**ERAS (Electronic Residency Application Service)** is a service overseen by the AAMC that transmits residency applications, letters of recommendation (LoRs), Medical Student Performance Evaluations (MSPE), medical school transcripts, USMLE transcripts and personal statement(s) from student to the Designated Dean’s Office (DWS) to program directors.

There are four (4) components of ERAS –

- MyERAS: The student component
- DWS: Dean’s Work Station (Office of Student Affairs/OSA)
- PDWS: Program Director’s Work Station
- LoRP: ERAS Letter of Recommendation Portal (used by LoR Authors)
- ERAS Post Office: Site were all documents for all students are uploaded and then downloaded by programs

The ERAS site becomes active for MD students typically on July 1st.

APPLICANTS may apply to ACGME accredited residency programs on **SEPTEMBER 15, 2013**

### APPLICANT’S RESPONSIBILITIES

- Research Residency Programs and contact them for information
- ERAS does not set residency program deadlines or requirements. Contact each program of interest to find out more about their requirements and deadlines.
- Confirm that the program is participating in ERAS 2014 before sending your application materials via ERAS.
- Participating Specialties & Program web site [http://services.aamc.org/eras/erasstats/par/](http://services.aamc.org/eras/erasstats/par/)
- Another source of information: Graduate Medical Education Directory 2013-2014 (Green Book) [www.ama-assn.org](http://www.ama-assn.org)

**NOTE: ERAS is not always alerted to changes at residency programs. Therefore, it is the student’s responsibility to confirm the program’s participation in ERAS and that they have meet all eligibility requirements and program deadlines before applying.**

- Register for MyERAS using your token from the Dean’s Office
- Remember your AAMC ID and self-created password for future access to MyERAS and the Applicant Document Tracking System (ADTS) the OSA office does not have this information and does not have the ability to re-set passwords.
- Complete and submit your MyERAS application and personal statement(s) using MyERAS
- Request and assign USMLE transcripts, LoRs
- Print Letter Request Forms and distribute to your LoR Authors (writers)
- Apply to programs
- Track documents through the ADTS and monitor the message center for info from residency programs and ERAS
- Return to MyERAS to update your Profile, request updated USMLE scores, and make changes to program selections and assignments
- Pay all fees as invoiced.
NEW FOR ERAS 2014

APPLICATION TAB

- Publication data will not display in APA format to programs and also when viewing/printing the MyERAS application and CV.

DOCUMENTS TAB

- In order to assign a letter to a program both of the following conditions must be met:
  
  THE LoR AUTHOR SLOT MUST BE FINALIZED IN MyERAS and
  THE LoR MUST BE AVAILABLE IN THE ERAS PostOffice.

- The AUTOMATIC RETRANSMISSION IS NO LONGER AN OPTION when authorizing the release of the USMLE transcripts. Anytime an applicant has new scores available, they will have to manually retransmit the transcript to the programs to which they have applied using the RETRANSMIT OPTION on the DOCUMENTS/USMLE Transcript tab.

- Applicants are limited to one (1) retransmission request in a 24 hour period.

PROGRAM TABS

- The Document Assignments and Training Selection page will display a LoR Letter ID Column after the LoR Author Column. The LoR letter ID will help the applicant distinguish between letters with the same LoR Author when applying to programs.

- LoR Authors must be finalized in the Documents/Letters of Recommendation tab AND the LoR must be uploaded to the ERAS PostOffice by the LoR Author via the LoRP (LoR Portal) or by the Dean’s Office.

ADTS

- A USMLE Transcript Request Report has been added to the ADTS for applicants to provide status transmission and retransmission request made to NBME.

ERAS 2014 APPLICATIONS AND FEES

<table>
<thead>
<tr>
<th>Under the Same Specialty</th>
<th>Programs Up to 10 - $92</th>
<th>Programs 11-20 - $9 each</th>
<th>Programs 21-30 - $15 each</th>
<th>Programs 31 or more - $26 each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1</td>
<td>30 Emergency Medicine programs [$92 + ($9 x 10) + ($15 x 10)] = $332</td>
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</tr>
<tr>
<td>Example 2</td>
<td>20 OB/GYN programs [$92 + ($9 x 10)] + 10 Family Medicine programs [$92] = $274</td>
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</table>

Additional Fees   USMLE Transcript - $70 assessed once per season

Payment Method - Credit Card (Visa or MasterCard only)*  Note: Applicants who pay their ERAS fees using a credit card will see those charges reflected as “AAMC Fees” on their credit card statement.

Consequences of Nonpayment - If your account remains unpaid at the end of the season (May 31), ERAS will contact your designated dean’s office and other ERAS business partners (EFDO, ECFMG) and prohibit access to ERAS (including future seasons) until your debt is satisfied. Moreover, if you refuse to satisfy your debt, you will not be allowed to use other AAMC services.

Refund Policy - ERAS does not offer refunds for any reason. Refunds will not be given for applications sent to nonparticipating programs.

Although we make every effort to ensure that our data is up-to-date, programs may not always communicate to ERAS their intention to accept applications; or a program’s status may change. Therefore, it is your responsibility to confirm that you meet all eligibility requirements and program deadlines before applying by contacting programs directly. ERAS’ primary role is to deliver your application and supporting documents to designated programs. This is no different than placing a stamp on an envelope and requesting USPS deliver the packet to a destination. Once you apply to a program and submit payment through MyERAS, service has been rendered and your application has been delivered.
SYSTEM REQUIREMENTS

Computer with Internet Connection
Firefox 17.0
Internet Explorer 8 and 9
valid E-mail address

PLEASE NOTE: ERAS does not support Safari. Firefox is supported and may be used by Mac (Apple) users.

2014 TIMELINE (as of June 1, 2013)

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<tr>
<th>DATE</th>
<th>ACTIVITY</th>
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| July 1, 2013        | • MyERAS opens to applicants to register and begin working on their applications. 
• Applicants may SELECT residency programs, but CANNOT apply to these programs before September 15th                                      |
| September 15, 2013  | • Applicants begin applying to ACGME accredited residency programs. 
• ACGME-accredited programs begin contacting the ERAS PostOffice to download applications.                               |
| October 1, 2013     | • MSPEs are released to residency programs.                                                                                             |
| December 2013       | • Military Match results are available.                                                                                                 |
| February 2014       | • Urology match results are available.                                                                                                 |
| March 2014          | • National Residency Matching Program (NRMP) Main Residency Match results are available. 
• SOAP starts Match Week for more information please contact the NRMP, 202-400-2233 or support@nrmp.org |
| May 31, 2014        | • End of ERAS 2014 season. 
• ERAS PostOffice closes to prepare for ERAS 2015.                                                                                        |

REGISTRATION

After receiving your token, go to the MyERAS login page: https://services/aamc.org/eras/myeras and click REGISTER TOKEN to access the registration page. Carefully type in your token number and fill out all required fields. YOU MAY ONLY REGISTER ONCE, therefore enter all information and review it for accuracy BEFORE submitting.

PLEASE NOTE: Registering with ERAS DOES NOT REGISTER YOU FOR THE NRMP. This is a separate entity and you must access the NRMP site at www.nrmp.org

| September 15, 2013 | Registration opens at 12:00 noon eastern time for applicants, institutional officials, program directors, and medical school officials. |

AAMC ID While registering you will be asked to enter your AAMC ID number. If you do not know your AAMC ID number leave this field blank. At the end of the process when you click REGISTER the system will process your information and assign you AAMC ID number to your record.

PASSWORD -You will be prompted to create and confirm a password. The must be a minimum of 6 characters and a max of 16. Must have both alpha and numeric characters. They are case sensitive. If you forget your password you can access the Forgot Password on the login page of the MyERAS site.