Couples: Viewing & Certifying Rank Order Lists

**Users:**
- Main Residency Match Applicants

---

<table>
<thead>
<tr>
<th>Drug &amp; Code</th>
<th>Price ROL Rank</th>
<th>Institution &amp; Program Description</th>
<th>Status</th>
<th>NRMP Program Code</th>
<th>ACGME Program Code</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Interdepartmental Thru, Thy - Internal Medicine</td>
<td>ACTIVE</td>
<td>173242D00</td>
<td>4204722100</td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>National Medical Center-DC - Radiology-Diagnostic</td>
<td>ACTIVE</td>
<td>100632C00</td>
<td>4200596999</td>
<td>X</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Capital University-Hospital DC - Radiation-Diagnostic</td>
<td>ACTIVE</td>
<td>108342D09</td>
<td>4200310496</td>
<td>X</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Capital University-Hospital DC - Radiation-Diagnostic</td>
<td>ACTIVE</td>
<td>109142D00</td>
<td>4200093000</td>
<td>X</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Capital University-Hospital DC - Radiation-Diagnostic</td>
<td>ACTIVE</td>
<td>108242D01</td>
<td>4200121049</td>
<td>X</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Respiratory - Univ. Of Calif - Radiology-Diagnostic</td>
<td>ACTIVE</td>
<td>174232D00</td>
<td>4201911119</td>
<td>X</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Interdepartmental Thru, Thy - Internal Medicine</td>
<td>ACTIVE</td>
<td>171423D00</td>
<td>4204723155</td>
<td>X</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>West Tennessee Univ. Th - Radiology-Diagnostic</td>
<td>ACTIVE</td>
<td>206442D05</td>
<td>4200555555</td>
<td>X</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Capital University-Hospital DC - Radiation-Diagnostic</td>
<td>ACTIVE</td>
<td>108242D01</td>
<td>4200121049</td>
<td>X</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Northern Va Med School Va - Radiology-Diagnostic</td>
<td>ACTIVE</td>
<td>206842D00</td>
<td>4205121300</td>
<td>X</td>
</tr>
</tbody>
</table>
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 matching algorithm takes into account only the primary rank order list for a couple’s paired ranks. If either partner is ranking advanced programs and consequently has supplemental rank order lists with preliminary programs, those supplemental lists are considered only after that partner matches to a ranked pair on the primary rank order list. For that reason, supplemental rank order lists usually are created based on the geographic location of the programs.

- 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 Certification Deadline.

- Applicants who list the same advanced program more than once on the primary rank order list, must have the same supplemental list or no supplemental list attached to each instance of the advanced program.

- 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 residency programs is 999999999. Pairs of ranks using the No Match code should be placed at the bottom of the primary rank order list so that both partners have the best chance of matching to a program.

- 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 program codes in the Main Residency Match without incurring extra rank fees. Even if a program code 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 and duplicate pairs on each partner’s list.

- Because rank order lists for couples are often long and complex, do not wait until the last minute to enter and certify your rank order lists.

Note: The Couples: Viewing and Certifying Rank Order Lists guide explains how to complete this task using a mobile device. The menu options are the same whether using a mobile device or desktop.
Related Guides for Couples and Rank Order Lists:
Prior to certifying your rank order list, you must couple and enter your rank order list in the Registration, Ranking, and Results (R3®) system. Refer to the following guides for additional information.
- Applicant Coupling
- Entering and Certifying a Rank Order List (MRM)
- Creating a Supplemental Rank Order List

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.

5. Click the Menu in the top right corner.

6. Click ROL.
The Applicant Rank Order List page displays. Scroll to view your primary rank order list.

7. NOTE the Supplemental ROLs tab. This tab will display only when applicants rank advanced programs. Refer to the Creating a Supplemental Rank Order List guide for those steps.

8. Click the View Partner’s ROL tab.
Partner A – View Partner’s Rank Order List, Continued:

9. The Partner Primary ROL displays. The partner’s name and NRMP ID display. Scroll to view your partner’s primary rank order list.

10. Click the ROL Compare tab.

11. 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 Primary Rank Order List tab to edit or certify your Rank Order List.
Partner A – Certify List
Once your primary rank order list and any supplemental ROLs (as necessary) have been entered and you have compared your primary ROL to your partner’s list and are satisfied both lists have been entered correctly, you must certify the list.

12. Click the **Certify List** button.
Partner A – Certify List, Continued:

13. 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.

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

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

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

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

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

3. Click the Certify List button.
Partner B – Certify List – Error Occurs, Continued:

4. The **An Error Has Occurred** pop-up displays indicating the error.

5. Update your rank order list accordingly. Refer to the **Entering and Certifying a Rank Order List (MRM)** guide for those steps.

   **NOTE:** Partner A must also update the rank order list to ensure both partners have the same number of ranks and no duplicate pairs.

**Partner B – Certify List**

6. When the rank order lists have 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.