

ERAS Cheat Sheet

Your token is used to access MYERAS and ADTS.

The ERAS Post office sends documents to the mail boxes of programs.

Use ADTS to track your application documents and monitor the message center.

Your photograph is supplied by the school unless you email specified size to us.

Ensure your program is participating in ERAS.

ERAS does not set **program** application deadlines. You should contact the individual programs directly for their specific deadlines.

As soon as you register with ERAS, we can start scanning your documents

If you use a Hotmail or Yahoo account be sure and check your junk mail.

You can always update your **profile** in your application even after certifying and submitting - phone, email, address, etc.

If you apply to ACGME programs and take the USMLE you must submit score on CAF.

If you only apply to AOA, you don't need to submit your USMLE scores on CAF.

You will complete one application to all programs; you personalize them with your personal statements (specific to each program or specialty)

Use the "check list" tab in MYERAS to ensure all your information is complete

You will not attach a CV to your application. You will actually enter your CV information on your CAF; it will download to the programs in CV format.

The Office of Student Affairs can view your CAF if you give us permission to. You need to "release" it before we can review any information for you.

You can always update/change document assignments and add programs. Keeping in mind that if you replace one letter with another, it may have already been downloaded by the program to which you are applying.

First release of USMLE/COMLEX is 50\$. This fee is collected by ERAS and is included in the ERAS fee.

"Automatic retransmission" will automatically send COMLEX2 scores when they are available. You CANNOT change this option once you have selected it.

You can "retransmit" later for each score at no extra cost. **This might prevent a failure of an exam from being automatically transmitted.**

If a program requires information that you have not included on your CAF or transcript, you can add this information to a specific personal statement for that program.

If you revise your personal statement it replaces the prior one submitted – however programs may have already downloaded the previous one.

You cannot revise your personal statement once it is submitted. You must create a new one, re-title and assign it to a specific program.

You are only permitted to submit one personal statement per program

We aren't responsible for the content found at these following links, but here are a few internet sources you may find useful for your personal statements:

<http://u101.com/articles/med-school/residency-personal-statem.shtml>

<http://www.rushu.rush.edu/studentlife/career/medpstate.html>

<http://www.ama-assn.org/ama/pub/category/6700.html>

<http://www.residencyandfellowship.com/page3.html>

You can select the programs you want to apply to before certification and submission of your CAF

You can delete a program from “selected” list but not a program you have actually applied to.

Any change to your document assignments and type of training selections are transmitted immediately to those programs you have applied to.

You can assign different combinations of LoRs to programs.

You can only submit a maximum of four letters to each program according to ERAS policy. However, a program might only permit you to submit three.

You can “de-assign” an LOR that was never written and reassign a new one.

Your test scores and photo cannot be “de-assigned”

De-assigning does not automatically erase that document from the program’s record. It may have already been downloaded or a copy placed in your file; **Do not** assume the program replaced the 1st document with the 2nd.

You must pay ERAS before submitting any applications. Print and save invoice with your summary of fees.