

Application Process Overview

The ERAS Fellowships process begins with a request for an ERAS Fellowships token; a unique identifier, which provides you with access to MyERAS so you can begin the fellowship application process. You will then be able to complete the MyERAS Application, select the programs in which you are interested and assign supporting documents to those fellowship programs. All letters of recommendation (LoRs) should be originals, if possible, and should be sent directly to the EFDO for processing. You are encouraged to use the EFDO On-line Services to upload your digital photograph, MSPE and medical school transcript. To access the EFDO On-line Services site, go to the Documents tab in MyERAS 24 hours from the time you registered your token and click on the EFDO On-line Services link. Fellowship programs set individual standards regarding application deadlines, eligibility criteria, etc. Therefore, it is important that you research and contact programs of interest **prior** to applying to programs. It is your responsibility to find out each program's participating status, requirements and deadlines before you apply. When you contact the program(s), make sure to clarify what they mean by deadline. For example, is it the date the program wants your MyERAS Application, with supporting documents and exam scores to follow, or must they have your COMPLETE application by this date? Programs do not expect to receive all the components that compose a complete application all at once. ERAS is a dynamic process that will transmit new information and documents until the end of the season (May 31st). ERAS will not refund fees if you submit your application after a program's deadline. After you have transmitted your application, and we have transmitted the document files, it is the responsibility of each fellowship program director to periodically retrieve all transmitted data from the ERAS PostOffice.

[Back to top](#)

Steps in the Application Process

You may register at MyERAS as soon as you have received your token, but no earlier than July 1st (www.aamc.org/eras). There are 13 steps in the MyERAS process:

- Step 1:** Research programs and contact them for information.
- Step 2:** Get your ERAS Fellowships token and User Guide.
- Step 3:** Register with MyERAS online.
- Step 4:** Create your Profile.
- Step 5:** Create your MyERAS Application.
- Step 6:** Create your personal statement and request supporting documents.
- Step 7:** Select programs.
- Step 8:** Assign documents to programs.
- Step 9:** Certify and transmit your application.
- Step 10:** Check the status of your application using the Applicant Document Tracking System (ADTS) and monitor the Message Center for information from programs.
- Step 11:** Select and apply to new programs, update your documents, and track their delivery, as necessary.
- Step 12:** Keep your Profile up-to-date.
- Step 13:** Register for your applicable fellowship match.

Visit the [ERAS Fellowships Applicant](#) Web site for detailed information about each of the steps in the application process.

[Back to top](#)

EFDO Tips for Fellowship Applicants

- The registration screen may be accessed only one time. Please proofread this page **before** submitting your information. You will not be able to make any corrections to the information once it is entered.

Note: If, while registering at MyERAS, you receive this error message: "Your token does not have the correct checksum, please re-enter it", please take a close look at the last three digits of your

token number. The last three digits may consist of numbers or letters. Do not type the letter "O" instead of the number zero.

- You are required to complete the electronic Document Submission Form (DSF) located at the EFDO On-line Services **each time** documents are submitted to the EFDO for manual scanning.

Note: The EFDO On-line Services link will become available on the Documents tab in MyERAS 24 hours from the time you register at MyERAS. Print the DSF and include it with your documents. Send your documents to the EFDO as soon as you have registered at MyERAS. Do not send documents prior to securing an AAMC ID.

- The EFDO encourages you to upload your MSPE, medical school transcript and digital photograph through the EFDO On-line Services; that is, if your medical school will provide you with your MSPE and medical school transcript. You must assign these documents and apply in order for your documents to be attached and uploaded. Specific size and format requirements are available at this site.

Note: In accordance with the AAMC policy, fellowship applicants are **not** permitted to upload MSPEs and medical school transcripts that have been printed from the Program Directors Workstation (PDWS). Moreover, it is against the AAMC policy for residency program directors/administrators to provide fellowship applicants with printouts of these document types for submission to the EFDO. **Programs will be considered in violation of AAMC policy** which may result in negative ramifications. Any print-out documents from the PDWS will **not** be uploaded to your ERAS fellowship application.

- By certifying and submitting your MyERAS Application, the MyERAS Application will be locked to make sure that all programs receive an identical application; you **cannot** make changes to the MyERAS Application once you have certified and submitted it; however, you will be able to update your Profile at any time.
- If you waive your right to view the LoR, the letter must be accompanied by a [Letter of Recommendation \(LoR\) Coversheet](#) in addition to the DSF. Your documents can be sent individually as you receive them or as one package. A print out of your DSF must accompany all your documents.
- The EFDO On-line Services includes a "Verify Receipt of Document" feature which will allow you to track the receipt status of your documents received by the EFDO, including documents uploaded on-line.
- The ADTS, located on the MyERAS homepage, keeps an up-to-date account of all your ERAS documents. ADTS lists all documents uploaded to the ERAS PostOffice and the time and date the documents have been downloaded by programs however, you will not be able to view the scanned image. Please allow 24 hours processing time before tracking your document status.

[Back to top](#)

Personal Statement Guidelines

There are hundreds of program directors, each with his or her own idea of what a personal statement should contain. We suggest that you use a search engine, such as www.google.com and search for "Personal Statement" (including quotation marks) to review some examples. Examples of personal statements should **only** be used to guide you in writing your own individualized statement. Using the same language is considered plagiarism. Such action can lead to an investigation and possibly lead toward your ineligibility to participate in fellowship training. Visit the ERAS Web site, select [ERAS Policies](#) to view information on the ERAS Integrity Promotion Education Program. You should concentrate on websites with an .edu extension, these sites are usually written by educational institutions for the benefit of their applicants. Links ending in .com, typically want to sell something. **Note:** Please do not submit your personal statement to the

EFDO for scanning. We do not scan personal statements. You may use your Personal Statement to add any additional information after submitting your MyERAS application. [Back to top](#)

EFDO On-line Services

The EFDO On-line Services is a feature exclusively for applicants applying to fellowship programs. The EFDO is the "designated dean's office" whether you are a U.S. medical school graduate or an international medical school graduate. At this site, you will be able to:

- Upload Documents
 - Medical Student Performance Evaluation (MSPE)
 - Medical School Transcript
 - Digital Photograph
- Complete an On-line Document Submission Form (DSF)
- Verify Receipt of Documents by the EFDO

To access the EFDO On-line Services site, go to the Documents tab in MyERAS 24 hours from the time you registered your token and click on the EFDO On-line Services link. While the upload feature is optional, the EFDO encourages you to utilize this feature to streamline and automate the application process.

Important Note: According to the policy of certain medical schools, MSPE(s) and medical school transcripts are not released to students and are submitted directly to the EFDO for scanning. Contact your medical school regarding its policy on releasing your MSPE and medical school transcript directly to you so that you can upload these documents via the EFDO On-line Services. The EFDO highly encourages you to utilize this service for your own convenience and quicker processing.

Important Note: In accordance with the AAMC policy, fellowship applicants are NOT permitted to upload MSPEs and medical school transcripts that have been printed from the Program Directors Workstation (PDWS). Moreover, it is against the AAMC policy for residency program directors/administrators to provide fellowship applicants with printouts of these document types for submission to the EFDO. Programs will be considered in violation of AAMC policy which may result in negative ramifications. Any print-out documents from the PDWS will **not** be uploaded to your ERAS fellowship application.

The MSPE, medical school transcript, and photograph are the only documents you are permitted to upload on-line. You cannot upload your letters of recommendation (LoRs) or any other miscellaneous document types. The EFDO will evaluate each document type uploaded to ensure clarity of image and to verify the correct document type is uploaded to the designated slot. **Should you attempt to include additional document types (i.e. diplomas, in-service examinations results, CV, etc.) when uploading your MSPE, medical school transcript or photograph, the EFDO will remove the additional document.**

Make sure that you browse the complete document type and not upload each page individually. For example, if you have a five page MSPE, be sure to upload all five pages of the MSPE as **one** file. The EFDO will contact you, via e-mail, about any discrepancies found during the quality control process. Please check your e-mail on a regular basis. Please make sure your email address is up-to-date.

Steps for Uploading Documents

- Step 1.** Make sure the document is a "clean" document to ensure clarity of the image is made viewable to your applied-to programs.
- Step 2.** Scan in **all** pages of each document type into **one file**.
Convert each document type individually and make sure the document type is converted in its entirety to the appropriate format.(JPEG for your photograph, and .tif or .pdf file for your MSPE and medical school transcript).
- Step 3.** Check the size requirements for each document type. Check the image and file size before saving your document.
- Step 4.** Save the document to your hard-drive and name it by document type (MSPE, medical school transcript, photograph).
- Step 5.** Select the appropriate Upload category from the list on the toolbar.
- Step 6.** Click the "Browse" button to select the document file from your computer. Be sure to browse

the complete document and upload the document type in its entirety. **Do not upload individual pages of the document.**

Step 8. Click "Upload" (i.e. "Upload Photograph").

Step 9. Upload each document type individually.

[Back to top](#)

The EFDO will contact you, via e-mail, about any discrepancies found during the quality control process. The MSPE and Medical School Transcript are not viewable until you assign these documents and apply to programs.

Medical Student Performance Evaluation (MSPE)

The Medical Student Performance Evaluation (MSPE) (formerly known as the Dean's letter) evaluates a medical student's performance (rather than providing a recommendation or prediction of future performance). For more information on this document visit ERAS' [Resources to Download](#) and obtain "A Guide to the Preparation of the Medical Student Performance Evaluation." Contact your medical school regarding its policy on releasing your MSPE directly to you so that you can upload these documents via the EFDO On-line Services. To access the EFDO On-line Services site, go to the Documents tab in MyERAS 24 hours from the time you registered your token and click on the EFDO On-line Services link. To upload your MSPE, please follow the instructions listed in **Steps for Uploading Documents**. If your MSPE is rejected, you will need to resubmit it. If you are unable to upload your MSPE, you may submit a print version for manual scanning. MSPE: The maximum size permitted is 1,228,800 bytes or (1,200 KB); the maximum image size accepted will be 300 dots per inch (dpi). **IMPORTANT NOTE:** If you resubmit your MSPE, the last MSPE submitted will override the previously scanned or uploaded document permanently. You will receive confirmation of acceptance if the system uploads your MSPE successfully.

Medical School Transcript

Medical school transcripts come in a variety of sizes and formats. They may also be known as mark sheets, time sheets, or hour sheets. Ideally, they will help the program directors get an overview of the subjects you studied in medical school, how long you studied each subject, and how well you did on your exams. Your medical school diploma cannot be considered your medical school transcript and will not be processed if submitted to the EFDO. Contact your medical school regarding its policy on releasing your medical school transcript directly to you so that you can upload this document via the EFDO On-line Services. To access the EFDO On-line Services site, go to the Documents tab in MyERAS 24 hours from the time you registered your token and click on the EFDO On-line Services link. To upload your medical school transcript, please follow the instructions listed in **Steps for Uploading Documents**. If your medical school transcript is rejected, you will need to resubmit it. If you are unable to upload your medical school transcript, you may submit a copy of your medical school transcript for manual scanning. Medical School Transcript: The maximum size permitted is 1,228,800 bytes or (1,200 KB); the maximum image size accepted will be 300 dots per inch (dpi). **IMPORTANT NOTE:** If you resubmit your medical school transcript, the last medical school transcript submitted will override the previously scanned or uploaded document permanently. You will receive confirmation of acceptance if the system uploads your medical school transcript successfully.

Photograph

Should you be selected for an interview by a program, the program will use your photograph to identify you when coming to the interview. Before you attempt to submit a digital photograph, make sure that it conforms to the following specifications:

- The source of the digital photograph should be either a digital camera or a print photograph scanned into a digital format.
- It must be in the Joint Photographic Experts Group (JPEG) format.
- It must have a resolution no greater than 450 pixels wide by 600 pixels high at 150 dots per inch (dpi).
- If a print photograph is scanned, it must be scanned at a resolution of 150 dots per inch (dpi) and with a color depth of 24-bit color.
- Show a clear, front view of your full face only. Your face should be in the middle of the photograph, and your expression should be natural with your eyes open and looking directly ahead.

- Be in color with a light-colored background. Be wallet-sized or passport-sized (no larger than 3 inches (width) by 4 inches (height) [7.5 cm x 10 cm]).
- The maximum image size accepted will be 102,400 bytes (100 Kb).

To upload your photograph, please follow the instructions listed in **Steps for Uploading Documents**. If your photograph is rejected while uploading the document, you will need to resubmit it. If you are unable to upload your digital photograph, you may submit a print photograph. **IMPORTANT NOTE:** If you resubmit your digital photograph, the last photograph submitted will override the previously scanned or uploaded photograph permanently. You will receive confirmation of acceptance if the system uploads your digital photograph successfully.

EFDO On-line Document Submission Form (DSF)

The DSF is a required document to be completed and submitted by all EFDO applicants submitting documents for **manual scanning only** to the EFDO. The DSF is accessible through the EFDO On-line Services. To access the EFDO On-line Services site, go to the Documents tab in MyERAS 24 hours from the time you registered your token at MyERAS and click on the EFDO On-line Services link. You must complete, print, and include the DSF **each time** supporting documents are mailed to the EFDO. The standard document types are listed on the EFDO homepage. For programs requesting additional documents that are not listed on-line, you must arrange to have your documents delivered directly to the programs. This directive is in accordance with ERAS policy. It is not necessary to complete the DSF if you uploaded your MSPE, medical school transcript and photograph on-line via the EFDO On-line Service.

Special Instructions for Waived Rights Letters of Recommendation:

Should you waive your rights to see your letters of recommendation, you must:

- Complete and print the DSF and provide it to your letter writer;
- Instruct your letter writer to include it along with your Letter of Recommendation; and
- Complete the Request for Letter of [Recommendation/Cover Sheet](#) and provide it to your letter writer.

“Verify Receipt of Documents” Section

This section will allow you to verify receipt of documents received by the EFDO. It will provide you with a list of document types in addition to listing those documents submitted via the upload feature located on-line.

The EFDO will evaluate each uploaded document type to ensure clarity of the image and to verify the correct document type is uploaded to the designated slot. Please do not re-upload another version unless your document is rejected or we contact you concerning your document.

If you are encountering difficulties, please do not hesitate to contact the EFDO at 215.966.3940 or email support@erasfellowshipdocuments.org.

You may come back to this section at any time during the course of the ERAS 2012 application season. Due to the increasingly high volume of documents received by the EFDO, please allow 7 to 10 business days for the EFDO support staff to log-in your documents for manual scanning before verifying receipt of documents.