

## A CHECKLIST OF THINGS TO DO IN FOURTH YEAR

### Spring 3<sup>rd</sup> Year

- Register for step 2CS NOW (see guidelines) - sign up EARLY - sites can book 12 months ahead
- Sign up for electives - PEP form, elective forms. NB electives in some competitive fields fill EARLY
- If you think there is going to be any additional paperwork needed for your medical license application (eg if you have anything more than a traffic ticket) start getting the paperwork together NOW

### Summer 4<sup>th</sup> Year

- Register for ERAS (registration is FREE - ideal mid-July; strategic deadline mid Oct)  
[www.aamc.org/students/eras/start.htm](http://www.aamc.org/students/eras/start.htm) with token you'll get in your email
- Register for NRMP (registration is \$40 - do it in Aug - deadline without late fee Dec 1)  
[www.nrmp.org](http://www.nrmp.org)
- Register for Step 2 CK (see guidelines) [www.usmle.org](http://www.usmle.org) Most programs want to see a score BEFORE ranking. This means taking it by mid-Dec for most students (Step 1 score <195 take it by mid Aug).
- Make a dean's letter appointment with *Dr Rogoff, Dr Peterson or Dr Ennis* (late June-Sept) [ALL MSPE's are written by Dr Rogoff – the appointment is for information]
- Write "initial paragraphs for dean's letter" and *email them to Dr Rogoff* (late June-Sept)
- If going into Internal Medicine or a field with an Internal Medicine prelim year, make appointment for Chairman's letter with *Drs Glew AND Finberg* (Aug-Sept). **NB: list as one of your LOR's**
- Print out ERAS requests for letters of recommendation and ask for them EARLY (ideal by mid Sept; letters are due to Judy Holewa by late Oct). It is the STUDENT'S responsibility to see that they get in on time and you may need to remind your letter-writers. Max # LOR's sent to any one program via ERAS = 4 INCL the Chair's letter if needed; more may be uploaded to/ held in ERAS system
- Answer ERAS questions and generate CV (ideal by Sept)
- Write personal statement, get it read by others (ideal by Sept)

### Fall 4<sup>th</sup> Year

- Sign up for ACLS/ BLS (sign-up on list in Student Affairs alcove. One session if you do it in a student slot or sign up for each course separately at [www.umassmed.edu/cme](http://www.umassmed.edu/cme) ONLY if you can't do a student slot)
- If you might be in the top half of the class, print out ERAS CV and send to Student Affairs in case you are nominated for AOA (mid Sept)
- Get a 2.5x3.5 or 3x4 color photo with a light-colored background and send to Judy Holewa for ERAS application (mid Oct) Can be sent as a JPG attachment formatted to max 3x4 @300 dpi
- Sign a release for transcript to be uploaded to ERAS (registrar's office; mid Oct)
- Complete ERAS application, certify it and APPLY (earliest = just after labor day; ideal = mid Sept; absolute deadlines vary by program, most are btw Nov 1 and Dec 1)
- Proofread MSPE/ dean's letter (late Oct)

### Winter 4<sup>th</sup> Year

- Interviews (Nov, Dec or Jan - rarely even Oct or Feb)
- File Rank list (Feb)
- Submit yearbook half-page (by Match day - third Thursday in March)

### Spring 4<sup>th</sup> Year

- Check on the rules for the state where you matched and apply for a temporary/ training medical license as soon as you can (March-May)
- Make sure the name on your transcript (registrar) and graduation program/ diploma (Student Affairs) all match (April)
- Return pager to Judy Holewa (May or when you finish your last rotation in the area)
- Order Regalia/ request extra graduation tickets (Student Affairs - early May)
- Clean up any traffic tickets, library fines etc (by end of May)
- Certify for graduation (registrar - week before graduation)
- Transition to Internship course
- Graduation week activities and GRADUATE! CELEBRATE!