



Main Residency Match® Medical School Checklist

REGISTRATION

Match opens: September 15, 2017 at 12:00 p.m. ET

- Register for the Match.** Users must not share their username and password.
 - **New School Official/Administrator:** Create your individual account in the Registration, Ranking, and Results® (R3®) system using the token link sent by email when the Match opens.
 - **Returning School Official/Administrator:** When the Match opens, log in to the R3 system by entering your username and password.
- Set a school administrator.** If desired, school officials can contact the NRMP to assign a school administrator to assist with the matching process. The administrator must create an individual account. It is a Match violation if the administrator uses the school official's log in credentials to access the R3 system.
- Remind students to register for the Match.** Students must register with both NRMP and ERAS® to use the services of each. Standard registration for the Match is available September 15 - November 30 for the \$80 registration fee; after November 30, an additional \$50 late registration fee will be charged.
- Share [The Match Process](#) and [How the Matching Algorithm Works](#)** videos with students for an overview of the Matching Program, and encourage them to review the applicant resources on www.nrmp.org under "Residency".
- View medical school resources** on www.nrmp.org under "Residency".
- Like and follow the NRMP** on Facebook, Twitter, or LinkedIn for reminders and updates. Use #Match2018 in social media posts and follow the conversation on [Tagboard](#).
- Track the registration and participation of allopathic students by [uploading rising seniors](#).** Functionality to upload the student list begins at 12:00 p.m. ET on October 1. (*U.S. allopathic schools only*)
- Remind students to enter their NRMP ID in their MyERAS personal information section.** Students can send the ERAS application without an NRMP ID, but they should log back in to ERAS to provide it so programs can find them easily during the ranking process.

CREDENTIALS VERIFICATION & RANKING

Rank order list entry and credentials verification begins: January 15, 2018 at 12:00 p.m. ET

- Begin [verifying student/graduate graduation credentials](#).** Students who will not be eligible to enter graduate medical education on July 1, 2018 must be withdrawn from the Match by the Rank Order List Certification Deadline.
Deadline to verify graduation credentials: February 21, 2018 at 9:00 p.m. ET
- Advise students on creating their rank order list (ROL).** Students should rank programs in order of their TRUE PREFERENCE, not where they think they will match.
Rank Order List Certification Deadline: February 21, 2018 at 9:00 p.m. ET

- **Learn about the [Supplemental Offer and Acceptance Program](#)[®] (SOAP[®])** and join the Match Week and SOAP Listserv.
- **Encourage the school's communications department to join NRMP's communications staff email list** to receive Match Week press releases and data. Email media@nrmp.org with their name, institution, and email address.
- **[Verify SOAP eligibility for students/graduates](#)**. SOAP eligibility verification begins **Monday, March 5, at 8:00 a.m. ET**. Students who will not be eligible to enter graduate medical education on July 1, 2018, must be marked not eligible for SOAP.
SOAP eligibility verification deadline: Wednesday, March 7, 2018 at 5:00 p.m. ET

RESULTS

Match Week: March 12-16, 2018

- **Review the school's Match results and assist unmatched students through the SOAP process.** *Unmatched Applicants* report will be available on Monday, March 12, at 10:30 a.m. ET. The report is embargoed until 11:00 a.m. ET, when your students find out if they matched.
- **Monitor unmatched students' activity in SOAP** by viewing the *SOAP Schools* report in the R3 system. The report is available beginning at 12:00 p.m. on Wednesday, March 14.
- **Prepare Match Day letters.** *Match Results for Seniors/Graduates* report and Match Day letters will be accessible in the R3 system on Thursday, March 15, at 8:00 a.m. ET. The information cannot be shared.
- **Celebrate Match Day!** Match Day is Friday, March 16. Schools may release results at Match Day ceremonies beginning at 12:00 p.m. ET. Results are available to students in the R3 system and by email at 1:00 p.m. ET.
- **Print Match reports.** The Match will close in the R3 system on June 30, 2018 at 11:59 p.m. ET and Match reports no longer will be available.