

# Supplemental Offer and Acceptance Program® (SOAP®): Creating a Preference List

Main Residency Match

Users:

Program Directors (PDs)

Program Coordinators (PCs)

Institutional Administrators (IAs)

Institutional Administrators (IOs)



## Supplemental Offer and Acceptance Program (SOAP) Guiding Principles:

- Applicants express preferences by applying to programs using the application service designated by the program.
- Participating programs must offer positions only through SOAP.
  - Program staff may initiate contact with SOAP-eligible applicants or their representatives only after receiving their application.
  - Program directors are prohibited from asking applicants to indicate whether they will accept an offer if one is extended through SOAP.
- Programs cannot make offers outside SOAP until after SOAP concludes.
  - Positions cannot be offered to SOAP-ineligible applicants.
  - Programs cannot create positions for partially-matched applicants until SOAP concludes.

## Preference Lists:

- Unfilled programs create preference lists in the Registration, Ranking, and Results® (R3®) system. A preference list is a list of the applicants to whom a program wants to offer a position, in preference order.
  - Applicants can receive multiple offers in any round.
  - The R3 system offers positions to applicants during each round in order of a program's preference list and according to the number of unfilled positions remaining in the program.
    - For example, if the program has two unfilled positions, only two offers will be sent during the round even if the preference list contains four applicants. If one position is filled during the round, only one offer will be extended in the next round.
  - Offers are **not** made on a rolling basis. Offers rejected by applicants are **NOT** immediately issued to the next available applicant on the program's preference list. Offers are sent only at the start of each SOAP round and applicants have until the conclusion of the round to accept or reject offers.
  - Preference lists can be created with more applicants than remaining unfilled positions and can be modified before each round. Some applicants may become unavailable after accepting other offers, so preference lists should be monitored during SOAP offer rounds.
  - Positions offered and accepted during SOAP establish a binding commitment enforced by the Match Participation Agreement.



A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round. Institutional officials, institutional administrators, program directors, and program coordinators can enter preference lists. However, program coordinators are prohibited from certifying or uncertifying preference lists.

- 1 Open [r3.nrmp.org](https://r3.nrmp.org) to access the Registration, Ranking, and Results (R3®) system.

THE MATCH  
NATIONAL RESIDENT MATCHING PROGRAM®

United States – Registration, Ranking, and Results ®(R3 ®)

Returning Users \* Req

Applicants and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current Match, enter them here.

Applicants with login credentials from a previous Match must register for each new Match in which you plan to participate. Select the appropriate "Register" option to proceed.

\* Username:  ?

\* Password:  ?

[I forgot my Username or Password](#)

Login ▶

- 2 Enter the **Username** and **Password** and click **Login**.

THE MATCH  
NATIONAL RESIDENT MATCHING PROGRAM®

United States – Registration, Ranking, and Results ®(R3 ®)

Returning Users \* Req

Applicants and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current Match, enter them here.

Applicants with login credentials from a previous Match must register for each new Match in which you plan to participate. Select the appropriate "Register" option to proceed.

\* Username:  ?

\* Password:  ?

[I forgot my Username or Password](#)

Login ▶

3

If your institution or program participates in more than one Match, the role and Match combinations for your account are displayed. Click on your **Role & Institution Name** for the Main Residency Match.

You currently have the capability to act in 2 role/match combinations as listed below. [?](#)

Click on your Role & Institution or School Name link for the Match you would like to manage.

Main Match

| Match                | Match Status <a href="#">?</a> | Your Role & Institution Name | City |
|----------------------|--------------------------------|------------------------------|------|
| Main Residency Match | RESULTS                        | Prog Director                |      |

Fellowship Matches

| Match            | Match Status | Your Role & Institution Name | City    |
|------------------|--------------|------------------------------|---------|
| Thoracic Surgery | RANKING      | Prog Director                | Margate |

4

The Match Home Page displays. At the published time during Match Week, your program's fill status will display.

The programs for which you are registered will display, along with program details.

If the program participated in the Match, the status will display as FILLED or UNFILLED and identify the specific number of unfilled positions in each program.

**THE MATCH**  
NATIONAL RESIDENT MATCHING PROGRAM

Home Switch Options SOAP

United States - Registration, Ranking, and Results ©(R3) - 2024 Main Residency Match

Match Home Page

Institution: \_\_\_\_\_ Match Year: \_\_\_\_\_

Role: Program Director

Username: \_\_\_\_\_

You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.

| Program Description | NRMP Program Code | Reversions | Program Status | Did My Program Fill? | Post Match Quota | Filled in Match | Original Unfilled | SOAP |
|---------------------|-------------------|------------|----------------|----------------------|------------------|-----------------|-------------------|------|
| Family Medicine     | 120C0             | DO R0      | CERTIFIED      | UNFILLED             | 6                | 2               | 4                 | Yes  |

5 Click **SOAP** and then **SOAP Programs**.

The screenshot shows the top navigation bar of The Match website. The 'SOAP' menu item is highlighted with a red box. A dropdown menu is open, showing 'Unfilled Programs' and 'SOAP Programs', with 'SOAP Programs' highlighted by a red circle. Below the navigation bar, there is a search area with fields for Institution, Match Year, Role (Program Director), and Username. A message states: 'You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.' Below this is a table of SOAP programs.

| Program Description | NRMP Program Code | Reversions | Program Status | Did My Program Fill? | Post Match Quota | Filled in Match | Original Unfilled | SOAP |
|---------------------|-------------------|------------|----------------|----------------------|------------------|-----------------|-------------------|------|
| Family Medicine     | 120C0             | 00 R0      | CERTIFIED      | UNFILLED             | 6                | 2               | 4                 | Yes  |

6 The SOAP Programs page displays. Your participating SOAP programs are listed. The **SOAP Status** column identifies the fill status and number of unfilled positions in each program. Click the **View/Edit** link in the Preference List column to create a preference list for the program.

The screenshot shows the SOAP Programs page. The top navigation bar has 'SOAP' selected. Below the navigation bar, there is a search area with fields for Institution, Match Year, Role (Program Director), Username, NRMP Institution Code, and ACGME Inst Code. The Institution Status is shown as 'ACTIVE'. A message states: 'You have 0 certified programs and 1 uncertified programs. Click any program to select it.' Below this is a table titled 'Programs List'.

| Program Name          | SOAP Status  | Certification Status | Preference List |
|-----------------------|--------------|----------------------|-----------------|
| 120C0 Family Medicine | Unfilled (3) | Not Certified        | View/Edit       |

7

The program you selected will be highlighted in blue.  
The **Preference List** section for that program displays at the bottom of the screen.  
Click **Search SOAP Applicants**.

SOAP Programs

Institution: \_\_\_\_\_ Match Year: \_\_\_\_\_  
Role: Program Director NRMP Institution Code: \_\_\_\_\_  
Username: \_\_\_\_\_ ACGME Inst Code: \_\_\_\_\_  
Institution Status: ACTIVE

[Certify List](#)

You have 0 certified programs and 1 uncertified programs. Click any program to select it.

| Programs List |              |                      |                           |  |
|---------------|--------------|----------------------|---------------------------|--|
| Program Name  | SOAP Status  | Certification Status | Preference List           |  |
|               | Unfilled (3) | Not Certified        | <a href="#">View/Edit</a> |  |

**List must be CERTIFIED to be active for the next round.**  
The list must be certified by \_\_\_\_\_ to participate in the next round.

[Search SOAP Applicants](#)

**Preference List**

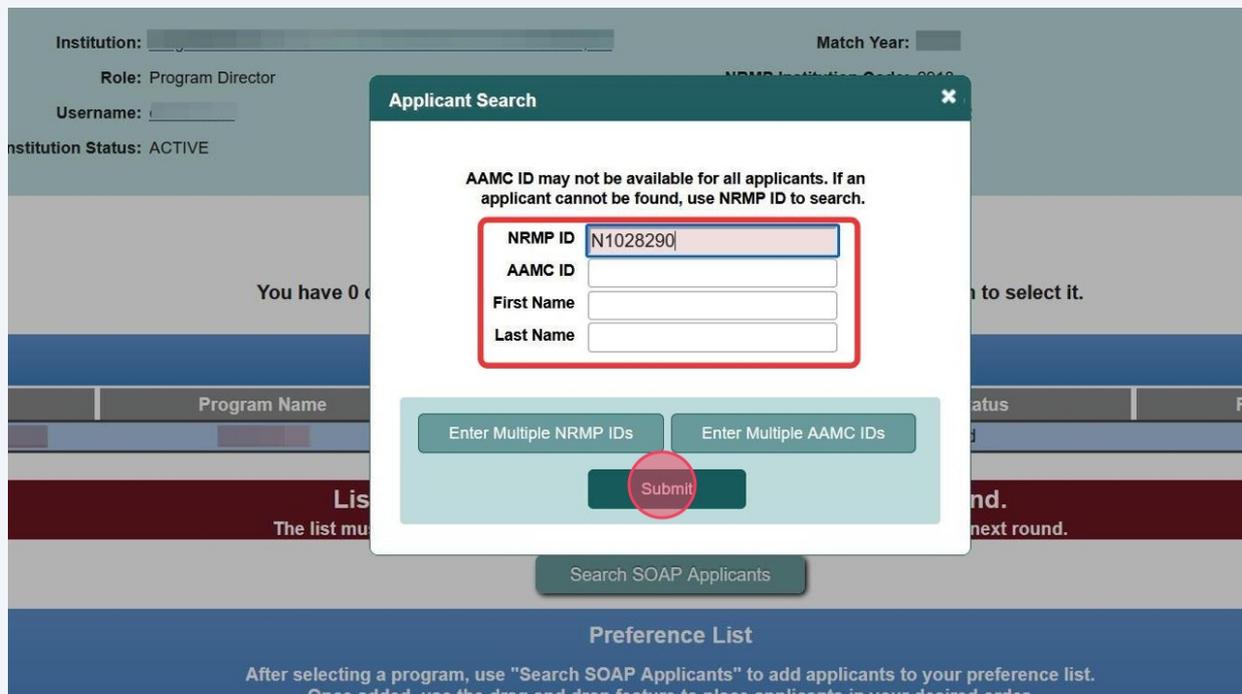
After selecting a program, use "Search SOAP Applicants" to add applicants to your preference list.  
Once added, use the drag and drop feature to place applicants in your desired order.  
AAMC ID may not be available for all applicants.  
You must Certify your list to participate in the next round.

| Rank | NRMP ID | AAMC ID | Name | School | Offer Status | Round No. |
|------|---------|---------|------|--------|--------------|-----------|
|------|---------|---------|------|--------|--------------|-----------|

## Search for a Single Applicant

8

The **Applicant Search** pop-up displays. Enter the **NRMP ID** (or **AAMC ID** or **Name**) into the appropriate field and click **Submit**.



The screenshot shows a web interface with a pop-up window titled "Applicant Search". The pop-up contains the following text and fields:

AAMC ID may not be available for all applicants. If an applicant cannot be found, use NRMP ID to search.

NRMP ID

AAMC ID

First Name

Last Name

Buttons: Enter Multiple NRMP IDs, Enter Multiple AAMC IDs, Submit

Background text: Institution: \_\_\_\_\_ Match Year: \_\_\_\_\_ Role: Program Director NRMP Institution Code: 9919 Username: \_\_\_\_\_ Institution Status: ACTIVE You have 0 c... to select it. Program Name status P... Lis... The list mu... nd. next round. Search SOAP Applicants Preference List After selecting a program, use "Search SOAP Applicants" to add applicants to your preference list. Once added, use the drag and drop feature to place applicants in your desired order.



AAMC ID may not be available for all applicants. If an applicant cannot be found, use NRMP ID to search.

Only SOAP-eligible applicants will be returned in search results.

9 The **Applicant Search Results** pop-up displays your search results.

To add the applicant to your preference list, click the **checkbox** next to the NRMP ID and then click **Add to Preference List**.

Click **Back to Search**:

- If the applicant is not listed in the results, o
- To conduct another search

Select the applicants you wish to add to your preference list by clicking the checkmarks and then Add to Preference List. Applicants who are ineligible for your program, who have accepted other offers, or who have already been added to your Preference List are grayed out.

AAMC ID may not be available for all applicants. If an applicant cannot be found, use NRMP ID to search.

Hide unavailable applicants

| <input type="checkbox"/> | NRMP ID  | AAMC ID  | Name             | School  |
|--------------------------|----------|----------|------------------|---|
| <input type="checkbox"/> | N1028290 | 14733565 | Dough, Pillsbury | National School of Medicine and Health Sciences - Test School |

Back to Search    Add to Preference List



If you have entered only a last name as search criteria, you may need to use the scroll bar to view all applicants in the **Applicant Search Results**.

Applicants who are grayed out are unavailable to be placed on a preference list because they are ineligible for your program type (e.g., your program is preliminary but the applicant already has a concurrent year match commitment) or they accepted a position in another program during SOAP offer rounds.

Click **Hide unavailable applicants** to hide the applicants who are unavailable to accept a SOAP offer in your program.

10 The applicant is added to your preference list on the **SOAP Programs** page.

As you select additional applicants, they are added to the bottom of your preference list. The **Rank** column identifies the current order of the applicants.

To change the rank order of the applicants, click and hold the icon in the **Drag & Drop** column and drag the applicant to the position you prefer.

**SOAP Programs**

Institution:  Match Year:   
Role: Program Director NRMP Institution Code:   
Username:  ACGME Inst Code:   
Institution Status: ACTIVE

[Certify List](#)

You have 0 certified programs and 1 uncertified programs. Click any program to select it.

| Programs List |              |                      |                           |  |
|---------------|--------------|----------------------|---------------------------|--|
| Program Name  | SOAP Status  | Certification Status | Preference List           |  |
|               | Unfilled (3) | Not Certified        | <a href="#">View/Edit</a> |  |

**List must be CERTIFIED to be active for the next round.**  
The list must be certified by  EST to participate in the next round.

[Search SOAP Applicants](#)

**Preference List**

After selecting a program, use "Search SOAP Applicants" to add applicants to your preference list.  
Once added, use the drag and drop feature to place applicants in your desired order.  
AAMC ID may not be available for all applicants.  
You must Certify your list to participate in the next round.

| Rank | NRMP ID | AAMC ID  | Name     | School          | Offer Status  | Round No. |                        |
|------|---------|----------|----------|-----------------|---|-----------|------------------------|
|      | 1       | N1028290 | 14733565 | Pillsbury Dough | National School of Medicine and Health Sciences - Test School | Available | <a href="#">Delete</a> |



A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round. Go to the Certify the Preference List section in this guide for instructions.

# Search for Multiple Applicants

- 11 Click **Search SOAP Applicants** from the **SOAP Programs** page.

**Certify List**

You have 0 certified programs and 1 uncertified programs. Click any program to select it.

| Programs List |              |                      |              |            |
|---------------|--------------|----------------------|--------------|------------|
| Program Name  | SOAP Status  | Certification Status | Offer Status | Preference |
|               | Unfilled (3) | Not Certified        |              |            |

**List must be CERTIFIED to be active for the next round.**  
The list must be certified by [ ] to participate in the next round.

**Search SOAP Applicants**

**Preference List**

After selecting a program, use "Search SOAP Applicants" to add applicants to your preference list.  
Once added, use the drag and drop feature to place applicants in your desired order.  
AAMC ID may not be available for all applicants.  
You must Certify your list to participate in the next round.

| NRMP ID  | AAMC ID  | Name            | School  | Offer Status |
|----------|----------|-----------------|---|--------------|
| N1028290 | 14733565 | Pillsbury Dough | National School of Medicine and Health Sciences - Test School | Available    |

- 12 The **Applicant Search** pop-up displays.

Click **Enter Multiple NRMP IDs** or **Enter Multiple AAMC IDs**.

**Applicant Search**

AAMC ID may not be available for all applicants. If an applicant cannot be found, use NRMP ID to search.

NRMP ID

AAMC ID

First Name

Last Name

**Enter Multiple NRMP IDs** **Enter Multiple AAMC IDs**

**Submit**

13

The Search by **Multiple NRMP IDs** (or AAMC IDs, depending on which option you selected) pop-up displays.

Enter multiple **NRMP IDs** (or AAMC IDs, depending on which option you selected) into the field, separated by commas. Click the small up and down arrows to scroll through multiple IDs entered. Click **Submit**.

To search for a single applicant, click **Enter Single Search Criteria** and follow the steps earlier in this guide.

The screenshot displays a user interface for a medical residency application system. At the top, user information is shown: Institution: Rutgers-R W Johnson Medical School-NJ - New Brunswick, NJ; Match Year: 2024; Role: Program Director; NRMP Institution Code: 2918; Username: devulmehta; ACGME Inst Code: 339672; and Institution Status: ACTIVE. A modal window titled "Search by Multiple NRMP IDs" is open, featuring a text input field containing "NRMP ID: N1003262,N1025480". Below the field is the instruction "Enter a list of ID numbers separated by commas." Two buttons are visible: "Enter Single Search Criteria" and "Submit", with the "Submit" button highlighted by a red circle. Below the modal, a dark red banner states "List must be CERTIFIED to be active for the next round." and "The list must be certified by [ ] to participate in the next round." Below this is a "Search SOAP Applicants" button. At the bottom, a blue banner titled "Preference List" contains the text "After selecting a program, use 'Search SOAP Applicants' to add applicants to your preference list."

## 14 The **Applicant Search Results** pop-up displays your search results.

To add the applicants to your preference list, click the checkbox next to each applicant and then click **Add to Preference List**.

Click **Back to Search**:

- If the applicants are not listed in the results, o
- To conduct another search

SOAP Programs

Institution:

Role: Program

Username:

Institution Status: ACTIVE

### Applicant Search Results

Select the applicants you wish to add to your preference list by clicking the checkmarks and then Add to Preference List. Applicants who are ineligible for your program, who have accepted other offers, or who have already been added to your Preference List are grayed out.

AAMC ID may not be available for all applicants. If an applicant cannot be found, use NRMP ID to search.

[Hide unavailable applicants](#)

| <input checked="" type="checkbox"/> | NRMP ID  | AAMC ID  | Name | School                          |
|-------------------------------------|----------|----------|------|---------------------------------|
| <input checked="" type="checkbox"/> | N1003262 | 14768095 |      | College of Osteopathic Medicine |
| <input checked="" type="checkbox"/> | N1025480 | 15909998 |      | College of Osteopathic Medicine |

[Back to Search](#) [Add to Preference List](#)

After selecting a program, use "Search SOAP Applicants" to add applicants to your preference list. Once added, use the drag and drop feature to place applicants in your desired order. AAMC ID may not be available for all applicants. You must Certify your list to participate in the next round.

| Rank | NRMP ID  | AAMC ID  | Name            | School  | Offer Status | Round No. |                        |
|------|----------|----------|-----------------|---|--------------|-----------|------------------------|
| 1    | N1028290 | 14733565 | Pillsbury Dough | National School of Medicine and Health Sciences - Test School | Available    |           | <a href="#">Delete</a> |

15

All selected applicants are added to the bottom of your preference list on the **SOAP Programs** page. The **Rank** column identifies the current order of the applicants listed.

To change the rank order of the applicants, click and hold the icon in the **Drag & Drop** column and drag the applicant to the position you prefer. Click Delete to delete an applicant from the Preference List (not shown).

**Programs List**

|  | Program Name     | SOAP Status  | Certification Status |
|--|------------------|--------------|----------------------|
|  | Family Medicine/ | Unfilled (3) | Not Certified        |

**List must be CERTIFIED to be active for the next round.**  
 The list must be certified by \_\_\_\_\_ to participate in the next round.

**Preference List**

After selecting a program, use "Search SOAP Applicants" to add applicants to your preference list  
 Once added, use the drag and drop feature to place applicants in your desired order.  
 AAMC ID may not be available for all applicants.  
 You must Certify your list to participate in the next round.

|   | Rank | NRMP ID  | AAMC ID  | Name            | School  |
|---|------|----------|----------|-----------------|---|
| ☰ | 1    | N1028290 | 14733565 | Pillsbury Dough | National School of Medicine and Health Sciences - Test School |
| ☰ | 2    | N1007392 | 14520900 |                 | College of Osteopathic Medicine                               |
| ☰ | 3    | N1003262 | 14768095 |                 | College of Osteopathic Medicine                               |



Preference lists can be created with many more applicants than the number of remaining unfilled positions. Programs should add more applicants than unfilled positions to avoid adding to your preference list between rounds. Some applicants may become unavailable after accepting other offers, so preference lists should be monitored during SOAP offer rounds and more applicants added as necessary.

# Certify the Preference List



A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round.

Changes can be made to your list after it has been certified. However, once edited, the new version must be certified before a round begins.

Program coordinators are prohibited from certifying or uncertifying preference lists.

**16** Click **Certify List** located above the Programs List.

SOAP Programs

Institution:  Match Year:

Role: Program Director NRMP Institution Code:

Username:  ACGME Inst Code:

Institution Status: ACTIVE



You have 0 certified programs and 1 uncertified programs. Click any program to select it.

Programs List

|  | Program Name | SOAP Status  | Certification Status | Preference List           |
|--|--------------|--------------|----------------------|---------------------------|
|  |              | Unfilled (3) | Not Certified        | <a href="#">View/Edit</a> |

**List must be CERTIFIED to be active for the next round.**

The list must be certified by  to participate in the next round.

**Preference List**

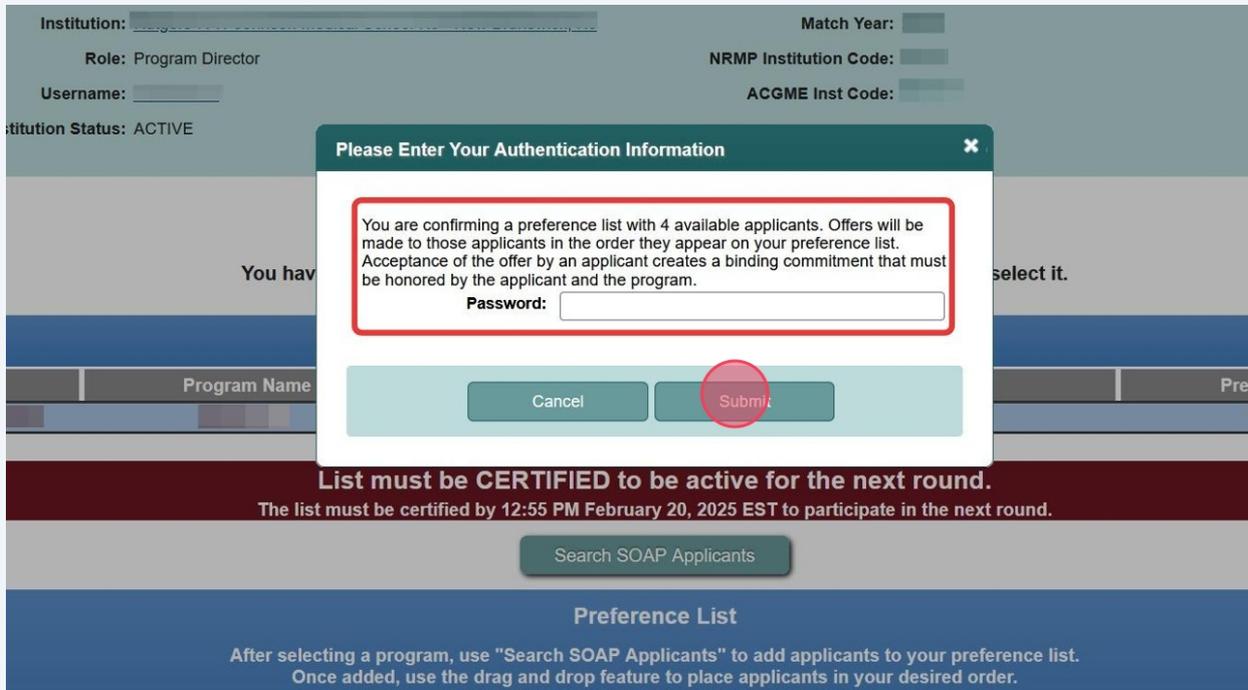
After selecting a program, use "Search SOAP Applicants" to add applicants to your preference list. Once added, use the drag and drop feature to place applicants in your desired order. AAMC ID may not be available for all applicants. You must Certify your list to participate in the next round.

|   | Rank | NRMP ID  | AAMC ID  | Name            | School  | Offer Status | Round No. |                        |
|---|------|----------|----------|-----------------|---|--------------|-----------|------------------------|
| ☰ | 1    | N1028290 | 14733565 | Pillsbury Dough | National School of Medicine and Health Sciences - Test School | Available    |           | <a href="#">Delete</a> |

**17** The **Please Enter Your Authentication Information** pop-up displays.

Enter your password in the **Password** field.

- Click **Cancel** to review the preference list before certifying.
- Click **Submit** to certify the preference list.



18

The green box indicates certification is complete and the preference list is ready to be used. The certification status column displays **“Certified.”**

If needed, click **Uncertify List** to make changes to your preference list before the next SOAP offer round. If changes are made, the program director must certify the list at least 5 minutes prior to the start of the SOAP offer round.

The screenshot shows the user interface of The Match National Resident Matching Program. At the top, the logo "THE MATCH NATIONAL RESIDENT MATCHING PROGRAM" is visible. The navigation bar includes "Home", "Switch", "Options", and "SOAP". The user's role is identified as "Program Director".

Below the navigation, there are fields for "NRMP Institution Code" and "ACGME Inst Code". A green box highlights the "Uncertify List" button. Below this button, a message states: "You have 1 certified programs and 0 uncertified programs. Click any program to select it."

The "Programs List" table is shown below:

| Program Name | SOAP Status  | Certification Status | Preference List           |
|--------------|--------------|----------------------|---------------------------|
|              | Unfilled (3) | Certified            | <a href="#">View/Edit</a> |

A red arrow points to a green banner that reads: "List is CERTIFIED and ready for the next round. To make changes, uncertify the list."

Below the banner is the "Preference List" section, which includes instructions: "After selecting a program, use 'Search SOAP Applicants' to add applicants to your preference list. Once added, use the drag and drop feature to place applicants in your desired order. AAMC ID may not be available for all applicants. You must Certify your list to participate in the next round."

The preference list table is as follows:

| Rank | NRMP ID  | AAMC ID  | Name            | School  | Offer Status | Round No. |
|------|----------|----------|-----------------|---|--------------|-----------|
| 1    | N1028290 | 14733565 | Pillsbury Dough | National School of Medicine and Health Sciences - Test School | Available    |           |
| 2    | N1007392 | 14520900 |                 | College of Osteopathic Medicine                               | Available    |           |
| 3    | N1003262 | 14768095 |                 | College of Osteopathic Medicine                               | Available    |           |
| 4    | N1025480 | 15909998 |                 |   | Available    |           |