Electronic Residency Application Service (ERAS)

MyERAS 2017 Season

About ERAS
Electronic Residency Application Service (ERAS®) is a service that transmits the MyERAS application and supporting documentation from applicants and their Designated Dean's Office to program directors. ERAS consists of MyERAS, Dean's Office Workstation (DWS), Program Director's Workstation (PDWS), and ERAS PostOffice.
# Fees and Billing

**ERAS Fees**

<table>
<thead>
<tr>
<th>Programs Per Specialty</th>
<th>Application Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10</td>
<td>$99</td>
</tr>
<tr>
<td>11 - 20</td>
<td>$12 each</td>
</tr>
<tr>
<td>21 - 30</td>
<td>$16 each</td>
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<tr>
<td>31 or more</td>
<td>$26 each</td>
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</tbody>
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**Additional Fees**

USMLE Transcript - $80 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" on their credit card statement.*

**Refund Policy**

ERAS does **not** offer refunds for any reason. Refunds will **not** be given for applications sent to nonparticipating programs.
ERAS Registration

Go to: https://students-residents.aamc.org/attending-medical-school/article/register-myeras-residency/

Sign-in with your AAMC Account or register for an AAMC account if you do not have one.

Enter your valid ERAS token and select “Continue”

Complete your medical school Graduation Information, review and agree to the AAMC Policy Notice and select “Continue”

Review your information and select “Continue”, if correct

To view the ERAS User Guide, Worksheet, Checklist, Timeline, and FAQs, go to: https://students-residents.aamc.org/attending-medical-school/how-apply-residency-positions/tools-residency-applicants/
MyERAS: Links

Links to some of the most frequently used tools are available in the upper right hand corner of MyERAS. These links are easily accessible to you from anywhere within the MyERAS site.
**MyERAS: Links**

*Update Profile*
Your *Profile* contains information that may be updated at any time during the application season, even after the MyERAS application has been certified and submitted. It is essential that you keep this tab updated with your most current information throughout the season.

*Change Password*
Use this section to change your password after registering.

*Message Center*
Any messages sent by a participating program via the Program Director’s Workstation (PDWS) software, the ECFMG and the EFDO via the Dean’s Office Workstation (DWS), as well as any messages sent by ERAS staff, will be listed in the Message Center.

*ADTS*
ADTS is the *Applicant Document Tracking System*. It allows you to track the status of your MyERAS application and supporting documents. ADTS is only accessible from your MyERAS Account.

*Logout*
Use to securely exit the MyERAS application.
MyERAS: Dashboard

The Dashboard is broken up into two sections.

**MyERAS Application Overview:**
This area provides you with an overview of the progress you have made in your application.

**Right-Navigation:**
Displays MyERAS alerts, provides easy access to ERAS resources, and the ERAS HelpDesk contact information.
Profile - Personal Information

The Personal Information can be updated throughout the application process. This information may be changed after the application is certified and submitted.

You must check off that you are participating in the NRMP Match, or your programs will not see your name on the list of applicants. You will not be able to enter your NRMP ID number until you register with the NRMP Match; NRMP registration is scheduled to open on September 15, 2015.

Urology applicants must check that they are participating in the AUA Match.

SFMP and AUA applicants will need an NRMP prelim year. Military applicants are recommended to have an NRMP civilian back-up plan.

You will be able to add Alpha Omega Alpha status at any time (ERAS Personal Information is always updateable), to the field “Alpha Omega Alpha Status” (Leave Blank, if Not Applicable).

BUSM does not offer ACLS or PALS, only BLS, which is good for 2 years.

The fields, “NBOME ID”, “AOA Member Number”, “AOA Match Number”, “NMS Match Information”, and “Sigma Phi Status” are for Osteopathic applicants only. COMLEX documents are for the Osteopathic Match only,
Application Information

You can work on your application a little at a time – just make sure to save each entry as you go.

Always print out your ERAS CV and ERAS Application documents, and proof, before certifying and transmitting to ERAS. You want to see your information as the Program Directors will see it. Once your application is submitted, you can’t make any changes to the application information. You may also want to have someone else review these documents, for clarity and cohesion of presentation.

Once you certify and submit your MyERAS Application Information, the Application section will be locked, and you will not be able to change anything in that section.

Before certifying and submitting your application, be sure to review all sections for missing or incorrect information, misspelled words, or gaps. Use the Dashboard as another “final” check to review your application.

The actual certification procedure is closed until September 6, 2016. You will not be able to pay your invoice until after you certify your application.

The Student Affairs Deans recommend that you complete and submit your application as early as possible after transmission opens, and always check your individual programs for specific deadlines.
Application Information – Biographic Information

• The MyERAS Application begins with the Biographic Information section
• You are not required to enter any information in the Self-Identification section
• You are required to enter information about any military active duty service obligation
• You are required to enter information about any other service obligation
Application Information – Education

- You can make multiple entries for undergraduate and graduate schools as needed.
- You must enter Boston University School of Medicine for your Medical Education information. If you attended any other medical school, you must enter that information as well.
Application Information – Training

• Medical students must leave the Training section blank.

• Postgraduates must enter all internship and residency information done in the Training section.
Application Information – Experience

• You can make multiple entries in the Experience section as needed
• For the field, “Reason for Leaving” – you can leave this field blank
Application Information – Additional Questions

• If your medical education was extended or interrupted, you must provide the details.
• The Deans recommend that you review your transcript and/or your MSPE to review how the School of Medicine has described any extension or interruption, so that your entry provides the same information.
Application Information – Licensure

• Postgraduate applicants must answer the Licensure entry section; medical students do not yet have licenses and must check “none”

• All applicants, both medical students and postgraduates, must answer the “Additional Information” questions of the Licensure section. Students: for questions that do not apply to students, check “no”, and students do not have DEA numbers.
Documents

**Home**
Contains *Quick Stats* about the work you have completed on the *Documents* tab.

**USMLE Transcript**
This is the tab where you will authorize the release of your USMLE transcript and transmit your requests to the NBME. Your transcript will only be transmitted to programs to which your USMLE transcript has been assigned. You must actively re-transmit your USMLE transcript when new scores are received. COMLEX-USA – only applicable to the Osteopathic Match.

**Personal Statements**
Your personal statements may be created, viewed, edited, and printed in this tab. You can have more than 1 Personal Statement, but can assign only 1 PS to each program. We recommend you write your PS on your own computer and do your spell check/grammar check, then copy into ERAS. The Student Affairs Dean writing your Dean’s Letter will review your Personal Statement at your request.

**Letters of Recommendation (LoRs)**
Here you can create a list of *LoR Authors* who will write LoRs on your behalf. Once you have entered your *LoR Author(s)* information and confirmed them, you will need to distribute the *Letter Request Form* to each individual *LoR Author*. 
Applicants confirm LoR Author entries in the Documents section and generate Letter Request Forms for each letter.

You will be able to check off whether or not you waive your right to review your letter on the ERAS Cover Letters. A waived right-to-review letter is generally considered to produce a more creditable letter.

If you create an LoR entry, and realize you’ve made a mistake, you can create another entry – just make sure you give your letter-writer the correct LoR Request Form, which has the needed Unique Code to upload the letter, and don’t assign the entry with mistakes to any programs. Note: LoR Request Forms contain a unique code and should not be duplicated.

The MSPE is not a Letter of Recommendation – do not create an entry for it – a field for the MSPE was automatically created when you register with ERAS.

Applicants deliver the Letter Request Form for each letter to their LoR writers. These forms instruct the writer how to get their letter into the ERAS system. LoR writers will need to create an AAMC Account in order to access the ERAS Portal.

LoR writers can delegate someone else to upload the LoR for them, however, Student Affairs personnel are prohibited by ERAS from uploading LoRs.
**ERAS LoR Process Overview - 2**

**LoR Author Name:** programs can see this field. You can enter your information in different ways:

a. Dr. Warren Hershman  
b. Warren Hershman, M.D.  
c. Dr. David Coleman/Dr. Warren Hershman

**LoR Author Title/Department:** programs can see this field. You can enter your information:

a. Department of Medicine  
b. Dept. Medicine/Dept. Radiology (if your letter writer has dual-appointments)  
c. Department of Medicine Recommendation Letter (for combined Coleman/Hershman letters)

**Specialty to which this letter will be assigned:** programs cannot see this field. This refers to the specialty you are applying to, not the letter-writer’s specialty. Thus, if you wanted 2 different letters from the same person, e.g., one for Anesthesiology and one for a Prelim year, you would enter that person’s name twice, with Anesthesiology for one Specialty field, and Prelim for the second Specialty field.
You can submit your ERAS application even if you don’t have all your letter-writers – you can add people later, even after you certify and submit your application.

You can assign a maximum of 4 letters to each residency program. You can obtain more than 4 letters, and assign different cohorts of 4 letters to different programs.

Once the LoR is uploaded, applicants can assign the letter to programs they would like to receive it. Once the LoR is assigned, applicants will not be able to de-assign the letter.
Additional Documents

MSPEs and BUSM transcripts will be scanned in by the Office of Student Affairs.
MSPEs are released by ERAS on October 1, 2016

All transcripts anticipated to be uploaded in early September.

You may request a second transcript at any time during the application process by submitting an Office of the Registrar request form.

You must upload your own photo. Please see our ERAS photo information:
MyERAS: Programs Tab

This is where you will select programs of interest, assign documents to programs, pay fees and apply to programs.

Note: The Document Assignments and Training Selection page will display a Letter ID column after LoR Author column. The Letter ID will help the applicant distinguish between letters with the same author when applying to programs.
Programs Sub-tabs

The right navigation of the Programs tab consists of the following links:

**Programs applied to**
Lists programs that have been applied to. Applicants can click on each program to view/edit document assignments.

**Invoice History**
Is a summarized history of all ERAS fees broken down by specialty and the USMLE/COMLEX-USA transcript fees.

**Assignments Report**
Displays training selections and documents that are currently assigned to both Selected and Applied to programs.

**Note:** Before certifying and submitting your application, be sure to review all sections for missing or incorrect information, misspelled words, or gaps. Use the Dashboard as another “final” check to review your application.
Applicants can search for programs by *Accreditation ID* (ACGME) or by *Specialty*. After successfully searching for participating programs, applicants may select a program, select tracks (categorical, preliminary, primary care, research), and assign supporting documents. The programs that are “grayed out” are not participating in ERAS this season.

**Note:** *D.O. applicants will be able to search for both ACGME and AOA programs; medical student are not able to apply for AOA (Osteopathic) programs.*

If a program is grayed out when searching programs, it means they are either not participating, no longer accepting applications, or closed. You should contact all programs directly regarding their participation status with ERAS.

You can select programs you are interested in and assign documents. These programs have not yet received your application. You may add or delete programs from the Programs Selected tab at your discretion. You may select programs and assign documents before you certify and submit your application.

When you select a program, you will be able to indicate what type of training you are interested in applying to and assign which documents the program should receive.

ERAS does not set program application deadlines or requirements. Individual programs set deadlines and requirements. You should contact programs directly for this information.
You must assign the Personal Statement, Letters of Recommendation, photo, and USMLE transcript to EACH program. Each document must be assigned individually – there is no procedure in ERAS to assign a document to all programs at once.

Before applying, contact your programs to let them know you are interested. If a program no longer is participating in ERAS, but hasn’t informed ERAS, you may inadvertently apply to a such a program, and ERAS does not give refunds.

Review your selected programs before applying – once you apply, you can’t delete a program.

Before applying, review your invoice – once you apply, no refunds will be given.

You will not be able to apply until September 6th, when transmission is opened by ERAS. You can select your programs now, and assign your documents.

After you apply to your programs, you can continue to send out applications.

If you decide to withdraw your application, ERAS will not refund your money.
BUSM/OSA Contact Information

- Office of Student Affairs
- 617-638-4166

- Susan Norris
- 617-638-4902
- norriss@bu.edu
ERAS Contact Information

Applicants
Email: myeras@aamc.org
Phone: 202-862-6264

Help Desk Hours of Operation
Monday-Friday
8 a.m. - 6 p.m. ET