, lectures, symposiums, and specialty association meetings. List the title of the presentation, authors, audience, and any other relevant details. This section may be easily combined with publications to create a single, more attractive section.

**Professional memberships.** List any professional organizations of which you’re a member and include any leadership positions you’ve held. This section may be combined or redefined to include involvement in student organizations.

**Hobbies and outside interests.** List your outside interests or extracurricular activities. You may be surprised at how often interviewers will ask you about these items. The reason? To keep an interview conversational. So be prepared to discuss any hobby or interest that you include here. This section is optional and should be brief.

**Personal information.** You can include other personal information such as birth date, marital status, or names and ages of children, but these are optional. Only include them if they’ll help your candidacy. For example, if you’re applying for residency in the town where your spouse is located or is from, including that information may help establish ties and commitment to a community.

While federal law prohibits employers from discriminating based on age, sex, religion, national origin, and disability status, providing personal information may invite bias. It is up to you whether you choose to disclose it. You may elect to include it if you feel it’s pertinent to your candidacy for the position.

**Formatting and production**

A CV should feature a clean, distinctive appearance that attracts attention. The final product should be well organized, professional, and easy to read. Here’s a good place to start:

- Set margins at 1 inch.
- Choose 11- or 12-point for the size of your fonts.
- Your CV should be as long as you need to convey the relevant information about your qualifications, skills, and experiences. Don’t reduce font size, decrease margins, or omit important information to shorten it.
- Limit your font types to one or two similar fonts (one for headings, the other for everything else). Use only conservative, common fonts.
- Ensure consistent style, size, and formatting of headings.
- Use bold, italics, capitalization, and bullets to organize your CV — but use sparingly.
- Spell-check your CV and review it for poor grammar. Ask someone to help you proofread.
- Write short, succinct sentences using active verbs and vivid, precise language.
COMMON QUESTIONS ABOUT YOUR CV

Why do I need to work on a CV since I will be creating one in ERAS?
You need to give a CV to your letter writers and it is helpful at this stage in your career to have an up-to-date professional CV to bring on interviews and for other purposes.

What information should my CV contain? How long should it be?
The CV should be as long as needed to include important information about your academic, research, and work experience. Do not sacrifice readability by trying to squeeze all the information on one page.

CURRICULUM VITAE REVIEW
For advice on your CV including content, layout, proofing and formatting, reach out to your Specialty Advisor and your Faculty Advisor.

PHOTO

ERAS PHOTO GUIDELINES
Photos required for residency application are uploaded by you into MyERAS. To submit your photo, please follow the guidelines below:

The photograph must:
- Be in color, not black and white.
- Show a full front view of the person's head and shoulders with full face centered in the middle of the photograph.
- Have a plain white or light colored background (dark colored backgrounds do not display very well in the program’s software).
- Measure between 2.5 by 3.5 inches and no more than 3 by 4 inches.
- Be a .jpg file and no more than 100kb.

Please note: this does not need to be a professionally taken photograph. You can take it with your cellphone.
INTERVIEW PROCESS

BEFORE THE INTERVIEW*

• Try to set up your interviews from October on; plan to interview between then and mid-January.
• Establish your priorities for a good residency-training program.
• Know the latest developments in the specialty that you’re interested in and what types of people they’re looking for.
• If possible, schedule several interviews for programs lower on your list first in order to familiarize yourself with the interviewing process.
• Research the program as much as possible before the interview.
• Confirm the interview date and time in advance.
• Plan for enough time - if necessary, arrive the night before. Leave extra time to navigate unknown city streets and buildings.
• Plan for sufficient time before the interview to gather your thoughts.
• Know your application! Review your application, personal statement and curriculum vitae.
• Prepare a list of questions that you want to have answered. Different specialties demand that different questions be asked. It is imperative to gather the information that you need to assess the program.
• Spend some time on personal reflection. Give some thought to who you are in the world, both as a doctor and as a person; what you like and dislike; why you’re in medicine and what you want out of your residency.

DURING THE INTERVIEW*

• Be on time.
• Get the names (including spellings and pronunciation) of the interviewers from the departmental secretary so that you know with whom you will be meeting.
• Begin by smiling. Look the interviewer in the eye, greet him or her by name and offer your hand for a firm handshake.
• Show enthusiasm for the residency program.
• Be assured and look confident.
• Be an active listener.
• Ask intelligent, well thought-out questions (this requires insight and preparation).
• Be yourself.
• Present yourself as a good collaborator and team member.
• If an interviewer asks what you feel are inappropriate questions (plans to marry, have children, support of your spouse) it is okay not to respond. You can say you had not thought of that question before or that it is not an issue for you right now.
• Try to use as many examples to back up your statements as you can. Using real-life illustrations gives the committee a better feel for your personality.

AFTER THE INTERVIEW*

• Immediately after the interview, write down your impressions of the interview, including topics covered and names of interviewers.
• If interviewing at many programs, prepare a checklist in advance that you can use for all the interviews.
• It is recommended that you follow up your interview with an email or letter of thanks, unless instructed not to do so. Try to send it within 24 hours of the interview.

*Tips from University of Chicago, Pritzker School of Medicine
NEW INTERVIEW SECTION IN MYERAS – INTERVIEW SCHEDULER

Interview Scheduler ERAS has developed an interview scheduling tool that gives programs the ability to send interview invitations to applicants and also allows applicants to schedule themselves for interviews within the ERAS system. The Interviews section in MyERAS displays all interview invitations sent to an applicant by ERAS program(s) that have chosen to use the ERAS interview scheduling tool. Applicants will have the ability to Schedule, Waitlist and Decline interview invitations.

Note: ERAS programs are not obligated to use the ERAS interview scheduling tool. Programs may choose to use other methods, such as telephone, email or another interview scheduling tool (e.g. Interview Broker, Thalamus), to schedule interviews. It is important to research programs to determine their preferred method for scheduling interviews.

Interview invitations sent outside of the ERAS system will not be captured in MyERAS.

For more information please visit the ERAS Interview Scheduler guide: https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/36/36/363613e7-64b1-4bdd-b3e5-d996ea9279e7/overview_of_myeras_interview_scheduler.pdf

TRACKING AND COMPARING PROGRAMS

There are three recommended ways to keep track of comparative data of programs where you have interviewed. Choosing to complete one of these exercises after each interview will keep you on track for completing your Rank Order List, without forgetting what you learned about the program.

1. PRISM app
   • The Match Program Rating and Interview Scheduling Manager (PRISM) is a free downloadable smartphone application from the NRMP that allows applicants to track and organize programs during the interview process and develop program ratings that can be used to generate a rank order list in the R3 system. Although the PRISM app doesn't connect to the R3 system, it’s a handy reference tool throughout the match process.

2. Residency Preference Exercise on the Careers in Medicine website
   • This is another way to keep track of what programs you have interviewed at and your rating of different aspects of the program. You start by completing a Preference Profile, and then as you interview, you add in the programs and how you rate them. You can also compare programs you have rated side by side. This tool will come in handy when you begin to make your rank list.

3. Residency Program Evaluation Guide
   • Utilize the Residency Program Evaluation Guide; this will help you to fairly evaluate each program you interview with.
     Blackboard>Student Resources>Career Planning >The Match

CLERKSHIP ABSENCE POLICY FOR RESIDENCY INTERVIEWS

• Advance notification of at least one month (when possible) to the clerkship director(s), coordinator and medstudentabsence@mssm.edu is critical to ensure your clinical obligations are met.
• If a student needs to miss two days for residency interviews, they will be expected to make up the missed time. The Clerkship Director(s) will determine when and how this happens.
• If a student needs to miss three or more days for residency interviews, then they will need to do one extra week of the clerkship. The timing of this will be determined in conjunction with the clerkship director(s).
• Students should make an effort to schedule second looks during elective or free time. However, if a student needs to miss days for a second look, they should follow the same absence request process as for interviews. The timing of any make-up days will be determined in conjunction with the clerkship directors(s).
• As with all absences, you should email your clerkship director, coordinator and copy medstudentabsence@mssm.edu.
• If you have questions, please speak with your clerkship director and/or Student Affairs.
REGISTERING FOR NATIONAL RESIDENCY MATCH PROGRAM

Starting September 15, you will need to register with the National Residency Matching Program. If you register prior to November 30, you will avoid paying a $50 late fee.

RANKING PROGRAMS

Once your interviews are complete, you will need to create and certify your Rank Order List. The due date for this will be in mid to late February. This list is private, and no one will know how you rank a program unless you tell them.

INFORMATION ABOUT THE MATCH PROCESS FROM THE AAMC ROADMAP TO RESIDENCY

The NRMP issues guidelines for applicants in preparing their rank order lists:

• Applicants are advised to include on their rank order lists only those programs that represent their true preferences.
• Programs should be ranked in sequence, according to the applicant’s true preferences.
• Factors to consider in determining the number of programs to rank include: the competitiveness of the specialty, the competition for the specific programs being ranked, and the applicant’s qualifications. In most instances, the issue is not the actual number of programs on the rank order list, but whether to add one or more additional programs to the list in order to reduce the likelihood of being unmatched.
• Applicants are advised to rank all of the programs deemed acceptable, i.e., programs in which they would be happy to undertake residency training. Conversely, if an applicant finds certain programs unacceptable and is not interested in accepting offers from those programs, the program(s) should not be included on the applicant’s rank order list.

Couples Match

The NRMP matching algorithm also allows couples to link their rank order lists so they will match to programs suited to their needs. Both partners enroll individually in the Match and indicate in the NRMP Registration, Ranking and Results (R3) System that they want to be in the Match as part of a couple. The NRMP allows couples to form pairs of choices on their rank order lists, which are then considered in rank order in the Match. The couple matches to the most preferred pair of programs on their rank order lists where each partner has been offered a position.

Students considering matching as a couple should alert Student Affairs for special advice around rank order.

Match Week

Match Week generally takes place during the third week in March. At 11 am on Monday of Match Week, applicants learn whether, but not to which, programs they have matched. Friday of Match Week is Match Day, when applicants learn which specific program they have matched into.

Any applicant who does not match in the Main Match can seek a residency position during a post-Match process known as the Supplemental Offer and Acceptance Program (SOAP). At 11 am(EST) on Monday of Match Week, the NRMP releases a list of those positions that were not filled in the Match, and unmatched applicants may apply to these programs via ERAS. Prior to Match Week, Student Affairs will send more information in regards to SOAP.

DATES

September 15
Begin registering for NRMP

November 30
Early deadline for NRMP

January 10, 2019
Class Meeting - The Match: What to Consider When Ranking Programs

Mid-February
Certify Rank Order List

March 15, 2019
Match Day!
COMMON QUESTIONS ABOUT MATCHING

How many programs should I apply to?

This is very dependent on your specialty, the competitiveness of the programs you are interested in, your competitiveness as an applicant, and any preferences you have in terms of geography. For a highly competitive specialty, like plastic surgery or urology, you will want to apply to more programs to increase your chances of matching. It is a good idea to have a mix of programs that are reaches for you, programs for which you expect to get an interview, and programs that may be safeties. Talk to your Faculty Advisor and Specialty Advisor(s) to get more insight into this. Specialty Advisors will have the best sense of what programs for which you are most competitive, and give you more personalized insights into programs than you can get from FREIDA, Doximity or from program websites. On the other hand, your Faculty Advisor may be the best person to talk to about how to seek out programs that best match your personal goals. Expect that you will need to seek out several perspectives during this process. No one is an expert in all facets of residency application.

The AAMC has collected and analyzed data for the “Apply Smart” initiative, which you can access through the Careers in Medicine (CiM) Website. The data show that “there is a point at which submitting one additional application results in a lower rate of return on the applicant’s likelihood of entering a residency program. This means that the value added by submitting one additional application is reduced relative to the value added by each application before reaching the point of diminishing returns. Note: This point of diminishing returns is an estimate and is not perfectly precise.” This point varies based on Step 1 scores and specialty. Please see the CiM website for specialty-specific data.

When should I worry about not having enough interviews?

This is highly variable by specialty. Some specialties may offer interviews as early as September, and some wait until December. Check in with your Specialty Advisor(s) about this so you can know what to expect. Your Faculty Advisor will check in with you on a monthly basis starting in October about how many interviews you have. This helps us gauge the different specialties and can help us know when to reach out to you, and to help advocate for you. For example, if you are not hearing about interviews but other applicants in your field are, we will reach out to the Specialty Advisors and also check to make sure that everything in your application is okay.

How many programs should I rank and in what order?

The average number of programs ranked is 10 to 12, but this is highly variable based on the applicant and the specialty. On top of the NRMP registration fee there is an additional charge of $30 per program for each program over 20 programs (there is a different fee structure for couples and for preliminary programs). Also, before adding a program to your list, think whether the additional program will reduce your chance of not matching. If you have 10 to 12 programs already on your list and there is one on there that you have a very good chance of matching at, then you likely do not need to add more programs. Always rank programs according to your preference. The match algorithm works so that you should always rank programs by your true preference, not by how you think programs will rank you.

Should I email programs back after the interview? Right before the match?

In general, a thank you note or email to an interviewer and/or a program director within 24 hours of an interview is a courtesy and a way for you to convey interest in a program. Most students also send an email a few weeks before the Match list is due to convey interest as well. Check with your Specialty Advisors about both of these practices because they vary by specialty. Many students convey to a program that they are ranking them number 1.

How to decide between two favorite programs?

Utilize the Residency Program Evaluation Guide; this will help you to fairly evaluate each program you interview with. (Blackboard>Student Resources>Career Planning>The Match) This will help you narrow down and help you to see if
there is one that may rank higher than another in the different categories. If you have the time a second look can be very helpful. You can also utilize the PRISM app or the Residency Preference Exercise on the Careers in Medicine website.

**AWARDS AND HONORS**

**GOLD HUMANISM HONOR SOCIETY**

The Gold Humanism Honor Society (GHHS) distinguishes those students who have demonstrated humanistic values in their clinical training. The honor society was formed by The Arnold P. Gold Foundation and is widely recognized throughout the United States medical schools, many of whom have their own chapters. The Icahn School of Medicine at Mount Sinai’s chapter follows the Gold Foundation’s definition of humanism:

“Humanism encompasses those attributes and behaviors that emanate from a deep sensitivity and respect for others, including full acceptance of all cultural and ethnic backgrounds. Further, humanism is exemplified through compassionate, empathetic treatment of all persons while recognizing each one’s needs and autonomy.”

Students are nominated at the end of third year by their peers through a survey and honored in a ceremony in the spring of their fourth year. Students are elected by the class with whom they completed year 3. Roughly 16% of the class is inducted. Students who are chosen for GHHS are expected to help plan activities for the Gold Humanism Solidarity Week in February.

**ALPHA OMEGA ALPHA**

Alpha Omega Alpha (AOA) is an national academic honor society for medical students. At the Icahn School of Medicine a committee selects students from the graduating class in September. According to the AOA, the top 25 percent of a medical school class as measured by academic performance is eligible for nomination to the society, and up to 16 percent may be elected based on leadership, character, community service, and professionalism (http://alphaomegaalpha.org/). The selection occurs in time for the designation to be included before September 15, which is when residency programs can start downloading applications from ERAS. AOA students are inducted at a ceremony that takes place in February of graduation year.

**DISTINCTION IN RESEARCH PROGRAM**

This track is for students who carry out an original research project, rather than participating in a technical capacity on an ongoing project. Graduation with Distinction in Research is awarded to students who publish a peer-reviewed manuscript on which they are the first author or who submit a first author manuscript on their work that is judged to be of publication quality by an ad hoc Distinction in Research Committee. Students who graduate with Distinction in Research will receive diplomas at Commencement stating that they have graduated with "Distinction in Research" and they will be recognized at the Icahn School of Medicine Achievement Ceremony. This is an exciting opportunity for students to receive recognition for creativity and originality. It is a valuable educational component for those interested in a career in either academic or clinical medicine. Students are encouraged to begin their research during the summer between their first and second years. Program guidelines and a link to the application form are available at http://icahn.mssm.edu/education/medical/research/distinction-in-research.

**DISTINCTION IN MEDICAL EDUCATION**

[65]
Distinction in Medical Education (DIME) recognizes those graduating students who have taken leadership roles in medical education and have developed and implemented a scholarly project related to the field of medical education. DIME will be awarded to those unique students who have dedicated significant time to and demonstrated excellence in at least one of five areas: teaching, mentoring, education administration, curriculum development or curriculum assessment, and who have taken a scholarly approach to their work in education. Fourth year students are welcome to apply during the open call period which begins in early January. DIME recipients will be recognized with this distinction at graduation. More information and an application can be found online at http://icahn.mssm.edu/research/institutes/institute-for-medical-education/programs-courses-and-events/distinction-in-medical-education.

DISTINCTION IN GLOBAL HEALTH

Graduating medical students are welcome to apply for the Distinction in Global Health (DIGH). DIGH recognizes students who have shown significant dedication to global health during their time at ISMMS through scholarly work, education, leadership, and/or service, and are committed to a career in Global Health.

We define Global Health work broadly as "the area of study, research and practice that places a priority on improving health and achieving equity in health for all people worldwide". This typically involves work with underserved populations, and can be performed either abroad or in the United States.

Graduating MD students in good academic standing are eligible to apply during the open call period in early spring. We are looking for those students with a longitudinal engagement in Global Health throughout their time at ISMMS.

More information and the application can be found on the Global Health blackboard page.
Fourth year tends to be an expensive year for students, particularly with ERAS application fees, travel for residency interviews and away electives, and board fees.

**RESIDENCY APPLICATION EXPENSES**

Anything related to a job search, in this case, residency search, is not covered by federal loans. Federal regulations prohibit the inclusion of internship interviewing costs in the student budget and therefore federal funds cannot be used to fund them. This includes any travel to and from an interview as well as your ERAS application fees.

Information from the AAMC on cost for applying for residency
https://students-residents.aamc.org/financial-aid/article/cost-applying-medical-residency/

**AAMC FIRST**

The AAMC’s FIRST (Financial Information, Resources, Services, and Tools) program provides free resources to help you make wise financial decisions. Whether you’re thinking about applying for loans or determining your loan repayment options, you’ll find unbiased, reliable guidance from FIRST. You can also choose topics that are pertinent to your interests, everything from budgeting during residency to advice on making big purchases. Customize your results and even choose the types of resources you prefer.
https://students-residents.aamc.org/financial-aid/

**BUDGETING TOOLS AND RESOURCES**

1. A Simple Note book
2. An Excel Spreadsheet
4. YNAB – You need a budget - https://www.youneedabudget.com/

**TRAVEL RESOURCES & TIPS**

**Housing**

*Airbnb*
Use this site to find properties for a low price that may be rented out.
[www.airbnb.com](http://www.airbnb.com)

*Rotating Room*
“The sublet website for students, by students”
[www.rotatingroom.com](http://www.rotatingroom.com)

*Student Universe*
This site provides discounts for hotels and flights, plus more, exclusive only to students.
[www.studentuniverse.com](http://www.studentuniverse.com)

**Flights**

*Student Universe*
This site provides discounts for hotels and flights, plus more, exclusive only to students.
[www.studentuniverse.com](http://www.studentuniverse.com)
Kayak
Use this site to search numerous airlines at once for the cheapest flight possible. Also, you can set up a price alert.
www.kayak.com

**Before booking a flight through a site such as Orbitz, Cheapflights or Priceline, double check with the airline’s official website because it may be the same price without the fees. This will also help avoid paying numerous fees for changing or cancelling flights**

General Resources

Mount Sinai Alumni Database and Mentor Database
Reach out to the Office of Alumni to connect with alumni where you are going for your interviews
http://alumni.icahn.mssm.edu/s/1819/17/interior.aspx?sid=1819&gid=2&pgid=502. Also, use the Career Planning Services organization on Blackboard to view previous years match lists Blackboard>Career Planning Services>Previous Student Match Lists

SmartMedTravel.com
Travel tips, trip planner, resources and information for travelling to residency interviews. Created by two recent graduates of medical school, for medical students.
http://www.smartmedtravel.com/

Trip Advisor
Great resource for the area; hotels, restaurants, etc.
www.tripadvisor.com

AMA Alliance
If possible, try to coordinate accommodations with other medical students, sleep in residents' quarters, or stay in the homes of those who graduated from your medical school (and now live in the area). Check the Physicians-in-Training Host Program for assistance. The program helps students cut down on interviewing costs, get to know the community surrounding their potential residency program, and introduce them to the local medical society and Alliance.
www.amaalliance.org

Disclaimer: ISMMS does not endorse or guarantee these companies.

RESIDENCY AND RELOCATION LOAN PROGRAMS*

There are several lenders who provide loan assistance to fourth-year medical students for these types of costs. All applications and approval is handled through the specific company. Please pay careful attention to the application requirements, interest rates, deferment terms, and repayment options of the loans you review. Credit checks are required.

If you are interested in applying for a residency/relocation loan (Domestic and International students), please go to ELM Select:
http://www.elmselct.com/#/

- Type in “Icahn School of Medicine Mount Sinai”
- Select your program – “Residency”

This is a great tool to view what private alternative loans are available to you. This tool will compare different loans so you can make the best choice. Once you choose, please make sure to complete the online application.

*Disclaimer: ISMMS does not endorse or guarantee these companies

THE COST OF APPLYING FOR A MEDICAL RESIDENCY

While the costs associated with securing a residency may be a relatively minor part of your medical education expenses, they can add up quickly. Since these fees may not be covered by student loans, it is important to keep these costs under control. Typical costs are summarized below.
Electronic Residency Application Service (ERAS)

Residencies Under the Same Specialty
PROGRAMS UP TO 10 - $99
PROGRAMS 11-20 - $13 each
PROGRAMS 21-30 - $17 each
PROGRAMS 31 OR MORE - $26 each

Example 1
30 EMERGENCY MEDICINE PROGRAMS [$99.00 + (10 X $13.00) + (10 X $17.00)] = $399.00

Example 2
20 OB/GYN PROGRAMS [$99.00 + (10 X $13.00)] + 10 FAMILY MEDICINE PROGRAMS [$99.00] = $328.00

Additional fee: USMLE Transcript - $80 assessed once per season

MyERAS, the site where you complete your residency application, automatically calculates your fees. For additional details, including application process guidelines and a list of participating programs and specialties, please visit ERAS.

Interview-related Costs
Most of the costs related to securing a residency will no doubt be associated with interviewing. In addition to travel and accommodations, there are incidental expenses for which you must budget—everything from the cost of cabs, to your attire and meals. If you need a loan to assist with these expenses, check with your Financial Aid Office to see what options may be available to you.

There are ways to save money with some of these expenses. For example:

- While traveling, keep your meal selections frugal.
- If you need to purchase new interview attire, try to keep expenditures modest.
- Research the city/location you'll be visiting to help budget transportation costs from the airport or hotel to the hospital site.
- Check to see if shuttle services are available that can help mitigate the cost of an expensive cab ride.
- If possible, try to coordinate accommodations with other medical students, sleep in residents’ quarters, or stay in the homes of those who graduated from your medical school and now live in the area. Check with the AMA Alliance for assistance. They may help students cut down on interviewing costs, provide an opportunity to get to know the community surrounding a potential residency program, and introduce students to the local medical society and alliance. As you plan your budget for this stage of your medical education, you should also keep in mind travel and lodging costs to sit for the USMLE Step 2 Clinical Skills Exam.

National Resident Matching Program (NRMP)
The NRMP, is a private, not-for-profit organization that matches medical school students and graduates to graduate medical education (GME) training programs in the United States. The standard registration fee for the Main Residency Match allows for the submission of up to 20 ranked programs on the primary list and access to data and reports. You can review the complete fee structure and current schedule of dates for NRMP Matches as well as learn how the matching algorithm works by visiting the NRMP website.

Match fees:
- Standard Registration Fee: $80 (up to 20 programs)
- Additional programs ranked: $30 per program

The above information is from the AAMC:
https://students-residents.aamc.org/financial-aid/article/cost-applying-medical-residency/
**BUDGET WORKSHEET**

Work through your estimated costs for AY2018-2019 so there are no surprises. Estimated tuition and fees are posted on the ISMMS website: [http://icahn.mssm.edu/education/financial-aid/tuition/](http://icahn.mssm.edu/education/financial-aid/tuition/). You can use the blank space to plan for individual expenses and then put into this worksheet.

**ESTIMATED COSTS (school costs, meals, travel, fees, housing, vacation):**

<table>
<thead>
<tr>
<th>School costs:</th>
<th>Travel:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total: $</td>
</tr>
<tr>
<td>Meals:</td>
<td>Fees:</td>
</tr>
<tr>
<td></td>
<td>Total: $</td>
</tr>
<tr>
<td>Housing:</td>
<td>Vacation:</td>
</tr>
<tr>
<td></td>
<td>Total: $</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
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**TALLY YOUR TOTALS HERE:**

<table>
<thead>
<tr>
<th>ESTIMATED SCHOOL COSTS</th>
<th>ESTIMATED APPLICATION (&amp; 2nd LOOK) COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition:</td>
<td>ERAS Fees:</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Books:</td>
<td>NBME Fees:</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Supplies/Technology:</td>
<td>USMLE Transcript Fees:</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Housing:</td>
<td>Flights:</td>
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<tr>
<td>$</td>
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</tr>
<tr>
<td>Meals:</td>
<td>Accomodations:</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Travel:</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**SUBTOTAL:**

| Personal:               | ADDITIONAL COSTS (vacation, etc): |
| $                      | $                                    |
| Medical Insurance:     |                                       |
| $                      |                                       |
| Dental Insurance:      |                                       |
| $                      |                                       |
| Vision Insurance:      |                                       |
| $                      |                                       |

**SUBTOTAL: $**

**TOTAL SCHOOL, APPLICATION & ADDITIONAL COSTS:**

$
## IMPORTANT CONTACTS IN DEPARTMENT OF MEDICAL EDUCATION

**All number are dialed 212 241-xxxx or from a landline inside ISMMS, 4-XXXX**

### CMCA

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Butts, MD</td>
<td>Dean for Diversity Programs, Policy and Community Affairs; Director, CMCA</td>
</tr>
<tr>
<td>Ann-Gel Palermo, DrPH</td>
<td>Associate Dean for Diverion and Inclusion</td>
</tr>
<tr>
<td>General</td>
<td></td>
</tr>
</tbody>
</table>

### Curricular Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reena Karani, MD, MHPE</td>
<td>Senior Associate Dean for UME and Curricular Affairs</td>
</tr>
<tr>
<td>Beverly Forsyth, MD</td>
<td>Director of Student Electives</td>
</tr>
<tr>
<td>Shashi Anand, MEd</td>
<td>Assistant Dean for Curricular and Student Affairs</td>
</tr>
<tr>
<td>Rainier Soriano, MD</td>
<td>Co-Director of Curriculum, Director of Educational Technology</td>
</tr>
<tr>
<td>David Bechhofer, MD</td>
<td>Co-Director of Curriculum</td>
</tr>
<tr>
<td>Yasmin Meah, MD</td>
<td>Director of Service Learning</td>
</tr>
<tr>
<td>Tami Cowell, MA</td>
<td>Assistant Director, Clinical Curriculum</td>
</tr>
<tr>
<td>Jennifer Galindo</td>
<td>Curriculum Coordinator</td>
</tr>
<tr>
<td>Jennifer Reyes</td>
<td>Clinical Curriculum Coordinator</td>
</tr>
<tr>
<td>Marley Akonnor</td>
<td>Evaluations Coordinator</td>
</tr>
<tr>
<td>Jennifer Bridie</td>
<td>Clinical Site and Elective Coordinator</td>
</tr>
<tr>
<td>Janine Pessah</td>
<td>Compliance Coordinator</td>
</tr>
<tr>
<td>General</td>
<td>General Questions</td>
</tr>
</tbody>
</table>

### Enrollment Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joy Calelli</td>
<td>Senior Director of Enrollment Services and Student Information</td>
</tr>
<tr>
<td>Desiree Cameron-ayeni</td>
<td>Director, Student Financial Aid &amp; Services</td>
</tr>
<tr>
<td>Noel Davila</td>
<td>Assistant Director of Financial Aid</td>
</tr>
<tr>
<td>Nelson Pe</td>
<td>Registrar</td>
</tr>
<tr>
<td>Luke Phillips</td>
<td>Associate Registrar</td>
</tr>
<tr>
<td>Kamila Bryson</td>
<td>Assistant Registrar – Electives Coordinator</td>
</tr>
<tr>
<td>General</td>
<td>Letters of good standing, Transcript requests</td>
</tr>
</tbody>
</table>

### Global Health

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darnika Gadikota-Klumpers, PhD</td>
<td>Program Manager for Global Health Education</td>
</tr>
</tbody>
</table>

### Medical Student Research Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenny Lin, MD</td>
<td>Director, SCHOLaR Program</td>
</tr>
<tr>
<td>Keith Sigel, MD, PhD</td>
<td>Co-Director, PORTAL Program (MD/MSCR)</td>
</tr>
<tr>
<td>Jennifer Jao, MD, MPH</td>
<td>Co-Director, PORTAL Program (MD/MSCR)</td>
</tr>
<tr>
<td>Grace Oluoch, MBA</td>
<td>Program Coordinator, Medical Student Research</td>
</tr>
<tr>
<td>Shannon Bradford, MS</td>
<td>Program Coordinator, Medical Student Research</td>
</tr>
<tr>
<td>General</td>
<td>Medical Student Research Office General Questions</td>
</tr>
</tbody>
</table>

### Student Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Gliatto, MD</td>
<td>Senior Associate Dean for UME and Student Affairs</td>
</tr>
<tr>
<td>Shashi Anand, Med</td>
<td>Assistant Dean of Curricular and Student Affairs</td>
</tr>
<tr>
<td>Jillian Palmer, MA</td>
<td>Assistant Director, Student Affairs</td>
</tr>
<tr>
<td>Olga Alagiozidou</td>
<td>Program Coordinator, Student Affairs</td>
</tr>
<tr>
<td>Deidra McKoy</td>
<td>Program Assistant, Student Affairs</td>
</tr>
<tr>
<td>Caroline Cromwell</td>
<td>Faculty Advisor</td>
</tr>
<tr>
<td>Lanre Dokun</td>
<td>Faculty Advisor</td>
</tr>
<tr>
<td>Monica Dweck</td>
<td>Faculty Advisor</td>
</tr>
</tbody>
</table>
**Advanced Residency Positions**: An “advanced” position does not commence until 1-2 years after the match and requires completion of 1 or more years of preliminary training. The following specialties offer advanced positions (some of these may also have programs which offer categorical positions): anesthesiology, dermatology, emergency medicine, neurology, ophthalmology, pediatric neurology, PM&R and radiology. Programs in neurosurgery, orthopedic surgery and urology are advanced programs which “bundle” in a preliminary year in general surgery and do not generally require a separate “preliminary” application process.

**Categorical Residency Positions**: A "categorical" position is one which offers full residency training required for board certification in that specialty.

**Early Match**: Ophthalmology, Urology, Canadian Match, and all residency programs run by the military are early match programs. Applicants in Ophthalmology apply and match through the San Francisco Matching Service (http://www.sfmatch.org/), while applicants in Urology apply via ERAS and match via the American Urological Association (http://www.auanet.org). For the early match, applications are generally due in August/September, rank lists are submitted in December/January, and match results posted in January/February.

**ERAS (Electronic Residency Application Service)**: ERAS is a service that transmits applications, letters of recommendation, Medical Student Performance Evaluations (MSPEs), medical school transcripts, USMLE transcripts and other supporting documents from you and your designated dean's office to residency program directors using the Internet. ERAS begins transmitting applications on September 15.

**Faculty Advisor**: Your Faculty Advisor helps guide you through fourth year and the residency application process. You will have a meeting with your advisor at the end of third year to review your MSPE and your plans for fourth year. Your advisor can also help you find mentors and talk through who your letter writers should be. They partner with your Specialty Advisor to ensure you have robust residency advising support.

**MSPE (Medical Student Performance Evaluation)**: The Icahn School of Medicine at Mount Sinai considers the MSPE a comprehensive assessment and should be considered a narrative transcript, compiled by Student Affairs based on submitted evaluations and information submitted by the student, regarding a student's performance, as compared to his/her peers, in achieving the educational objectives of the medical school curriculum. The MSPE is neither a letter of recommendation nor the school's prediction of the student's future performance in a residency program

**NRMP (National Resident Matching Program)**: The NRMP (http://www.nrmp.org/) conducts a residency match that is designed to optimize the rank ordered choices of students and program directors. On Friday of the third week of March, the results of the match are announced. With the exception of early match programs, all residency programs use the NRMP. The applicant registration deadline is the end of November and the Rank Order List deadline is late February.

**Preliminary Residency Positions**: A “preliminary” position offers only 1-2 years of training prior to entry into advanced specialty programs. Many internal medicine and surgery training programs offer preliminary positions in addition to categorical positions. Transitional year programs are also considered preliminary programs.
**ROL (Rank Order Lists):** Rank order lists are the lists of programs in order of preference submitted by applicants to the NRMP before the deadline (last week of February). The NRMP collects data on the relationship between the average lengths of the rank order lists of matched applicants vs. unmatched applicants. Matched applicants consistently have longer ROLs than unmatched applicants.

**Specialty Advisor:** Specialty Advisors can help you understand the training opportunities in his or her field. He or she is the best person to talk about specific programs, the particulars of the residency application process for the specialty, what programs to apply to and how to construct the rank list. The Specialty Advisors will also have insight into what electives to take and what types of letters to ask for. Student Affairs does not assign a Specialty Advisor but your Faculty Advisor can help you identify from who you should seek advice and can connect you to specific faculty members.

**Student Activity Portfolio:** Each ISMMS student has access to their unique Student Activity Portfolio in Empower [https://student.mssm.edu](https://student.mssm.edu). Students may log in at any time to record activities in school leadership, in community service or in scholarly endeavors. The information reported can be utilized by the student for their ERAS application at the end of third year. Students must input their Noteworthy Characteristics here.