

A CHECKLIST OF THINGS TO DO IN FOURTH YEAR

Spring 3rd 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, get on waiting lists for external electives.
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) see Dr Rogoff and start getting the paperwork together NOW

Summer 4th Year

- Register for ERAS (Electronic Residency APPLICATION service - registration is FREE. You'll receive your ERAS token by email in late June / early July. You can register your token with ERAS on July 1. Strategic deadline to have ERAS application and supporting documentation submitted is mid September. www.aamc.org/students/eras/start.htm -
- Register for NRMP (National Residency MATCH program - registration is \$50 – Opens 9/1. deadline without late fee November 30) www.nrmp.org
- Register for Step 2 CK (see guidelines) 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 <200 take it by mid Aug).
- Make a 4th year review appointment [appointment is for information]. Call Student Affairs to schedule the appointment for June, July or Aug. ALL MSPE's are compiled by Dr Rogoff.
- Write "initial paragraphs for MSPE" and *email them to Dr Rogoff* (late May-Aug)
- 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* (June, July or August). **NB: Create a slot for the Chair letter in ERAS. It counts as one of your 4 LORs attached to the Program.**
- Print out ERAS requests for letters of recommendation and ask for them EARLY. LORs are due to Judy Holewa by mid Sept. It is the STUDENT'S responsibility to see that LORs arrive in Student Affairs. Can track through ADTS in ERAS. 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 (submit by mid-Sept)
- Write personal statement, get it read by others (submit by mid-Sept)

Fall 4th Year

- Sign up for ACLS/ BLS (sign-up is online at <http://www.umassmed.edu/cme/courses>).
- Email a professional-looking photo (jpg) to Judy Holewa for ERAS application (before mid-Sept)
- Sign a release for transcript to be uploaded to ERAS (registrar's office; early - mid Sept)
- Complete ERAS application, certify it and APPLY (early - mid Sept; check for program deadlines)
- Proofread MSPE (late Sept)

Winter 4th Year

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

Spring 4th 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 Deb Leger (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!