

STUDENT

SERVICES





**ELECTRONIC
RESIDENCY
APPLICATION
SERVICE**

*Deb Heineman
Office of Student Services
November 2014*

WHAT IS INCLUDED?

- **ROADMAP TO RESIDENCY TIMELINE FROM NOW UNTIL YOU BEGIN YOUR RESIDENCY.**
 - **COLOR CODED**
 - **YELLOW IS AOA MATCH (NATIONAL MATCHING SERVICE)**
 - **BLUE/PURPLE IS ACGME MATCH (NATIONAL RESIDENCY MATCHING PROGRAM)**
 - **GREEN IS UROLOGY MATCH**
 - **PINK IS SF MATCH (OPHTHALMOLOGY)**
 - **BROWN IS MILITARY**
- **RESIDENCY APPLICATION AND MATCH CHECKLIST**
- **APPLICATION SECTIONS**
- **WRITING A CURRICULUM VITAE**
- **SAMPLE CV**
- **LETTER OF RECOMMENDATION (LoR)**

WHAT IS INCLUDED? continued

- **WRITING A PERSONAL STATEMENT**
- **PERSONAL STATEMENT QUESTIONNAIRE**
- **LETTER OF RECOMMENDATION (LOR)**
- **FREQUENTLY ASKED QUESTIONS**
- **RESOURCES**
- **APPENDIX: FORMS**
 - **LETTER OF RECOMMENDATION COVER SHEET**
 - **TOKEN REQUEST FORM**
 - **ERAS APPLICATION WORKSHEET**
 - **EMERGENCY MEDICINE STANDARD LETTER OF EVALUATION (SLOE)**

WHAT IS ERAS?

- **STREAMLINES THE APPLICATION PROCESS MAKING IT EASIER FOR YOU TO APPLY TO RESIDENCY PROGRAMS.**
- **THE ON-LINE COMMON APPLICATION (YOUR "POSTOFFICE") DEVELOPED BY THE ASSOCIATION OF AMERICAN MEDICAL COLLEGES (AAMC) TO TRANSMIT YOUR CREDENTIALS TO MOST AOA AND ACGME INTERNSHIP AND RESIDENCY PROGRAMS.**

COMPONENTS OF ERAS

- **ERAS IS COMPRISED OF FOUR MAIN COMPONENTS:**
 - **THE MYERAS WEBSITE – YOU COMPLETE YOUR APPLICATION AND PERSONAL STATEMENT; SELECT PROGRAMS TO APPLY TO, AND ASSIGN DOCUMENTS TO BE RECEIVED BY THOSE PROGRAMS.**
 - **DEAN’S OFFICE WORKSTATION (DWS) – CREATES TOKEN USED BY APPLICANTS; SCANS AND ATTACHES SUPPORTING DOCUMENTS TO YOUR APPLICATION.**
 - **PROGRAM DIRECTOR’S WORKSTATION (PDWS) – PROGRAM STAFF RECEIVE, SORT, REVIEW, EVALUATE AND RANK APPLICATIONS.**
 - **ERAS PostOffice – CENTRAL BANK WHICH TRANSFERS APPLICATIONS; MONITOR ACTIVITY OF YOUR FILES ON ADTS.**



CURRICULUM VITAE

CURRICULUM VITAE

A CURRICULUM VITAE IS A COMPLETE AND CONCISE SUMMARY OF YOUR EDUCATION, WORK AND OTHER RELEVANT EXPERIENCES AND ACCOMPLISHMENTS (AVERAGES 1-2 PAGES IN LENGTH BUT CAN BE LONGER DEPENDING UPON EXPERIENCE).

YOU MUST KEEP AND CONTINUALLY UPDATE YOUR CV THROUGHOUT YOUR CAREER.

PURPOSE

- TO OBTAIN AN INTERVIEW.
- TO ASSIST YOU IN COMPLETING YOUR APPLICATION WORKSHEET FOR ERAS.
- TO ASSIST YOUR LETTER WRITER IN PREPARING A LETTER OF REFERENCE.

HERE ARE SOME HELPFUL HINTS TO ASSIST YOU IN ORGANIZING AND WRITING YOUR CV:

ORGANIZE

- **DEVELOP A LIST OF YOUR EXPERIENCES, HONORS, ACCOMPLISHMENTS, AND ACTIVITIES.**
- **WHEN DEVELOPING LIST, ASK YOURSELF:**
 - **IS THIS RELEVANT?**
 - **DOES THIS HELP ME?**
 - **WILL THIS INFORMATION HELP SELECT ME FOR A RESIDENCY INTERVIEW?**
 - **IF I WERE READING THIS FOR THE FIRST TIME, WOULD THIS INFORMATION BE HELPFUL?**
- **IF YOU ANSWER “NO” TO ANY OF THE ABOVE, LEAVE OUT!**

FORMAT

- **ORGANIZE EACH SECTION IN REVERSE CHRONOLOGICAL ORDER – MOST RECENT FIRST (DATES ARE EITHER ON RIGHT OR FOLLOWING AN ITEM).**
- **FORMAT SHOULD BE CONSISTENT:**
 - **USE COMMON FONTS**
 - **USE BOLD, ITALICS, CAPS AND BULLETS TO ORGANIZE CV**
 - **HEADINGS SHOULD BE CONSISTENT IN STYLE, SIZE AND FORMATTING**
 - **NO ABBREVIATIONS**
 - **INCLUDE NAME ON EVERY PAGE**
- **MAKE IT CLEAR AND EASY TO READ. PROOF FOR SPELLING AND GRAMMATICAL ERRORS.**
- **AVOID UNNECESSARY AND IRRELEVANT EXPERIENCES.**

IMPORTANT SECTIONS

■ NAME AND CONTACT INFORMATION

■ NAME (CAP, BOLD AND IN LARGER FONT)

- USE YOUR NAME AS IT APPEARS ON YOUR MEDICAL SCHOOL CREDENTIALS – NO NICKNAME.
- USE A PERMANENT ADDRESS, CELL PHONE NUMBER AND EMAIL ADDRESS.
- BE SURE TO HAVE A PROFESSIONAL VOICE MESSAGE AND EMAIL ADDRESS.

■ EDUCATION

- LIST ALL COLLEGES/UNIVERSITIES ATTENDED WITH THE MOST RECENT FIRST
 - INCLUDE MEDICAL SCHOOL, GRADUATE AND UNDERGRADUATE EDUCATION.
 - DO NOT INCLUDE HIGH SCHOOL.
- INCLUDE NAME, LOCATION OF INSTITUTION, DEGREE, CERTIFICATE, DATE OF COMPLETION (OR ANTICIPATED DATE) AND MAJOR/MINOR FIELD OF STUDY.

IMPORTANT SECTIONS

CONTINUED

- **INCLUDE GRADUATING WITH HONORS IF YOU DO NOT HAVE "HONORS" SECTION – GPA NOT NECESSARY.**
- **STUDY ABROAD TIME CAN BE INCLUDED IF IT IS RELEVANT TO YOUR APPLICATION.**
- **HONORS AND AWARDS**
 - **AWARDS AND/OR SCHOLARSHIPS RECEIVED DURING MEDICAL SCHOOL (CAN INCLUDE MEDICAL SCHOOL HONORS GRADES).**
 - **UNDERGRADUATE AND OTHER PROGRAMS – INCLUDE ONLY THE MOST IMPORTANT AWARDS AND SCHOLARSHIPS.**
 - **PROVIDE DESCRIPTION OF AWARD, IF NOT OBVIOUS.**
 - **DO NOT INCLUDE FINANCIALLY BASED SCHOLARSHIPS.**
 - **IF YOU HAVE NUMEROUS ITEMS, YOU MAY WANT TO SEPARATE THEM (I.E., UNDERGRADUATE, MEDICAL SCHOOL).**

IMPORTANT SECTIONS

CONTINUED

- **LICENSURE/CERTIFICATION**
 - **LIST CURRENT LICENSES AND HEALTH RELATED CERTIFICATES.**

- **EXPERIENCE**
 - ***FOR ALL "EXPERIENCE" SECTIONS***
 - **INCLUDE ALL RELEVANT MEDICAL OR SPECIALTY RELATED EXPERIENCE:**
 - **LONG-TERM ACTIVITIES, COMMITTEE WORK, COMMUNITY SERVICE PROJECTS, LEADERSHIP EXPERIENCES AND STUDENT ORGANIZATION INVOLVEMENT**
 - **ACTIVITIES FROM BEFORE MEDICAL SCHOOL ONLY IF NOTEWORTHY, SHOW LONG-TERM COMMITMENT OR ARE APPLICABLE TO YOUR CAREER GOALS.**
 - **INCLUDE POSITION TITLE, NAME OF EMPLOYER OR ORGANIZATION, LOCATION (CITY AND STATE OR COUNTRY) AND DATES.**
 - **BRIEF DESCRIPTION OF MAJOR RESPONSIBILITIES AND ACHIEVEMENTS IN A BULLET POINT FORMAT USING ACTION WORDS IS IMPORTANT.**
 - **DO NOT INCLUDE EXPERIENCES THAT ARE PART OF YOUR CURRICULUM**
 - **INCLUDE BOTH PAID AND UNPAID EXPERIENCES.**

IMPORTANT SECTIONS

CONTINUED

- **WORK EXPERIENCE**
 - **FOCUS ON MAJOR AND MEDICALLY RELATED EXPERIENCES.**
 - **TEACHING EXPERIENCE CAN ALSO BE INCLUDED.**
 - **INCLUDE POSITION TITLE, NAME OF EMPLOYER, LOCATION (CITY AND STATE OR COUNTRY), DATES AND A BRIEF DESCRIPTION OF YOUR MAJOR RESPONSIBILITIES AND ACHIEVEMENTS.**

- **RESEARCH EXPERIENCE**
 - **LIST ALL RESEARCH EXPERIENCE (INCLUDING UNDERGRADUATE):**
 - **THESIS WORK, PAID POSITIONS, SUMMER INTERNSHIPS, ETC.**
 - **YOUR WORK DOES NOT HAVE TO BE PUBLISHED FOR THIS SECTION.**
 - **INCLUDE YOUR TITLE/ROLE, INSTITUTION, LOCATION, RESEARCH TOPIC OR TITLE, ADVISOR AND DATE.**
 - **BRIEF DESCRIPTION OF PROJECT AND MAJOR RESPONSIBILITIES/SKILLS.**

- **PUBLICATIONS**
 - **ANY PUBLISHED ABSTRACT, PAPER OR ARTICLE IN MEDICAL BIBLIOGRAPHIC REFERENCE STYLE.**
 - **INCLUDE PUBLICATION YEAR OR "IN PRESS" IF NOT YET PUBLISHED.**

IMPORTANT SECTIONS

CONTINUED

■ PRESENTATIONS

- **LIST RESEARCH, PROFESSIONAL AND POSTER PRESENTATIONS AT INSTITUTIONS, CONFERENCES OR SPECIALTY ASSOCIATION MEETINGS.**
- **INCLUDE TITLE OF PRESENTATION, AUTHORS, AUDIENCE AND ANY OTHER RELEVANT DETAILS.**
- **LIST DATE AND PLACE PRESENTED.**

■ COMMUNITY SERVICE/VOLUNTEER EXPERIENCE

- **LONG TERM ACTIVITIES, COMMITTEE WORK, COMMUNITY SERVICE PROJECTS, LEADERSHIP EXPERIENCES, AND STUDENT ORGANIZATION INVOLVEMENT (DO NOT REPEAT IF INCLUDED ELSEWHERE).**
- **INCLUDE ACTIVITIES FROM BEFORE MEDICAL SCHOOL ONLY IF NOTEWORTHY, SHOW LONG-TERM COMMITMENT OR ARE APPLICABLE TO YOUR CAREER.**

IMPORTANT SECTIONS

CONTINUED

- **PROFESSIONAL ORGANIZATIONS**
 - **LIST PROFESSIONAL ORGANIZATIONS OF WHICH YOU ARE A MEMBER.**
 - **INCLUDE LEADERSHIP POSITIONS YOU HAVE HELD.**

- **INTERESTS**
 - **LIST YOUR OUTSIDE ACTIVITIES, HOBBIES OR OTHER ACTIVITIES.**
 - **INCLUDE SPECIAL SKILLS SUCH AS LANGUAGES.**

COMMON MISTAKES

- **OMITTING INFORMATION (DATES, DETAILS).**
- **NOT PLACING ITEMS IN CHRONOLOGICAL ORDER.**
- **NOT SEPARATING INFORMATION INTO SUB-HEADINGS.**
- **INCLUDING LICENSE NUMBERS (THOSE ARE CONFIDENTIAL AND SHOULD NOT BE INCLUDED).**
- **PAGINATION ERRORS.**
- **NOT UNDERLINING OR PUTTING NAME IN BOLD IN PUBLICATIONS.**
- **NOT BEING CONSISTENT IN FORMATTING, FONT AND FONT SIZE.**
- **NOT SPELL CHECKING AND PROOF-READING TO FIND THESE AND OTHER ERRORS.**

HELPFUL HINTS

- BE HONEST.
- SHOULD BE SIMPLE, DIRECT AND OF HIGH QUALITY.
- USE STRONG, DESCRIPTIVE ACTION WORDS.
- FOR CURRENT EXPERIENCES – PRESENT TENSE.
- FOR PREVIOUS EXPERIENCES – PAST TENSE.
- HAVE SOMEONE PROOF FOR SPELLING AND GRAMMATICAL ERRORS.
- **KNOW YOUR CV!**



**WRITING
YOUR
PERSONAL
STATEMENT**

PERSONAL STATEMENT

YOUR PERSONAL STATEMENT IS A ONE PAGE ESSAY OUTLINING YOUR MOTIVATING INTERESTS AND STRENGTHS AS THEY RELATE TO BEING A SUCCESSFUL RESIDENT.

IT IS AN OPPORTUNITY TO IMPRESS THE SELECTION COMMITTEE BY HIGHLIGHTING YOUR STRENGTHS AND THOSE QUALITIES THAT SET YOU APART FROM OTHER CANDIDATES.

PERSONAL STATEMENT

CONTINUED

- **A WELL WRITTEN PERSONAL STATEMENT CAN STRENGTHEN YOUR APPLICATION, THEREFORE IT IS IN YOUR BEST INTEREST TO DEVELOP A HIGH QUALITY ONE. AND START EARLY!**
- **LIMIT YOURSELF TO ONE PAGE:**
 - **SHOULD BE BRIEF YET PROVIDE READER WITH AN OVERVIEW OF WHO YOU ARE, WHERE YOU ARE HEADED, AND WHAT YOU WILL BRING TO THE PROGRAM.**
 - **SHOULD BE A CONCISE STATEMENT OF YOUR CAREER GOALS THAT REFLECT YOUR PERSONALITY AND STYLE.**
 - **SHOULD CONVEY THAT YOU ARE A MATURE, THOUGHTFUL, ENTHUSIASTIC, RESPONSIBLE, AND STABLE INDIVIDUAL.**

PURPOSE

- TO GIVE THE PROGRAM AN IDEA OF YOUR BACKGROUND, GOALS AND WHO YOU ARE.
- TO PROVIDE INFORMATION THAT IS NOT IN THE APPLICATION OR TRANSCRIPT.
- TO SHOW YOU KNOW SOMETHING ABOUT THE SPECIALTY AND ARE A GOOD MATCH FOR THE SPECIALTY YOU HAVE CHOSEN.
- TO HIGHLIGHT PERSONAL STRENGTHS AND CHARACTERISTICS.
- INTRODUCES YOU TO INTERVIEWER AND MAY PROVIDE A COMMON TOPIC FOR CONVERSATION.

CONTENT

START WITH AN OUTLINE

- **WHY YOU SELECTED THE PROGRAM/SPECIALTY YOU HAVE CHOSEN.**
- **SKILLS YOU HAVE WHICH ARE VALUED BY THE SPECIALTY.**
- **RELEVANT CLINICAL OR PERSONAL EXPERIENCES.**
- **WHAT YOU ARE LOOKING FOR IN AN IDEAL RESIDENCY PROGRAM.**
- **PERSONAL INTEREST AND LIFE EXPERIENCES WHICH ILLUSTRATE YOUR VALUES AND PRIORITIES.**
- **EXPLAIN GAPS IF THEY EXIST.**

CONTENT

CONTINUED

- **OUTSIDE INTERESTS AND COMMUNITY ACTIVITIES.**
- **FUTURE PLANS AND GOALS WITHIN THE PROGRAM/SPECIALTY YOU HAVE CHOSEN.**
- **WHAT CONTRIBUTIONS YOU CAN MAKE TO THE SPECIALTY.**
- **WHAT CONTRIBUTIONS YOU CAN MAKE TO THE PROGRAM.**

COMMON MISTAKES

- UNDERESTIMATING THE IMPORTANCE OF THE PERSONAL STATEMENT.
- UNDERESTIMATING THE TIME AND DIFFICULTY INVOLVED IN DEVELOPING YOUR PERSONAL STATEMENT. DO NOT PROCRASTINATE!
- EXCESSIVE USE OF THE WORD "I".
- CLICHÉS.
- IMPROPER GRAMMAR AND SPELLING MISTAKES.
- INFORMATION BETTER STATED IN YOUR CV.
- WORD REPETITION.
- LACK OF "FLOW" – UNFOCUSED, CONFUSING.

DO NOT INCLUDE

- **NEGATIVE STATEMENTS ABOUT OTHER FIELDS.**
- **STATEMENTS THAT CAN BE HARMFUL OR HUMILIATING TO OTHERS.**
- **POLITICAL OR RELIGIOUS OPINIONS.**
- **ANYTHING ABOUT WHICH YOU DO NOT WANT TO BE QUESTIONED.**
- **GENERAL STATEMENTS ABOUT FIELD/SPECIALTY/ PROGRAM.**
- **WHEN IN DOUBT – LEAVE IT OUT!**

HELPFUL HINTS

- **HAVE A “BOLD” BEGINNING STATEMENT THAT WILL CATCH THEIR ATTENTION.**
- **STRIKE A BALANCE BETWEEN PAST, PRESENT AND FUTURE AS WELL AS THE PROFESSIONAL AND PERSONAL.**
- **CREATE A NATURAL FLOW – DO NOT JUMP FROM ONE TOPIC TO ANOTHER.**
- **THERE SHOULD BE AN OVERALL THEME.**
- **BE CONCISE AND DIRECT. AVOID REPETITIVE SENTENCE STRUCTURE.**

HELPFUL HINTS

CONTINUED

- **KEEP IT TO ONE PAGE SINGLE SPACED; ONE INCH MARGINS ALL AROUND; SPACES BETWEEN PARAGRAPHS; INDENT PARAGRAPHS; STANDARD FONT; 10-12 POINT FONT.**
- **CHECK FOR SPELLING AND GRAMMATICAL ERRORS.**
- **MAKE SURE YOUR PERSONAL STATEMENT IS DISTINCT FROM YOUR CV.**
- **BEGIN AND END STATEMENT IN A STRONG, POSITIVE AND ENGAGING MANNER.**



LETTERS OF RECOMMENDATION (LoR)

LETTERS OF RECOMMENDATION (LoR)

LETTERS OF RECOMMENDATION (LoR) ARE AN IMPORTANT PART OF YOUR APPLICATION. RESIDENCY PROGRAMS ARE HOPING TO LEARN YOUR LEVEL OF KNOWLEDGE, CLINICAL JUDGMENT, INTERPERSONAL SKILLS AND PERSONAL QUALITIES. JUST AS IMPORTANT IS WHAT TYPE OF STUDENT YOU ARE AND YOUR POTENTIAL AS A RESIDENT.

- IN ADDITION TO CLERKSHIP GRADES AND THE INTERVIEW, YOUR LoRS ARE ONE OF THE MOST IMPORTANT FACTORS PROGRAMS USE WHEN SELECTING CANDIDATES.

WHO TO ASK

- **MOST IMPORTANT FACTOR - ASK SOMEONE WHO KNOWS YOU WELL AND CAN DESCRIBE YOUR LEVEL OF KNOWLEDGE, CLINICAL JUDGMENT, INTER-PERSONAL SKILLS AND PERSONAL QUALITIES.**
- **LETTERS SHOULD BE FROM FACULTY OR ATTENDING WHO HAVE OBSERVED YOUR CLINICAL WORK OR PRECEPTORS WHO HAVE WORKED WITH YOU CLINICALLY.**
- **A NUMBER SHOULD COME FROM THE 4TH YEAR, PREFERABLY FROM THE SPECIALTY THAT YOU ARE PURSUING. HOWEVER, IT DOES NOT NEED TO BE FROM YOUR SPECIALTY BUT CAN BE FROM OTHER RELEVANT SPECIALTIES.**

WHO TO ASK

CONTINUED

- **PEOPLE WELL KNOWN IN THE FIELD AND “WELL CONNECTED” SENIOR FACULTY ARE THE BEST TO ASK.**
- **IN THE 4TH YEAR, YOU ARE MORE EXPERIENCED AND YOUR WORK IS LIKELY TO BE A BETTER BASIS FOR A STRONGER LETTER.**
- **LORS FROM THE 3RD YEAR ARE VALUABLE IF YOU PERFORMED WELL AND IT IS FROM A RELEVANT SPECIALTY (OR LATER IN THE YEAR).**
- **ASK DIRECTLY AND IN PERSON. IT IS HELPFUL TO MEET WITH YOUR LETTER WRITER TO DISCUSS YOUR CAREER GOALS, STRENGTHS AND INTERESTS.**

WHO TO ASK

CONTINUED

- **IT IS EXTREMELY IMPORTANT WHEN REQUESTING LOR TO ASK YOUR LETTER WRITER IF THEY CAN WRITE A STRONG LETTER. IF THE POTENTIAL WRITER DELAYS OR MAKES AN EXCUSE, LOOK ELSEWHERE.**
- **BE SURE TO GIVE YOUR LETTER WRITERS ADEQUATE TIME – ABOUT 4 TO 6 WEEKS!**
- **REMEMBER – CHECK WITH THE PROGRAM FOR LOR REQUIREMENTS.**

PROVIDE WRITER WITH

- **“REQUEST FOR LOR COVER SHEET (ERAS ONLY).**
 - **THIS HAS YOUR AOA ID# AND/OR AAMC ID#, CORRECT SPELLING OF YOUR NAME, AND A PLACE WHERE YOU SIGN WHETHER YOU WAIVE/DO NOT WAIVE YOUR RIGHT TO REVIEW THE LETTER.**
 - **YOUR LETTER WRITER SHOULD INCORPORATE YOUR AAMC ID# AS WELL AS WHETHER YOU HAVE WAIVED/NOT WAIVED YOUR RIGHT TO REVIEW IN THE LOR.**
- **YOUR CV.**
- **LIST OF EXPERIENCES AND QUALITIES THAT YOU WOULD LIKE HIGHLIGHTED.**

PROVIDE WRITER WITH

CONTINUED

- **WHETHER YOU WOULD LIKE LETTER TO BE SPECIALTY SPECIFIC OR GENERAL.**
- **FOLLOW-UP EMAIL SUMMARIZING MEETING.**
- **THANK YOU NOTE AND FOLLOW UP.**
- **REMEMBER - LOs SHOULD FOCUS ON DIRECT CLINICAL INTERACTIONS WITH THE FACULTY MEMBER.**

HOW MANY LETTERS WILL I NEED

- **NUMBERS WILL VARY – MOST NEED ONLY THREE (3) BUT CHECK WITH PROGRAMS DIRECTLY AS THIS IS PROGRAM SPECIFIC.**
- **SOME SPECIALTIES REQUEST A CHAIRMAN'S LETTER WHICH COUNTS AS ONE OF YOUR LORs.**
- **MAJORITY SHOULD COME FROM WITHIN YOUR CHOSEN SPECIALTY.**
- **REQUEST EXTRA LORs. YOU CAN ASSIGN LOR TO DIFFERENT PROGRAMS, SO YOU MAY HAVE FIVE (5) OR MORE ON ERAS, ALTHOUGH YOU ARE SENDING ONLY THREE (OR FOUR) TO EACH PROGRAM.**

HOW MANY LETTERS WILL I NEED

CONTINUED

- *ALL LETTERS OF RECOMMENDATION SHOULD BE SENT TO:*

PROGRAM DIRECTOR

DEAN FELICIA BRUNO

NYIT COLLEGE OF OSTEOPATHIC MEDICINE

SEROTA 223

NORTHERN BOULEVARD

OLD WESTBURY, NY 11568



**FREQUENTLY
ASKED
QUESTIONS
(FAQs)**

GENERAL

WHAT IF I HAVE ONE LETTER WRITER WRITING DIFFERENT LETTERS FOR DIFFERENT SPECIALTIES?

- **YOU NEED TO DESIGNATE THE LETTERS SO THAT YOU KNOW WHICH IS WHICH. YOU MUST ADD THE NAME OF THE SPECIALTY AFTER THE LETTER WRITER'S NAME.**

CAN I HAVE MORE THAN ONE PERSONAL STATEMENT?

- **YOU CAN HAVE AS MANY PERSONAL STATEMENTS AS YOU WANT. BUT, REMEMBER ONLY ONE PERSONAL STATEMENT CAN BE SUBMITTED TO EACH PROGRAM.**

GENERAL

CONTINUED

HOW IMPORTANT IS THE “HOBBIES AND INTERESTS” SECTION ON THE ERAS?

- **VERY IMPORTANT. IF YOU HAVE SPECIFIC INTERESTS AND HOBBIES, ADD THEM TO YOUR APPLICATION. BE SPECIFIC! DO NOT USE GENERAL STATEMENTS, I.E., TRAVELING.**
- **THIS CAN BE AN IMPORTANT PART OF YOUR APPLICATION IN THAT IT TELLS MORE ABOUT WHO YOU ARE AND CAN BE A “CONNECTION” BETWEEN YOU AND SOMEONE ON THE INTERVIEW COMMITTEE. REMEMBER THAT IF YOU LIST A HOBBY, YOU SHOULD SPEAK ABOUT IT WITH CONVICTION, “PASSION”, AND KNOW WHAT YOU ARE TALKING ABOUT.**

ERAS

WHAT IS THE ERAS TOKEN?

- **TOKENS ARE ELECTRONIC CODES THAT PERMIT YOU TO REGISTER AND ACCESS “MY ERAS” (YOUR PERSONAL WORKSTATION ON ERAS) ONLINE. TOKENS WILL BE AVAILABLE ON OR ABOUT APRIL 15TH AND WILL BE EMAILED TO YOU. THE NUMBER WILL BE USED ONE TIME ONLY TO ACCESS THE “MY ERAS” APPLICATION, AT WHICH TIME THE AAMC ID# WILL BE ASSIGNED. ONCE YOU OBTAIN YOUR TOKEN FROM OUR OFFICE, YOU SHOULD GO TO THE “MY ERAS” WEBSITE AND CLICK ON “REGISTER”. AFTER REGISTERING, YOU WILL BE ASSIGNED AN AAMC ID#. WE RECOMMEND THAT YOU PUT THAT NUMBER IN A SAFE PLACE AS YOU WILL NEED IT SEVERAL TIMES DURING THE LENGTH OF THIS PROCESS.**

ERAS

CONTINUED

WHEN CAN I REGISTER ON “MY ERAS”?

- **THE ERAS WEBSITE OPENS AROUND APRIL 15TH FOR APPLICANTS TO REGISTER. HOWEVER, ONLY THE APPLICATION AND PERSONAL STATEMENT WILL BE ACCESSIBLE. IT IS IMPERATIVE THAT YOU REGISTER ON “MY ERAS” AS SOON AS POSSIBLE; IT IS IMPORTANT TO REGISTER EARLY! THE OFFICE OF STUDENT SERVICES CANNOT BEGIN WORKING ON YOUR “SUPPORTING DOCUMENTS” UNTIL YOU HAVE REGISTERED. TO REGISTER, GO TO THE “MY ERAS” LOGIN PAGE AND CLICK ON THE “REGISTER” BUTTON TO ACCESS THE REGISTRATION PAGE. ENTER YOUR TOKEN # CORRECTLY AND ANSWER ALL REQUIRED QUESTIONS CAREFULLY.**

ERAS

CONTINUED

WHEN CAN I APPLY TO THE PROGRAMS?

- YOU CAN APPLY TO AOA MATCH PROGRAMS TENTATIVELY BEGINNING JULY 15TH AND ACGME MATCH PROGRAMS BEGINNING SEPTEMBER 15TH - THE DATES PROGRAMS WILL START TO DOWNLOAD YOUR INFORMATION.

WHEN IS THE ERAS APPLICATION DEADLINE?

- ERAS DOES NOT SET PROGRAM DEADLINES BECAUSE THE INDIVIDUAL PROGRAMS SET THE DEADLINES. YOU SHOULD CONTACT THE PROGRAMS DIRECTLY FOR THEIR SPECIFIC DEADLINES. THE ERAS PO CLOSES ON MAY 31ST EVERY YEAR TO PREPARE FOR THE NEXT ERAS APPLICATION CYCLE.

ERAS

CONTINUED

WHEN CAN I UPDATE MY STATUS IN ERAS?

- YOU CAN UPDATE YOUR INFORMATION IN MY PROFILE AT ANY TIME, AFTER YOU HAVE APPLIED TO YOUR PROGRAMS. AFTER YOU HAVE SAVED THE UPDATED PROFILE, THE NEW INFORMATION WILL BE TRANSMITTED TO ALL OF THE PROGRAMS TO WHICH YOU HAVE APPLIED PREVIOUSLY.

HOW CAN I CHECK THE STATUS OF MY DOCUMENTS?

- TRACK THE STATUS OF YOUR ERAS APPLICATION USING THE APPLICANT DOCUMENT TRACKING SYSTEM (ADTS). THE ADTS LISTS EACH PROGRAM THAT YOU HAVE APPLIED TO, THE DATES THE DOCUMENTS WERE UPLOADED BY YOUR DESIGNATED DEAN'S OFFICE AND THE DATE THE PROGRAM DOWNLOADED EACH DOCUMENT.

PERSONAL STATEMENTS AND CV

WHAT DO I SAY IN MY PERSONAL STATEMENT?

- **IT SHOULD BE FOCUSED; ABOUT FOUR PARAGRAPHS IN LENGTH AND INTRODUCE YOU TO THE PROGRAM:**
 - **THE FIRST PARAGRAPH SHOULD INTRODUCE THE READER TO YOU.**
 - **THE SECOND PARAGRAPH SHOULD LET THE READER KNOW HOW YOU SELECTED YOUR SPECIALTY.**
 - **THE THIRD PARAGRAPH SHOULD EXPLAIN WHY THIS IS THE CORRECT CHOICE FOR YOU AND SHOULD INCLUDE CO-CURRICULAR OR RESEARCH ACTIVITIES THAT ARE RELEVANT.**
 - **THE FOURTH PARAGRAPH SHOULD DISCUSS YOUR LONG TERM GOALS OR HOW YOU SEE YOURSELF IN THE SPECIALTY.**

PERSONAL STATEMENTS AND CV CONTINUED

SHOULD I WRITE A DIFFERENT PERSONAL STATEMENT FOR EACH PROGRAM?

- THERE IS NO NEED TO TAILOR YOUR PERSONAL STATEMENT TO EACH PROGRAM AS IT SHOULD REFLECT YOUR CHOICE OF SPECIALTY.

WHY DO I NEED TO WORK ON A CV SINCE I HAVE ONE IN ERAS?

- YOU NEED TO GIVE A CV TO YOUR LETTER WRITER. IT IS ALSO IMPORTANT TO HAVE AN UP-TO-DATE PROFESSIONAL CV AT THIS POINT IN YOUR CAREER WHICH YOU CAN BRING TO YOUR INTERVIEW.

LETTERS OF REFERENCE (LOR)

WHEN SHOULD I BEGIN ASKING FOR LETTERS OF REFERENCE?

- YOU SHOULD GIVE YOUR LETTER WRITERS 4-6 WEEKS TO PREPARE YOUR LETTERS. IT IS BEST TO ASK IMMEDIATELY AFTER A ROTATION BECAUSE THEIR KNOWLEDGE OF YOU WILL BE CURRENT. IT IS OUR HOPE THAT ALL LETTERS WILL BE IN BY SEPTEMBER 1ST.

TO WHICH MAILING ADDRESS SHOULD MY LETTER WRITERS SEND MY LOR?

PROGRAM DIRECTOR
DEAN FELICIA BRUNO
NYIT COLLEGE OF OSTEOPATHIC MEDICINE
SEROTA 223
NORTHERN BOULEVARD
OLD WESTBURY, NY 11568

LETTERS OF REFERENCE (LOR)

CONTINUED

WHAT INFORMATION DO LETTER WRITERS NEED IN ORDER TO WRITE A LETTER FOR RESIDENCY?

- DRAFT OF YOUR CV
- DRAFT OF YOUR PERSONAL STATEMENT
- ERAS COVER LETTER (OR SF MATCH COVER LETTER)
- AAMC ID#

SHOULD I WAIVE MY RIGHT TO SEE THE LOR?

- MANY SCHOOLS RECOMMEND THAT YOU WAIVE YOUR RIGHT BECAUSE IT MAKES YOUR LETTER CONFIDENTIAL AND IT IS THEN CONSIDERED MORE STRONGLY BY RESIDENCY PROGRAMS. MANY SEE THE DECISION NOT TO WAIVE AS A RED FLAG.

HOW LONG DOES IT TAKE TO SCAN MY DOCUMENTS?

- LETTERS OF REFERENCE ARE NORMALLY SCANNED ONE TO THREE DAYS AFTER RECEIPT.

LETTERS OF REFERENCE (LOR)

CONTINUED

HAVE MY LOR BEEN SCANNED INTO ERAS?

- WE SCAN LETTERS INTO THE SYSTEM AS THEY ARRIVE. THE ADTS WILL ALLOW YOU TO SEE WHICH LETTERS HAVE BEEN SCANNED INTO ERAS. ONCE YOU APPLY, ERAS WILL NOTIFY OUR OFFICE AND WE WILL THEN ATTACH YOUR LETTERS ON FILE TO THE APPROPRIATE LETTER WRITER. IT IS THEN TRANSMITTED TO THE ERAS PO WHICH THEN SENDS IT TO THE PROGRAM.

WHY CAN'T I SEE MY LETTERS IN "MY ERAS"?

- "MY ERAS" IS YOUR FILE, THEREFORE, IT CONTAINS ONLY INFORMATION THAT YOU ENTER. IF OUR OFFICE HAS SCANNED YOUR DOCUMENTS, THEN THEY ARE IN OUR SYSTEM AND, AS YOU KNOW, YOU CANNOT SEE THEM.
- WHEN YOU APPLY TO YOUR PROGRAM, WE WILL TRANSMIT YOUR DOCUMENTS TO THE ERAS PO. YOU WILL BE ABLE TO SEE THE STATUS OF YOUR DOCUMENTS THROUGH ADTS AT MY ERAS.

RESOURCES - WEBSITE

AMERICAN OSTEOPATHIC ASSOCIATION NATIONAL MATCHING SERVICE IS

[HTTP://WWW.NATMATCH.COM/AOAIRP/](http://www.natmatch.com/aoairp/)

NATIONAL RESIDENT MATCHING PROGRAM WEBSITE IS

[HTTP://WWW.NRMP.ORG](http://www.nrmp.org)

SUBSPECIALTY MATCH IS [HTTP://SFMATCH.ORG](http://sfmatch.org). THIS HAS A LISTING OF INFORMATION PERTAINING TO THE "SAN FRANCISCO" MATCH - EARLY MATCH SPECIALTIES.

ERAS WEBSITE IS [HTTP://WWW.AAMC.ORG/ERAS](http://www.aamc.org/eras). THE ELECTRONIC RESIDENCY APPLICATION SERVICES TRANSMITS APPLICATION THROUGH THE INTERNET

RESOURCES - WEBSITE

CONTINUED

AUA RESIDENCY MATCHING PROGRAM IS [HTTP://WWW.AUANET.ORG](http://www.auanet.org). THIS HAS A LISTING OF INFORMATION PERTAINING TO THE "UROLOGY" MATCH.

THE U.S. ARMY MATCH WEBSITE IS [HTTP://WWW.GOARMY.COM](http://www.goarmy.com).

THE AMERICAN ASSOCIATION OF FAMILY PHYSICIANS WEBSITE IS [HTTP://WWW.AAFP.ORG](http://www.aafp.org). THEY PUBLISH A YEARLY GUIDEBOOK THAT ASSISTS YOU THROUGH THE RESIDENCY APPLICATION PROCESS.

CONTACT INFORMATION

DEB HEINEMAN

SEROTA 211

516.686.3729

DHEINEMA@NYIT.EDU

DEAN FELICIA BRUNO

SEROTA 223

516.686.1329

FBRUNO@NYIT.EDU

FOR ERAS: MEDICINEERAS@NYIT.EDU

ADDITIONAL CONTACTS

MSPE

DANIELLE ABBATIELLO

SEROTA 220

516.686.1431

DABBAT02@NYIT.EDU

MARIE ALDRIDGE

SEROTA 221

516.686.3983

MALDRIDG@NYIT.EDU

WEBSITE

NYIT-COM Home Page

link to STUDENTS (in yellow bar)

link to ERAS: Class of 2016

http://www.nyit.edu/medicine/alumni/eras_class_of_2016/