



## Couples: Viewing & Certifying Rank Order Lists



Users:

- Fellowship Match Applicants

The screenshot shows the 'View Partner's ROL' page on the THE MATCH website. The page header includes the logo and navigation tabs for 'My Rank Order List' and 'View Partner's ROL'. A 'Print Partner's List' button is visible. The main content area displays the partner's name and ID, followed by a table of their rank order list.

Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code
1	<a href="#">National Medical Center-Test-DC - Pulmonary/Critical Care</a>	ACTIVE	1000156F0	1568767898
2	<a href="#">Secondary Test Institution-DC - Pulmonary/Critical Care</a>	ACTIVE	1894156F0	1567422889
3	<a href="#">Capitol University Hospital-DC - Pulmonary/Critical Care</a>	ACTIVE	1802156F0	1561544165
4	<a href="#">Secondary Test Institution-DC - Pulmonary/Critical Care</a>	ACTIVE	1894156F0	1567422889
5	<a href="#">National Medical Center-Test-DC - Pulmonary/Critical Care</a>	ACTIVE	1000156F0	1568767898
6	<a href="#">Capitol University Hospital-DC - Pulmonary/Critical Care</a>	ACTIVE	1802156F0	1561544165
7	<a href="#">National Medical Center-Test-DC - Pulmonary/Critical Care</a>	ACTIVE	1000156F0	1568767898

**Note: This *Viewing and Certifying Rank Order Lists (Couples)* guide explains how to complete this task using a mobile device. The menu options are the same whether using a mobile device or desktop.**

### **Guidelines for Participating in the Match as a Couple:**

- Both partners must be participating in the same Match and each partner must pay the current couple fee. If the partners later decide not to participate as a couple, the fee is not refundable.
- The matching algorithm treats the rank order lists of a couple as paired ranks. If all ranks are exhausted and the couple does not obtain a match, the algorithm does NOT process their rank order lists separately.
- The partners must have the same number of ranks on their rank order lists.
- A program can be ranked multiple times on each partner's rank order list in order to create as many rank combinations as possible; however, pairs cannot be duplicated. If duplicate pairs are identified in the R3 system when the rank order lists are certified, the rank order lists of both partners must be edited to remove the duplicate pairs. The rank order lists must be re-certified before the Rank Order List Deadline.
- The R3 system allows couples to compare their rank order lists, however, the NRMP recommends creating lists in a spreadsheet prior to entering each rank order list in R3 to ensure the lists do not contain duplicate pairs.
- Couples have the option to rank a "No Match" code. The No Match code is entered by one partner and means that, if the other partner can be matched at that rank, the partner ranking the No Match code will not match. The No Match code for fellowship programs is 888888888. Pairs of ranks using the No Match code should be placed at the bottom of the rank order list so that both partners have the best chance of matching to programs.
- The partners must have the same number of ranks on their primary rank order lists, and each partner can submit no more than 300 ranks.
- Each partner can create a rank order list that includes up to 20 unique programs without incurring extra rank fees. Even if a program is listed multiple times, it counts as only one unique program. The No Match program code counts as one of the 20 unique programs.
- For each partner's rank order list with 100 or more ranks, there is an additional, graduated charge based on the length of the rank order list. See the NRMP website for current additional fees.
- Once rank order lists are ready to be certified, one partner must certify a list before the other partner. Do not certify lists at the same time. Certifying lists at the same time prevents the R3 system from verifying the number of ranks on each partner's list.

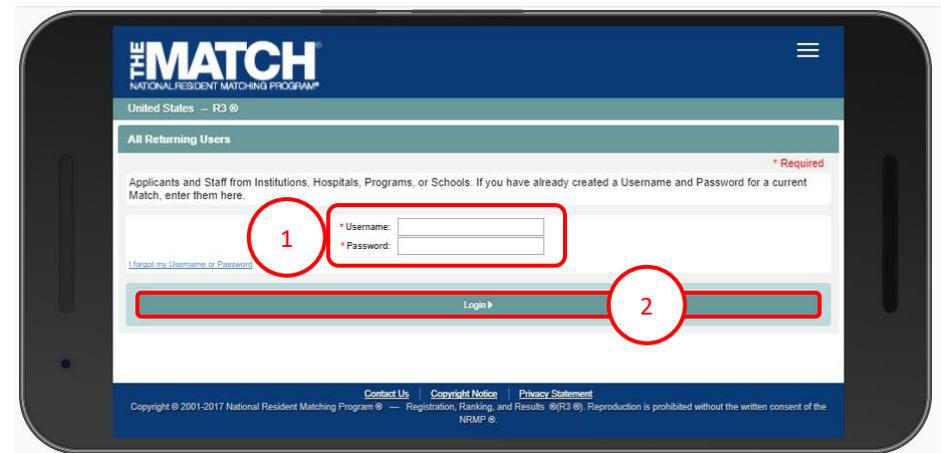
### Related Guides for Couples and Rank Order Lists:

Prior to certifying your rank order list, you must couple in the Registration, Ranking, and Results (R3®) system.

- Refer to the **Applicant Coupling** guide to establish the couple relationship with your partner.
- Refer to the **Entering and Certifying a Rank Order List (SMS)** guide for those steps.

### Login:

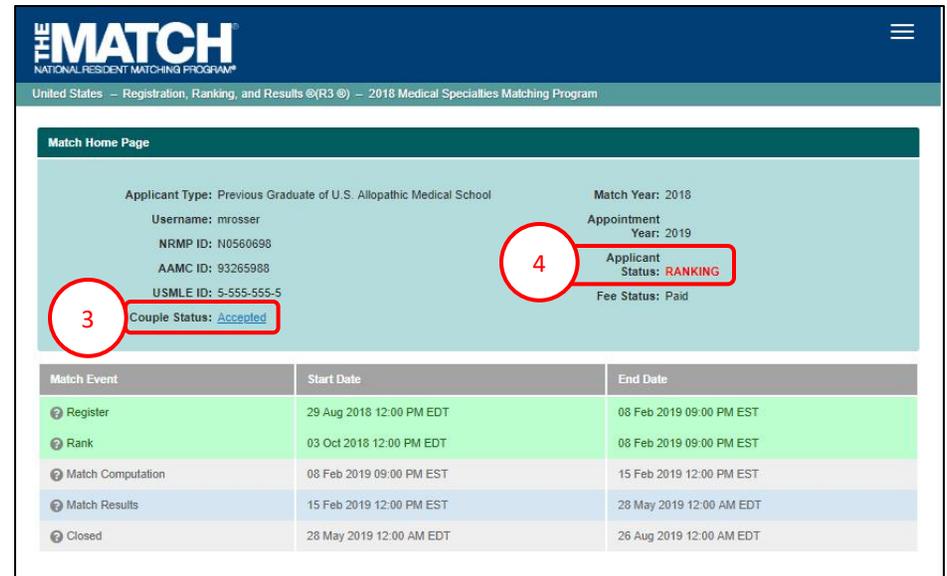
1. Enter the **Username** and **Password** you created for accessing the R3® system.
2. Click **Login**.



## Partner A – View Partner’s Rank Order List:

The **Match Home Page** displays for your registered Match.

3. Note the Couple Status is **Accepted**.
4. Note the Applicant Status is **RANKING**.



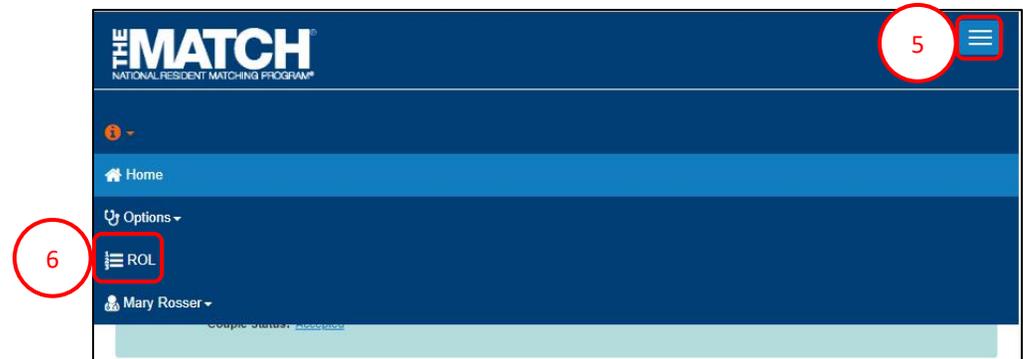
The screenshot shows the Match Home Page for a user named mrosser. The page displays applicant information and a table of match events. Red circles and boxes highlight specific details: 'Accepted' for Couple Status, 'RANKING' for Applicant Status, and the Match Year 2019.

Applicant Type: Previous Graduate of U.S. Allopathic Medical School  
Username: mrosser  
NRMP ID: N0560698  
AAMC ID: 93265988  
USMLE ID: 5-555-555-5

Match Year: 2018  
Appointment Year: 2019  
Applicant Status: **RANKING**  
Fee Status: Paid

Match Event	Start Date	End Date
Register	29 Aug 2018 12:00 PM EDT	08 Feb 2019 09:00 PM EST
Rank	03 Oct 2018 12:00 PM EDT	08 Feb 2019 09:00 PM EST
Match Computation	08 Feb 2019 09:00 PM EST	15 Feb 2019 12:00 PM EST
Match Results	15 Feb 2019 12:00 PM EST	28 May 2019 12:00 AM EDT
Closed	28 May 2019 12:00 AM EDT	26 Aug 2019 12:00 AM EDT

5. Click the **Menu** in the top right corner.
6. Click **ROL**.



The screenshot shows the Match navigation menu. The 'Menu' icon in the top right corner is circled in red. The 'ROL' option in the menu is also circled in red.

Menu options: Home, Options, **ROL**, Mary Rosser

The **Applicant Rank Order List** page displays. Scroll to view your rank order list.

7. Click the **View Partner's ROL** tab.

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**Applicant Rank Order List**

Applicant Type: Previous Graduate of U.S. Allopathic Medical School      Match Year: 2018  
 Username: mrosser      Appointment Year: 2019  
 NRMP ID: N0560698  
 AAMC ID: 93265988      Applicant Status: **RANKING**  
 USMLE ID: 5-555-555-5      Fee Status: Paid  
 Couple Status: [Accepted](#)

My Rank Order List    **View Partner's ROL**    7    Share

- You may add Programs to the list by entering their NRMP Program Code below, or by Searching for them on the "Find & Add Programs" modal by selecting from "Add Programs" menu.
- Click, drag and drop the icons in the "Drag & Drop" column to move a Program's rank.
- The maximum rank order list length is 300 ranks.
- Select "Remove" on any Program record below to delete it from the list.

Find & Add Program    Certify List    Import

Cancel    Save    Search my List    Print    Delete All

Drag & Drop	Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code	Remove
	1	<a href="#">Capitol University Hospital-DC - Gastroenterology/Clinical</a>	ACTIVE	1802144F0	1441021114	X
	2	<a href="#">National Medical Center-Test-DC - Gastroenterology</a>	ACTIVE	1000144F0	1440001124	X
	3	<a href="#">Secondary Test Institution-DC - Gastroenterology/Clinical</a>	ACTIVE	1894144F0	1446416464	X
	4	<a href="#">Capitol University Hospital-DC - Gastroenterology/Clinical</a>	ACTIVE	1802144F0	1441021114	X
	5	<a href="#">National Medical Center-Test-DC - Gastroenterology</a>	ACTIVE	1000144F0	1440001124	X
	6	<a href="#">National Medical Center-Test-DC - Gastroenterology</a>	ACTIVE	1000144F0	1440001124	X
	7	<a href="#">Secondary Test Institution-DC - Gastroenterology/Clinical</a>	ACTIVE	1894144F0	1446416464	X
	8	<a href="#">Secondary Test Institution-DC - Gastroenterology/Clinical</a>	ACTIVE	1894144F0	1446416464	X
	9	<a href="#">Charlottesville University-VA - Gastroenterology/3.yr Clinical</a>	ACTIVE	1737144F0	1445121019	X
	10	<a href="#">Henrico Univ Hlth Sys-VA - Gastroenterology/Clinical</a>	ACTIVE	1743144F0	1445121020	X
	11	<a href="#">Henrico Univ Hlth Sys-VA - Gastroenterology/Research</a>	ACTIVE	1743144F1	1445121020	X
	12	<a href="#">Roanoke Virginia Univ-VA - Gastroenterology/Clinical</a>	ACTIVE	1748144F0	1445114241	X

**Partner A – View Partner’s Rank Order List, Continued:**

8. The **Partner’s Rank Order List** displays. Scroll to view your partner’s rank order list. The partner’s name and NRMP ID display.
9. Click the **ROL Compare** tab.

The ROL Compare tab displays the most recently saved Primary Rank Order List for each partner. This view is for comparison only. If you and your partner are both actively updating your Rank Order List, refresh this page often to reflect the latest updates. Lists cannot be edited or certified in the Compare ROL tab. Please select the My Rank Order List tab to edit or certify your Rank Order List.

The matching algorithm takes into account only the Primary Rank Order List for a couple’s paired ranks. Each partner’s Primary Rank Order List must be the same length in order to be certified.

**Mary Rosser - N0560698** | **George Nichols - N0560700**

Rank	Institution & Program Description	NRMP Program Code	Rank	Institution & Program Description	NRMP Program Code
1	Capitol University Hospital-DC - Gastroenterology/Clinical	1802144F0	1	National Medical Center-Test-DC - Pulmonary/Critical Care	1000156F0
2	National Medical Center-Test-DC - Gastroenterology	1000144F0	2	Secondary Test Institution-DC - Pulmonary/Critical Care	1894156F0
3	Secondary Test Institution-DC - Gastroenterology/Clinical	1894144F0	3	Capitol University Hospital-DC - Pulmonary/Critical Care	1802156F0
4	Capitol University Hospital-DC - Gastroenterology/Clinical	1802144F0	4	Secondary Test Institution-DC - Pulmonary/Critical Care	1894156F0
5	National Medical Center-Test-DC - Gastroenterology	1000144F0	5	National Medical Center-Test-DC - Pulmonary/Critical Care	1000156F0
6	National Medical Center-Test-DC - Gastroenterology	1000144F0	6	Capitol University Hospital-DC - Pulmonary/Critical Care	1802156F0
7	Secondary Test Institution-DC - Gastroenterology/Clinical	1894144F0	7	National Medical Center-Test-DC - Pulmonary/Critical Care	1000156F0
8	Secondary Test Institution-DC - Gastroenterology/Clinical	1894144F0	8	Secondary Test Institution-DC - Pulmonary/Critical Care	1894156F0
9	Charlottesville University-VA - Gastroenterology/3_yr_Clinical	1737144F0	9	Roanoke Virginia Univ-VA - Pulmonary/Critical Care	1748156F0
10	Henrico Univ Hlth Sys-VA - Gastroenterology/Clinical	1743144F0	10	Northern VA Med School-VA - Pulmonary/Critical Care	2980156F0
11	Henrico Univ Hlth Sys-VA - Gastroenterology/Research	1743144F1	11	Northern VA Med School-VA - Pulmonary/Critical Care	2980156F0

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My Rank Order List | **View Partner's ROL** | ROL Compare

Print Partner's List

Couple Partner: George Nichols - N0560700  
Partner Primary ROL

Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code
1	National Medical Center-Test-DC - Pulmonary/Critical Care	ACTIVE	1000156F0	1562525565
2	Secondary Test Institution-DC - Pulmonary/Critical Care	ACTIVE	1894156F0	1564544854
3	Capitol University Hospital-DC - Pulmonary/Critical Care	ACTIVE	1802156F0	1561021080
4	Secondary Test Institution-DC - Pulmonary/Critical Care	ACTIVE	1894156F0	1564544854
5	National Medical Center-Test-DC - Pulmonary/Critical Care	ACTIVE	1000156F0	1562525565
6	Capitol University Hospital-DC - Pulmonary/Critical Care	ACTIVE	1802156F0	1561021080
7	National Medical Center-Test-DC - Pulmonary/Critical Care	ACTIVE	1000156F0	1562525565

10. The most recently saved Primary Rank Order List for each partner displays. This view is for comparison only. If you and your partner are both actively updating your Rank Order List, refresh this page often to reflect the latest updates.

Lists cannot be edited or certified in the **ROL Compare** tab. Please select the **My Rank Order List** tab to edit or certify your Rank Order List.

## Partner A – Certify List

Once your rank order list has been entered and you have compared it to your partner's list and are satisfied both lists have been entered correctly, you must certify the list.

11. Click the **Certify List** button.

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### Applicant Rank Order List

Applicant Type: Previous Graduate of U.S. Allopathic Medical School      Match Year: 2018  
Username: mrosser      Appointment Year: 2019  
NRMP ID: N0560698  
AAMC ID: 93265988      Applicant Status: **RANKING**  
USMLE ID: 5-555-555-5      Fee Status: Paid  
Couple Status: [Accepted](#)

My Rank Order List    View Partner's ROL    ROL Compare

- You may add Programs to the list by entering their NRMP Program Code below, or by Searching for them on the "Find & Add Programs" modal by selecting from "Add Programs" menu.
- Click, drag and drop the icons in the "Drag & Drop" column to move a Program's rank.
- The maximum rank order list length is 300 ranks.
- Select "Remove" on any Program record below to delete it from the list.

11

Find & Add Program    **Certify List**    Import

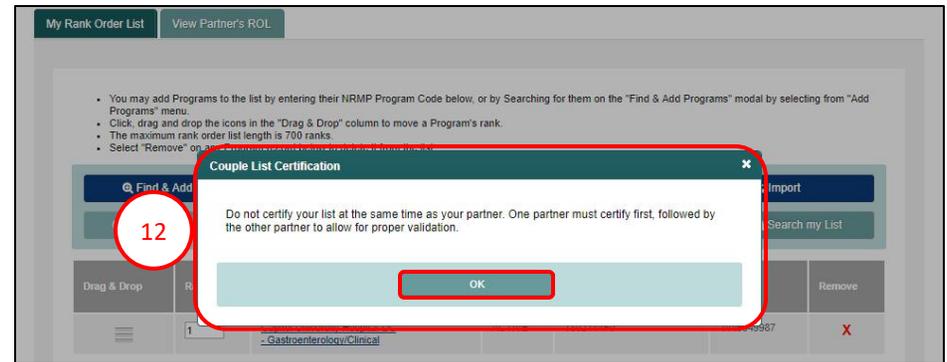
Cancel    Save    Search my List    Print    Delete All

Drag & Drop	Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code	Remove
☰	1	<a href="#">Capitol University Hospital-DC - Gastroenterology/Clinical</a>	ACTIVE	1802144F0	1441021114	X
☰	2	<a href="#">National Medical Center-Test-DC - Gastroenterology</a>	ACTIVE	1000144F0	1440001124	X
☰	3	<a href="#">Secondary Test Institution-DC - Gastroenterology/Clinical</a>	ACTIVE	1894144F0	1446416464	X
☰	4	<a href="#">Capitol University Hospital-DC - Gastroenterology/Clinical</a>	ACTIVE	1802144F0	1441021114	X
☰	5	<a href="#">National Medical Center-Test-DC - Gastroenterology</a>	ACTIVE	1000144F0	1440001124	X
☰	6	<a href="#">National Medical Center-Test-DC - Gastroenterology</a>	ACTIVE	1000144F0	1440001124	X
☰	7	<a href="#">Secondary Test Institution-DC - Gastroenterology/Clinical</a>	ACTIVE	1894144F0	1446416464	X
☰	8	<a href="#">Secondary Test Institution-DC - Gastroenterology/Clinical</a>	ACTIVE	1894144F0	1446416464	X
☰	9	<a href="#">Charlottesville University-VA - Gastroenterology/3.yr Clinical</a>	ACTIVE	1737144F0	1445121019	X
☰	10	<a href="#">Henrico Univ Hlth Sys-VA - Gastroenterology/Clinical</a>	ACTIVE	1743144F0	1445121020	X
☰	11	<a href="#">Henrico Univ Hlth Sys-VA - Gastroenterology/Research</a>	ACTIVE	1743144F1	1445121020	X
☰	12	<a href="#">Roanoke Virginia Univ-VA - Gastroenterology/Clinical</a>	ACTIVE	1748144F0	1445114241	X

## Partner A – Certify List, Continued:

12. The **Couple List Certification** pop-up displays. Click **OK**.

NOTE: this pop-up reminds you and your partner not to certify your rank order lists at the same time. The first partner to certify a list will see this reminder.

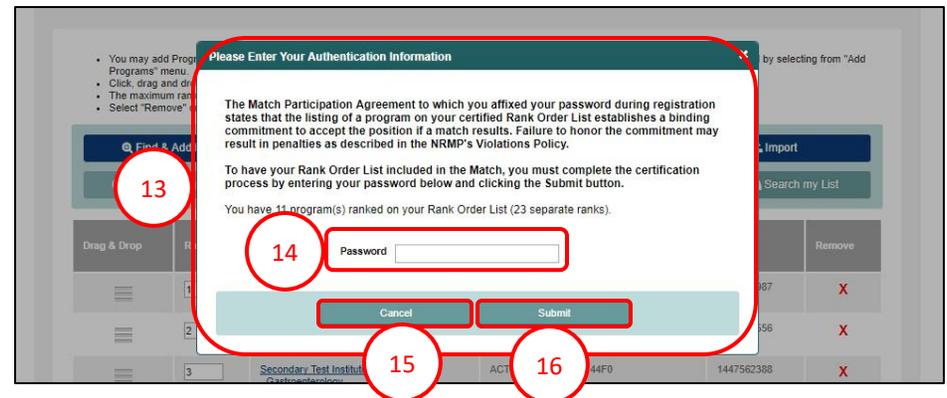


13. The **Please Enter Your Authentication Information** pop-up displays.

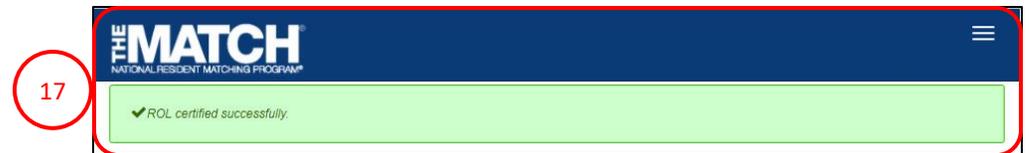
14. Enter the **R3 password** you created upon registration.

15. Click **Cancel** if you do not want to certify the rank order list at this time.

16. Click **Submit** to certify the rank order list.



17. A green note displays at the top of the screen indicating your rank order list has been certified successfully.



## Partner B – Certify List – Error Occurs:

1. From the **Match Home Page**, click the **Menu** in the top right corner.
2. Click the **ROL** button.

**Applicant Rank Order List**

Applicant Type: Previous Graduate of U.S. Allopathic Medical School      Match Year: 2018  
Username: gnichols      Appointment Year: 2019  
NRMP ID: N0560700      Applicant Status: **RANKING**  
AAMC ID: 92659864      Fee Status: Paid  
USMLE ID: 5-555-555-5  
Couple Status: [Accepted](#)

My Rank Order List    View Partner's ROL    ROL Compare

- You may add Programs to the list by entering their NRMP Program Code below, or by Searching for them on the "Find & Add Programs" modal by selecting from "Add Programs" menu.
- Click, drag and drop the icons in the "Drag & Drop" column to move a Program's rank.
- The maximum rank order list length is 300 ranks.
- Select "Remove" on any Program record below to delete it from the list.

Find & Add    **Certify List**    Import

Cancel    Save    Search my List    Print    Delete All

Drag & Drop	Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code	Remove
☰	1	<a href="#">National Medical Center-Test-DC - Pulmonary/Critical Care</a>	ACTIVE	1000156F0	1562525565	X
☰	2	<a href="#">Secondary Test Institution-DC - Pulmonary/Critical Care</a>	ACTIVE	1894156F0	1564544854	X
☰	3	<a href="#">Capitol University Hospital-DC - Pulmonary/Critical Care</a>	ACTIVE	1802156F0	1561021080	X
☰	4	<a href="#">Secondary Test Institution-DC - Pulmonary/Critical Care</a>	ACTIVE	1894156F0	1564544854	X
☰	5	<a href="#">National Medical Center-Test-DC - Pulmonary/Critical Care</a>	ACTIVE	1000156F0	1562525565	X
☰	6	<a href="#">Capitol University Hospital-DC - Pulmonary/Critical Care</a>	ACTIVE	1802156F0	1561021080	X
☰	7	<a href="#">National Medical Center-Test-DC - Pulmonary/Critical Care</a>	ACTIVE	1000156F0	1562525565	X
☰	8	<a href="#">Secondary Test Institution-DC - Pulmonary/Critical Care</a>	ACTIVE	1894156F0	1564544854	X
☰	9	<a href="#">Roanoke Virginia Univ-VA - Pulmonary/Critical Care</a>	ACTIVE	1748156F0	1565112149	X

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Home

Options

**ROL**

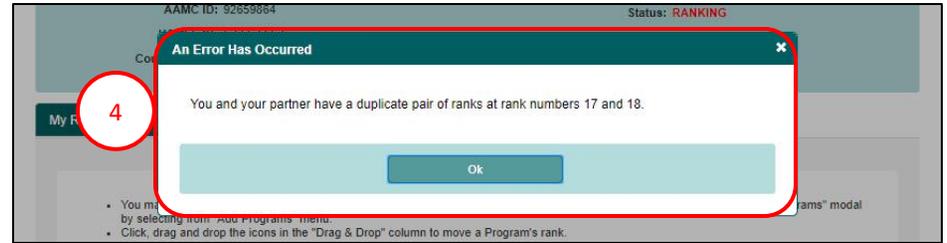
George Nichols

The **Applicant Rank Order List** page displays. Scroll to view your rank order list.

3. Click the **Certify List** button.

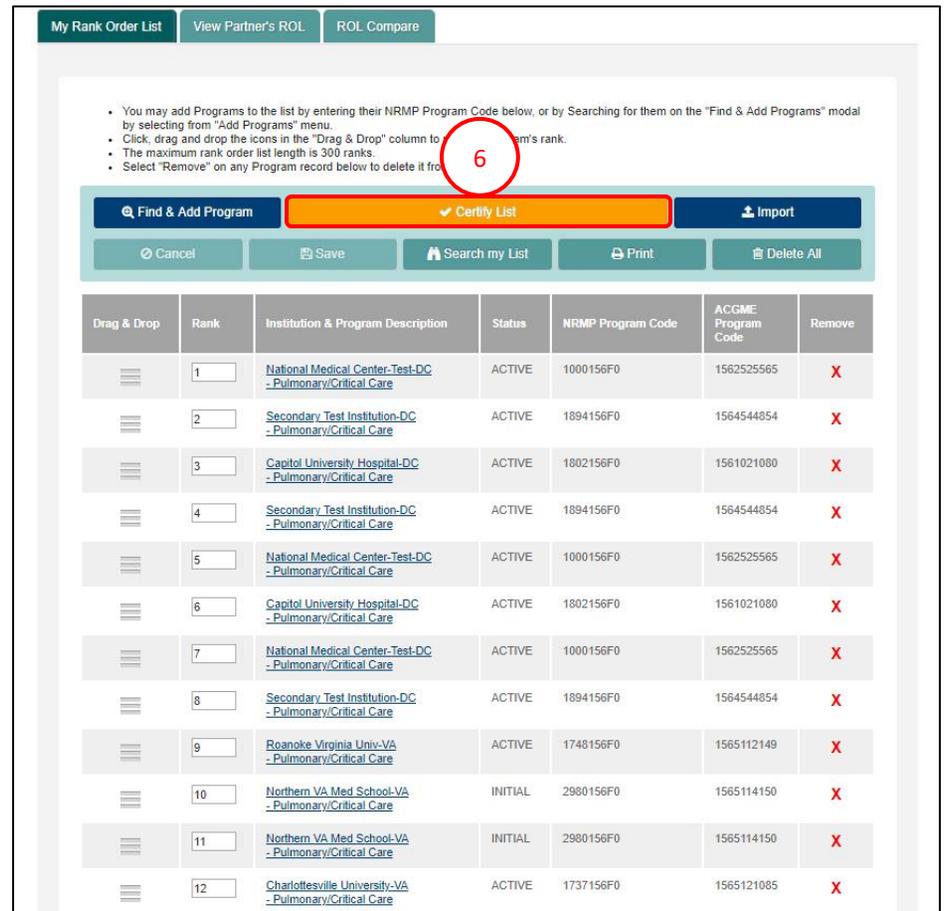
**Partner B – Certify List – Error Occurs, Continued:**

- The **An Error Has Occurred** pop-up displays indicating the error.
- Update your rank order list accordingly. Refer to the **Entering and Certifying a Rank Order List (SMS)** guide for those steps.



**Partner B – Certify List**

- When the rank order list has been corrected, click the **Certify List** button.



## Partner B – Certify List, Continued:

7. The **Please Enter Your Authentication Information** pop-up displays.
  8. Enter the **R3 password** you created upon registration.
  9. Click **Cancel** if you do not want to certify the rank order list at this time.
  10. Click **Submit** to certify the rank order list.
  11. A green note displays at the top of the screen indicating your rank order list has been certified successfully.
12. Once both lists are certified, the **Applicant Status** will change to **CERTIFIED** on the **Match Home Page**.

