



State University of New York

Upstate Medical University

**College of Medicine  
Fourth Year Schedule & Checklist**

**APRIL**

- ❑ Decide the type of residency that you will be applying for (1)
- ❑ Begin EARLY research on individual residency programs (FRIEDA) (1)
- ❑ Begin writing your personal statement (1)
- ❑ Submit forms (on-line) for the elective lottery prior to the closing date (4)
- ❑ Add/Drop as needed so that your schedule is appropriate to accomplish your learning objectives for fourth year but has time built in to study for USMLE Step 2 and has time built in for interviewing. (4)

**MAY**

- ❑ Revisit your personal statement and make changes as needed. Seek help from your MSPE letter writer. (4)
- ❑ Get organized. Get one of those file folders with a tab for each place that you are considering applying and begin to fill it with the information that you are researching from the FRIEDA web site and also their individual program sites. (2)  
(**NOTE:** An excel spread sheet also goes along way towards this end) (4)
- ❑ Have a professional photograph taken for ERAS application purposes. You need only one copy and you can get prints within an hour for less than \$10.00 at Sears. Be sure to get a couple 5x7's for mom and dad, this will be the last time ever you will get a senior picture and they make great birthday gifts. (4)  
**NOTE:** Programs are not allowed to view your photograph until after they have invited you for an interview. This is designed to minimize discrimination. (3)

## JUNE

- ❑ Sign up early this month for a MSPE (Dean's Letter) writer and schedule an appointment to meet with them. This meeting will be to discuss your career choices, to discuss how competitive you will be in that field, and to discuss how appropriate your preliminary list of residency programs is. The letter writer will also use this session to get to know you on a more personal level in order to add a more personal feel to the MPSE. (4)
- ❑ Finalize your personal statement with your MPSE letter writer. (4)
- ❑ Research application deadlines and requirements at each of the institutions to which you are applying and keep this information in your file folder. (2)  
(*NOTE:* Different programs have different requirements for things such as letter of recommendation)
- ❑ Obtain your ERAS token through the medical school. (2)  
*NOTE:* These usually are mailed near the end of the month. If you do not receive it, contact your medical school at the beginning of July. (4)
- ❑ Begin considering and collecting letter of recommendation (1)

## JULY

- ❑ ERAS registration opens July 1st. Register and begin preparing common MyERAS application. (1)
- ❑ Continue collecting letters of recommendation (1)

## AUGUST

- ❑ Complete the common application form in MyERAS and proofread it. (4)
- ❑ Continue collecting letters of recommendation (1)
- ❑ Upload your personal statement into ERAS. (1)
- ❑ Determine when your transcripts will be released (i.e. after which rotation do you consider your application as complete as it will be when it gets sent to the programs) and notify the student affairs office about this decision. (4)

- ❑ Register for the NRMP (“The Match) using your AAMC ID. (1) Registration begins on 8/15/08.
- ❑ Adjust SPAM filter if needed on your e-mail account to be sure to receive all e-mails that are sent through ERAS. This is the only method through which residency programs will invite you for interviews. (1)

## SEPTEMBER

- ❑ Collect ALL remaining letters of recommendation. (1)
- ❑ Confirm with Student Affairs that all of your letters of recommendation have been received and uploaded into ERAS. (4)
- ❑ Designate which letters of recommendation will be sent to which program. (4)
- ❑ Applications are able to be sent beginning September 1st. Determine when you will send your application. (2)  
(**NOTE:** All information for your application does not need to be in to begin submitting the application . . . it is appropriate to submit the application before all of your letters of recommendation are uploaded.) (4)
- ❑ Create an interview calendar. Include all rotations and other important academic and personal dates. Be sure to note which rotations are flexible enough to allow interviews. Interview invitations will BEGIN to be sent out this month and the earlier you respond the more likely it will be that you will get the date that fits your schedule the best. Be sure to insert those interview dates into the calendar as soon as they are filled so that you can try and schedule geographic interviewing blocks. (4)

## OCTOBER

- ❑ If you are applying to the military match your deadline will be in the middle of this month. (2)
- ❑ Interview and send out thank you notes. (1)  
(Interviews late this month are appropriate at programs lower on your prospective list. Though they are practice interviews, be sure to take them seriously. Remember you play the way you practice.) (4)

## **NOVEMBER**

- ❑ MPSE Letter's are released on November 1st. (1)
- ❑ Interview and send out thank you notes. (1)

## **DECEMBER**

- ❑ Interview and send out thank you notes. (1)
- ❑ Military Match results are released mid month. (2)
- ❑ If you are applying for the urology match then you must submit and certify your rank order list by the middle of the month. (2)

## **JANUARY**

- ❑ Finish up with interviews and thank you notes. (1)
- ❑ If you are applying for the San Francisco Match in either ophthalmology or neurosurgery then submit and certify your rank order list early this month. (2)  
(*NOTE:* These positions may or may not have a preliminary position attached to them. Be sure to know what your obligations are as far as the regular match is concerned. (4) )
- ❑ Begin to develop your rank order list and submit it via the NRMP website. (1)
- ❑ San Francisco Match results are released late this month. (2)

## **FEBRUARY**

- ❑ Certify your rank order list. (1)

## **MARCH**

- ❑ Match Day !!!