



Entering and Certifying a Rank Order List

Main Residency Match



Users: Main Residency Match Applicants

The screenshot displays the 'Certify List' interface in the THE MATCH web application. At the top, there are navigation buttons: 'Find & Add Program', 'Certify List' (highlighted in orange), and 'Import'. Below these are utility buttons: 'Cancel', 'Save', 'Search my List', 'Print', and 'Delete All'. The main area contains a table with 11 rows of residency programs. Each row includes a 'Drag & Drop' menu icon, a 'Prim ROL Rank' input field (numbered 1-11), the 'Institution & Program Description', 'Suppl ROL', 'Status', 'NRMP Program Code', 'ACGME Program Code', and a 'Remove' button with a red 'X'.

Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
☰	1	Capitol University Hospital-DC - Internal Medicine		ACTIVE	1802140C0	1401111111	X
☰	2	National Medical Center-Test-DC - Internal Medicine		ACTIVE	1000140C0	1401111112	X
☰	3	Secondary Test Institution-DC - Internal Medicine		ACTIVE	1894140C0	1401111113	X
☰	4	Charlottesville University-VA - Internal Medicine		ACTIVE	1737140C0	1402222222	X
☰	5	Henrico Univ Hlth Sys-VA - Internal Medicine		ACTIVE	1743140C0	1405555555	X
☰	6	Memphis Med Ctr-TN - Internal Medicine		ACTIVE	1702140C0	1402222223	X
☰	7	Memphis Med Ctr-TN - Int Med/Research Pathway		ACTIVE	1702140C1	1402222223	X
☰	8	West Tennessee Univ - TN - Internal Medicine		ACTIVE	2066140C0	1404445555	X
☰	9	Roanoke Virginia Univ-VA - Internal Medicine		ACTIVE	1748140C0	1409999999	X
☰	10	Northern VA Med School-VA - Internal Medicine		ACTIVE	2980140C0	1405121432	X
☰	11	Henrico Univ Hlth Sys-VA - Internal Medicine/Research Pathway		ACTIVE	1743140C3	1401888888	X

At the bottom of the interface, there are utility buttons: 'Cancel', 'Save', 'Search my List', 'Print', and 'Delete All'. Below these is a form with a 'Prim ROL Rank' input field containing '12', an 'NRMP Program Code' input field, and an 'Add Program & Save' button.

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

The NRMP matching algorithm uses the preferences expressed in the rank order lists submitted by applicants and program directors to place individuals into program positions.

Guidelines for Preparing a Rank Order List (Main Residency Match):

1. The matching algorithm attempts to place you in the most preferred program possible, so rank programs in order of your true preference and not where you think you will match.
 2. Rank ONLY those programs where you are able and willing to train. Placing a program on your rank order list (ROL) creates a binding commitment if a match occurs, so review carefully each program’s eligibility requirements and the contract you will be expected to sign.
 3. Do not rank programs where you did not interview. Programs do not rank candidates they have not interviewed, and no match will occur.
 4. No more than 300 ranks can be placed on a ROL.
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- Before creating your ROL, look up each program’s code in the Registration, Ranking, and Results® (R3®) system. Refer to the **Using the Program Directory** guide for more information.
 - Extra fees apply if you rank more than 20 unique program codes on a primary rank order list and more than 20 unique program codes on all supplemental lists combined and/or if a ROL is certified with 100 or more ranks. If a ROL is certified with additional ranks and/or more than 100 ranks, extra fees will be due at the time of certification. Extra rank fees and length of rank order list fees are NOT REFUNDABLE if a shorter list is certified at a later time. Refer to the NRMP website for current fee amounts.
 - Your ROL will not be used when the matching algorithm is processed unless it has been certified and any extra rank fees have been paid. Remember to certify your list prior to the Rank Order List Certification Deadline.
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Guide Contents:

Programs can be added to your rank order list in three ways: using the Find & Add Program option, adding one program at a time using the NRMP program code, or importing a list of programs. To review each method and learn how to search and certify your rank order list, click the titles below.

Entering a Rank Order List Using the Find & Add Program Option:4

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Entering a Rank Order List by Importing Programs From a File:9

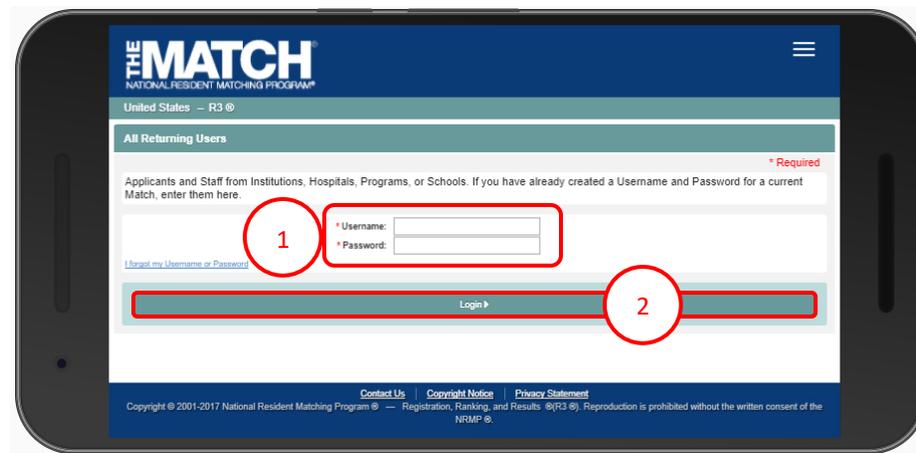
Searching a Rank Order List:12

Certifying a Rank Order List With 20 or Fewer Ranks:13

Certifying a Rank Order List With 20 or More Ranks:15

Login:

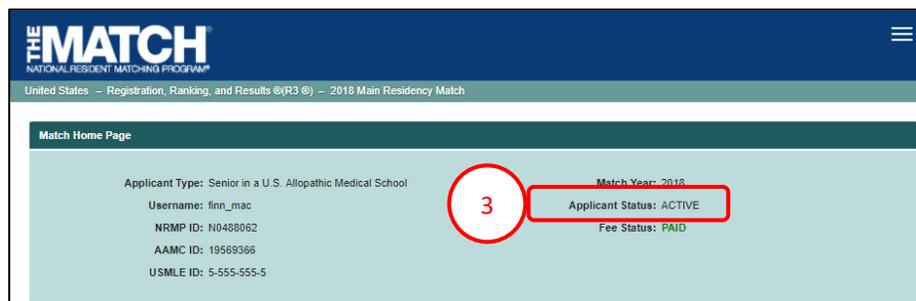
1. Enter the **Username** and **Password** you created for accessing the Registration, Ranking, and Results (R3®) system.
2. Click **Login**.



Match Home Page:

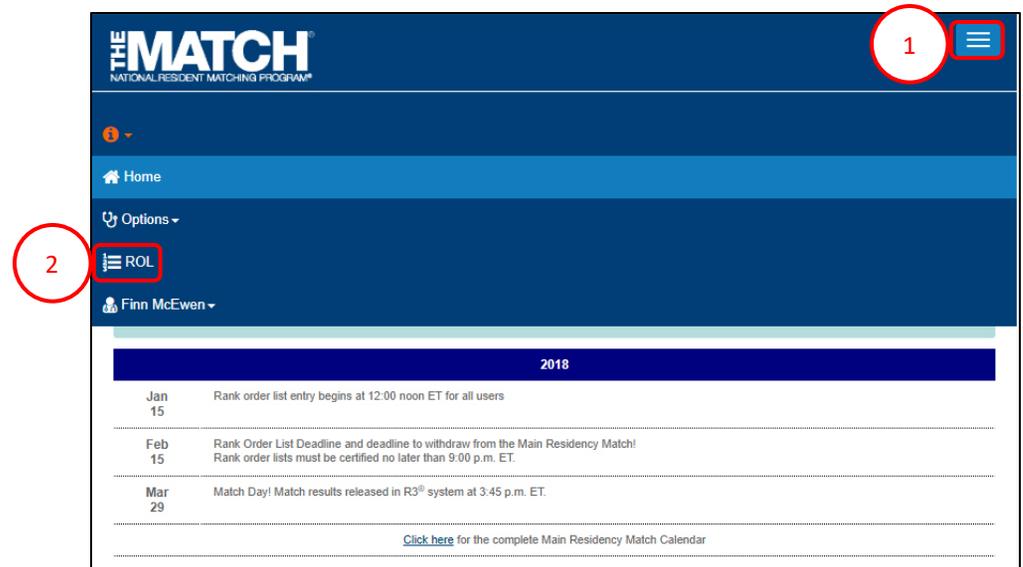
The **Match Home Page** displays.

3. NOTE: Your **Applicant Status** is **ACTIVE**. Once your rank order list contains at least one program, the system changes the status to **RANKING**, displayed in red because the list must be certified before it can be used in the Match. After the list has been certified, **CERTIFIED** displays in green and no further action is required to participate in the Match.



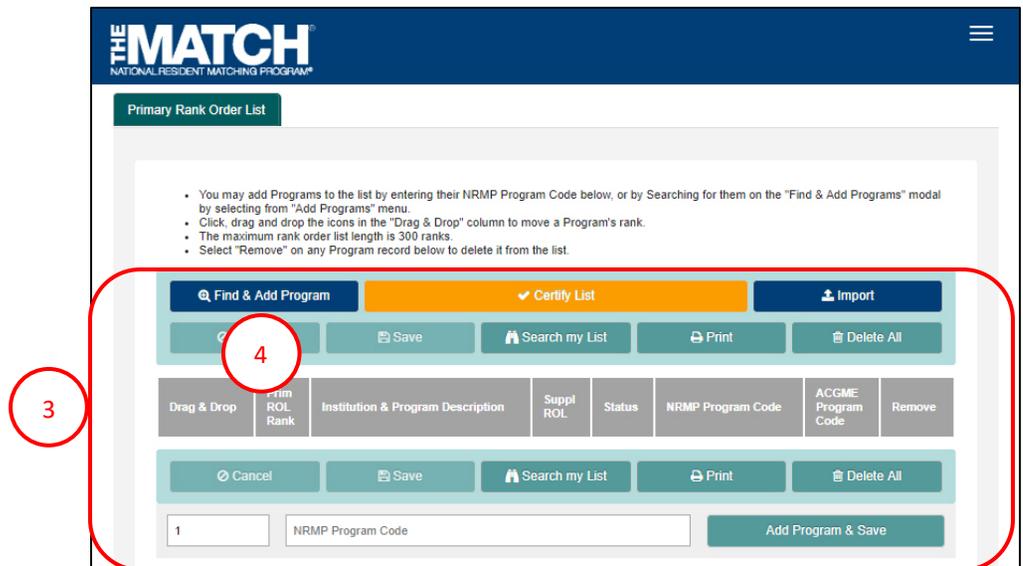
Entering a Rank Order List Using the Find & Add Program Option:

1. Click the **Menu** in the top right corner.
2. Click **ROL**.



The **Applicant Rank Order List** page displays.

3. Scroll down to the ROL table.
4. Click **Find & Add Program**.



Entering a Rank Order List Using the Find & Add Program Option, continued:

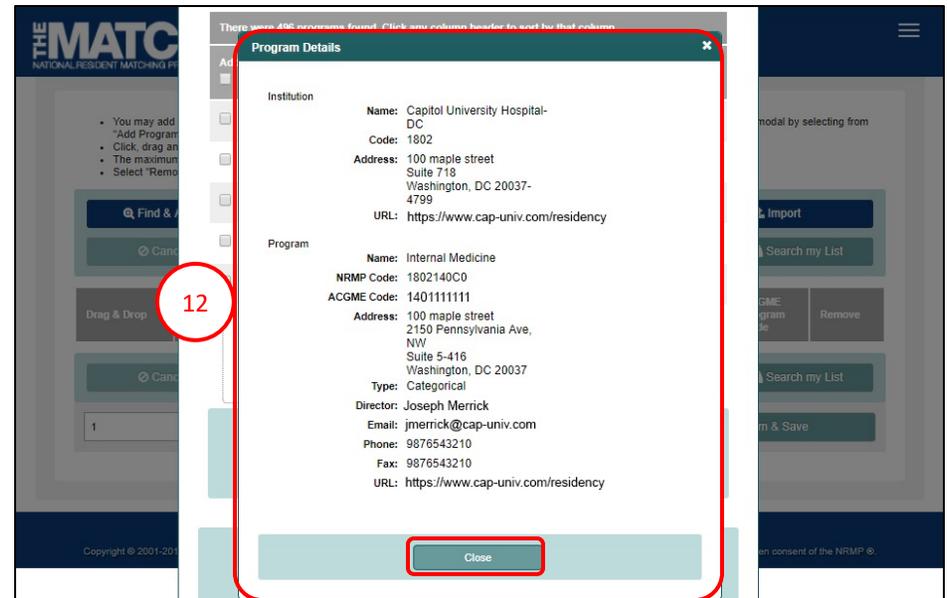
The **Find & Add Programs** pop-up displays.

5. Enter search criteria into the appropriate fields. NOTE: Not all fields are required to conduct a search. The more information entered, the more refined the search results will be.
 - To search only for programs with osteopathic recognition, check the “Osteopathic Recognition” box below the search fields.
6. Click **Cancel** to return to the rank order list table.
7. Click **Reset** to clear the search fields.
8. Once search criteria are entered, click **Search**.
9. Search results display, including the number of results found.
10. Click the navigation buttons to view more results, if necessary.
11. Click the **Institution & Program Description** link to review additional information.

Add	Institution & Program Description	Location	Status	NRMP Program Code	ACGME Program Code
<input type="checkbox"/>	Capitol University Hospital-DC - Int Med/Sponsored IMG	Washington,	ACTIVE	1802140C1	1401021093
<input type="checkbox"/>	Capitol University Hospital-DC - Internal Medicine	ton,	ACTIVE	1802140C0	1401111111

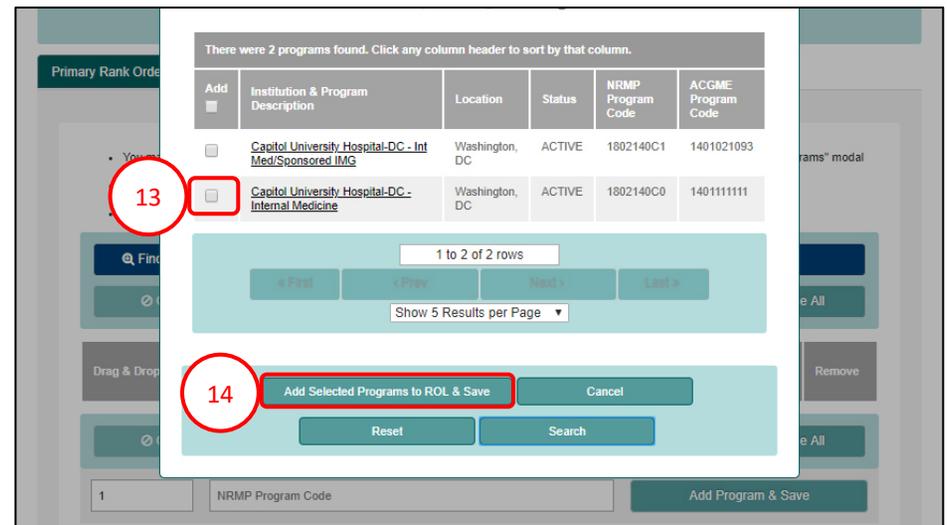
Entering a Rank Order List Using the Find & Add Program Option, continued:

12. The **Program Details** pop-up displays. Review the information and click **Close** when you are finished.



13. Click the checkbox next to the name(s) of the program(s) you want to add to the rank order list.

14. Click the **Add Selected Programs to ROL & Save** button.



Entering a Rank Order List Using the Find & Add Program Option, continued:

15. A green note displays at the top of the screen indicating your rank order list has been saved.
16. Repeat the above steps to add more programs to your list.
17. Scroll down to review your rank order list.
 - a. The **Prim ROL Rank** column identifies the current order of the programs listed.
18. To change the rank order of the programs, click and hold the icon in the **Drag & Drop** column and drag the program to the position you desire or change the rank number in the **Prim ROL Rank** column.
19. A green note displays indicating a change has been made to the list.
 - a. The yellow note provides a reminder to save the changes.
20. Click **Save** to maintain the rank order change.
21. Click **Cancel** to return your list to the last saved version.
22. To remove a program, click the **red X**. You must save any changes.
23. Click **Delete All** to clear the list.

The screenshot shows the THE MATCH National Resident Matching Program interface. At the top, a green notification bar (15) states "✓ROL saved successfully." Below this is a toolbar with buttons for "Find & Add Program", "Certify List", "Import", "Cancel", "Save", "Search my List", "Print", and "Delete All". A table (17) displays the rank order list with columns: Drag & Drop, Prim ROL Rank, Institution & Program Description, Suppl ROL, Status, NRMP Program Code, ACGME Program Code, and Remove. The table contains seven rows of medical programs. A green notification bar (19) states "The Rank Order List has been updated and sorted. To save your changes, click the 'Save' button at the bottom of this page." Below this is a yellow warning bar (19a) that says "You have unsaved changes! Click 'Save' to maintain the current rank order." The toolbar is visible again, with the "Save" button (20) highlighted. The table is shown again, with the "Cancel" button (21) highlighted. The "Remove" column (22) shows red X icons for each row. The "Delete All" button (23) is also highlighted.

Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
	1	Capitol University Hospital-DC - Internal Medicine		ACTIVE	1802140C0	1401111111	X
	2	National Medical Center-Test-DC - Internal Medicine		ACTIVE	1000140C0	1401111112	X
	3	Secondary Test Institution-DC - Internal Medicine		ACTIVE	1894140C0	1401111113	X
	4	Charlottesville University-VA - Internal Medicine		ACTIVE	1737140C0	1402222222	X
	5	Henrico Univ Hlth Sys-VA - Internal Medicine		ACTIVE	1743140C0	1405555555	X
	6	Memphis Med Ctr-TN - Internal Medicine		ACTIVE	1702140C0	1402222223	X
	7	Memphis Med Ctr-TN - Int Med/Research Pathway		ACTIVE	1702140C1	1402222223	X
		West Tennessee Univ - TN - Internal Medicine		ACTIVE	2066140C0	1404445555	X

Entering a Rank Order List Using NRMP Program Codes:

From the Main Menu, choose **Options** → **Program Directory** menu to find the NRMP program codes of the programs you wish to rank. Refer to the **Using the Program Directory** guide to review the steps for obtaining program codes.

1. To enter a program on your rank order list, enter the **NRMP Program Code** into the field at the bottom of the screen.
 - a. The number displayed next to the Program Code field represents the rank or position that will be assigned to the program. Position number can be edited.
2. Click **Add Program & Save**.
3. A green note displays at the top of the screen indicating your rank order list has been saved successfully.
4. The program appears on your list in the entered position.
5. To add more programs one at a time to your list, repeat steps #1 and #2.
6. To change the rank order of the programs, click and hold the icon in the **Drag & Drop** column and drag the program to the position you desire or change the rank number in the **Prim ROL Rank** column. Be sure to save any changes.

Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
☰	1	Capitol University Hospital-DC - Internal Medicine		ACTIVE	1802140C0	1401111111	X
☰	2	National Medical Center-Test-DC - Internal Medicine		ACTIVE	1000140C0	1401111112	X
☰	3	Secondary Test Institution-DC - Internal Medicine		ACTIVE	1894140C0	1401111113	X
☰	4	Charlottesville University-VA - Internal Medicine		ACTIVE	1737140C0	1402222222	X
☰	5	Henrico Univ Hlth Sys-VA - Internal Medicine		ACTIVE	1743140C0	1405555555	X

1a

1

2

6

NRMP Program Code

Add Program & Save

3

✓ROL saved successfully.

Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
☰	1	Capitol University Hospital-DC - Internal Medicine		ACTIVE	1802140C0	1401111111	X
☰	2	National Medical Center-Test-DC - Internal Medicine		ACTIVE	1000140C0	1401111112	X
☰	3	Secondary Test Institution-DC - Internal Medicine		ACTIVE	1894140C0	1401111113	X
☰	4	Charlottesville University-VA - Internal Medicine		ACTIVE	1737140C0	1402222222	X
☰	5	Henrico Univ Hlth Sys-VA - Internal Medicine		ACTIVE	1743140C0	1405555555	X
☰	6	Memphis Med Ctr-TN - Internal Medicine		ACTIVE	1702140C0	1402222223	X

6

4

7

NRMP Program Code

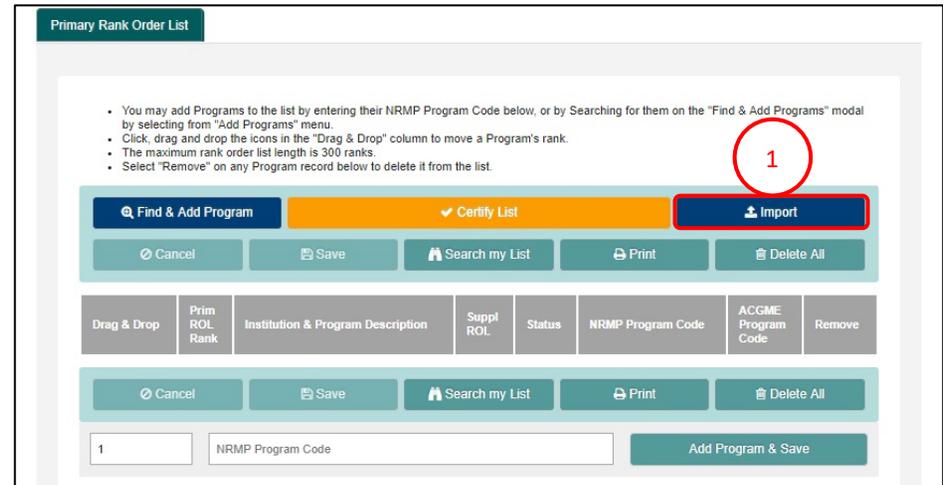
Add Program & Save

Entering a Rank Order List by Importing Programs From a File:

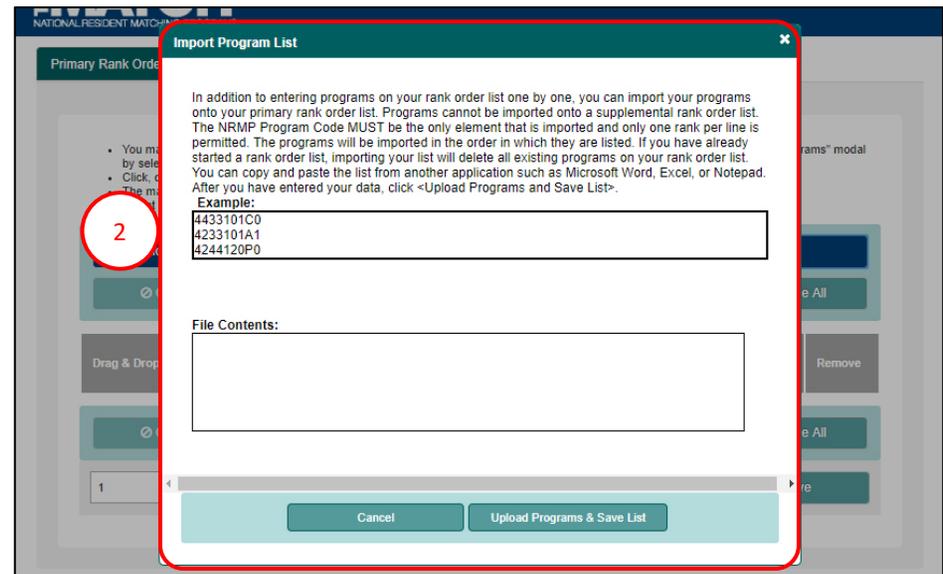
The file should contain only NRMP program codes.

1. From the **My Rank Order List** screen, click **Import**.

 Note: If you have already begun ranking programs, using the **Import** function will delete your existing rank order list.



2. The **Import Program List** pop-up displays. Review the information.



Entering a Rank Order List by Importing Programs From a File, continued:

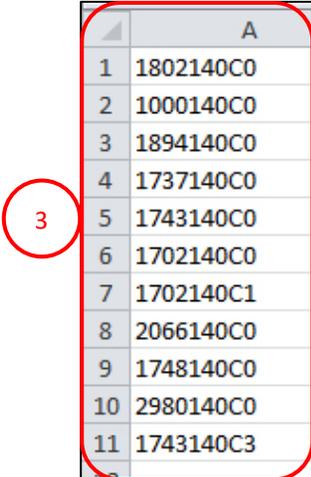
3. Open the prepared program code file you created. Select the program codes, and copy them by:
 - a. Using **Ctrl+A**, then **Ctrl+C** on the keyboard.

4. Click in the **File Contents** field. Paste the program codes using either:
 - a. The browser menu (**Edit**→**Paste**), right clicking, and choosing Paste, or
 - b. **Ctrl+V** on the keyboard

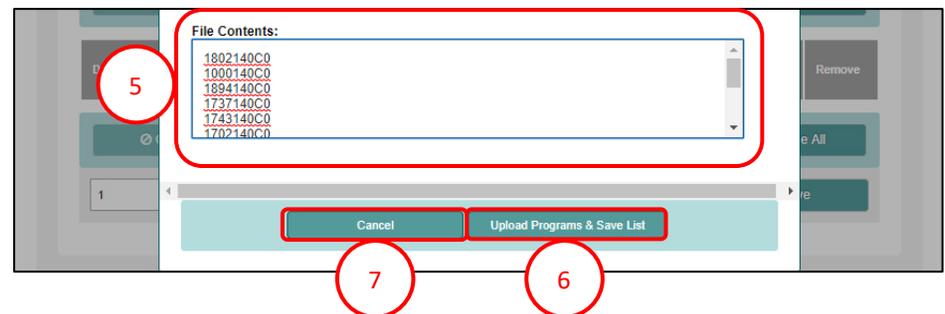
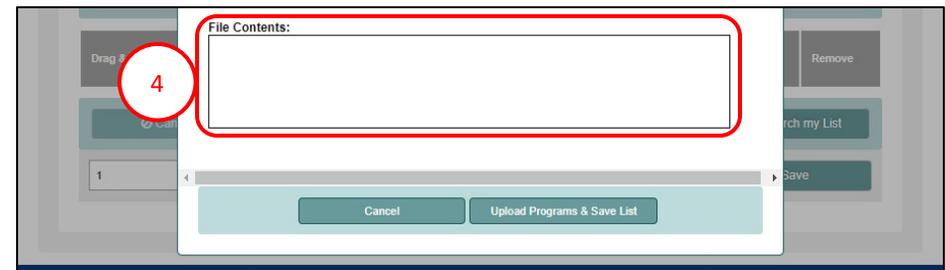
5. The program codes are pasted in the **File Contents** field.

6. If there are no errors on the pasted list, click **Upload Programs & Save List**.

7. If there are errors, click **Cancel** to start over.



	A
1	1802140C0
2	1000140C0
3	1894140C0
4	1737140C0
5	1743140C0
6	1702140C0
7	1702140C1
8	2066140C0
9	1748140C0
10	2980140C0
11	1743140C3



Entering a Rank Order List by Importing Programs From a File, continued:

8. A green note displays at the top of the screen indicating your rank order list has been saved successfully.
9. Scroll to review the list.

The screenshot shows the 'THE MATCH' National Resident Matching Program interface. At the top, a green notification bar displays '✓ ROL saved successfully.' Below this is a navigation bar with buttons for 'Find & Add Program', 'Certify List', and 'Import'. A secondary bar contains 'Cancel', 'Save', 'Search my List', 'Print', and 'Delete All' buttons. The main content is a table with 11 rows, each representing a program. The table columns are: Drag & Drop, Prim ROL Rank, Institution & Program Description, Suppl ROL, Status, NRMP Program Code, ACGME Program Code, and Remove. A red circle highlights the table area, and another red circle highlights the notification bar.

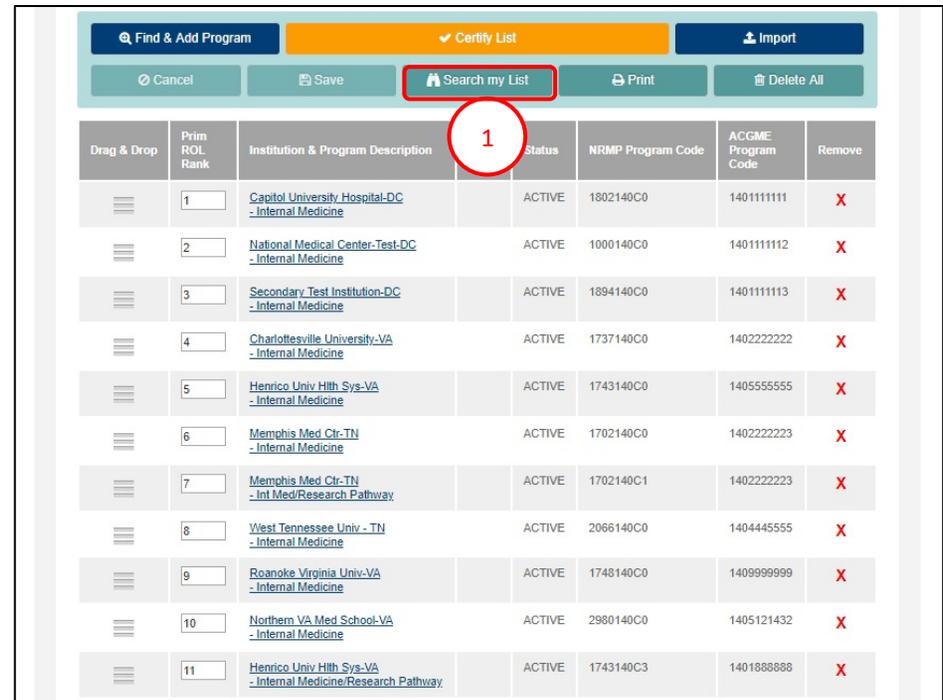
Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
	1	Capitol University Hospital-DC - Internal Medicine		ACTIVE	1802140C0	1401111111	X
	2	National Medical Center-Test-DC - Internal Medicine		ACTIVE	1000140C0	1401111112	X
	3	Secondary Test Institution-DC - Internal Medicine		ACTIVE	1894140C0	1401111113	X
	4	Charlottesville University-VA - Internal Medicine		ACTIVE	1737140C0	1402222222	X
	5	Henrico Univ Hlth Sys-VA - Internal Medicine		ACTIVE	1743140C0	1405555555	X
	6	Memphis Med Ctr-TN - Internal Medicine		ACTIVE	1702140C0	1402222223	X
	7	Memphis Med Ctr-TN - Int Med/Research Pathway		ACTIVE	1702140C1	1402222223	X
	8	West Tennessee Univ - TN - Internal Medicine		ACTIVE	2066140C0	1404445555	X
	9	Roanoke Virginia Univ-VA - Internal Medicine		ACTIVE	1748140C0	1409999999	X
	10	Northern VA Med School-VA - Internal Medicine		ACTIVE	2980140C0	1405121432	X
	11	Henrico Univ Hlth Sys-VA - Internal Medicine/Research Pathway		ACTIVE	1743140C3	1401888888	X

At the bottom of the interface, there is a search bar with '12' in the input field, a text input for 'NRMP Program Code', and an 'Add Program & Save' button.

Searching a Rank Order List:

If your ROL is long and you want to find a specific program, you can search your ROL.

1. Click **Search my List**.

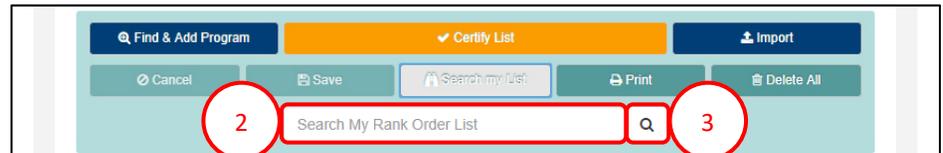


Drag & Drop	Prim ROL Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code	Remove
	1	Capitol University Hospital-DC - Internal Medicine	ACTIVE	1802140C0	1401111111	X
	2	National Medical Center-Test-DC - Internal Medicine	ACTIVE	1000140C0	1401111112	X
	3	Secondary Test Institution-DC - Internal Medicine	ACTIVE	1894140C0	1401111113	X
	4	Charlottesville University-VA - Internal Medicine	ACTIVE	1737140C0	1402222222	X
	5	Henrico Univ Hlth Sys-VA - Internal Medicine	ACTIVE	1743140C0	1405555555	X
	6	Memphis Med Ctr-TN - Internal Medicine	ACTIVE	1702140C0	1402222223	X
	7	Memphis Med Ctr-TN - Int Med/Research Pathway	ACTIVE	1702140C1	1402222223	X
	8	West Tennessee Univ - TN - Internal Medicine	ACTIVE	2066140C0	1404445555	X
	9	Roanoke Virginia Univ-VA - Internal Medicine	ACTIVE	1748140C0	1409999999	X
	10	Northern VA Med School-VA - Internal Medicine	ACTIVE	2980140C0	1405121432	X
	11	Henrico Univ Hlth Sys-VA - Internal Medicine/Research Pathway	ACTIVE	1743140C3	1401888888	X

2. The search field displays. Enter one of the following search criteria:

- Program Code
- Institution Name

3. Click the magnifying glass icon.



Search My Rank Order List

4. If the program is already on your ROL, the **Program(s) found on the ROL** pop-up displays. Review the information. If the program is not ranked on your ROL, the **Sorry no programs were found** pop-up displays.

5. Click **Close** to close the pop-up.



Primary ROL Rank	Institution and Program Description	Program Status	NRMP Program Code	ACGME Program Code
4	Charlottesville University-Internal Medicine	ACTIVE	1737140C0	1402222222

Close

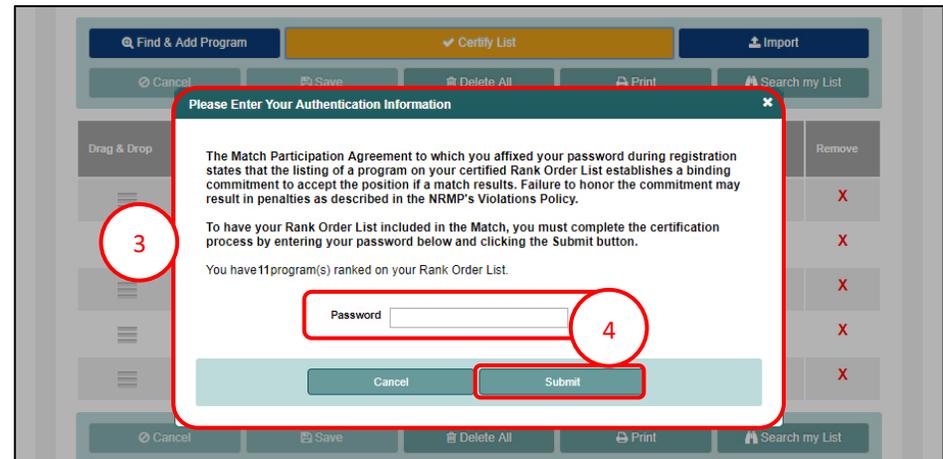
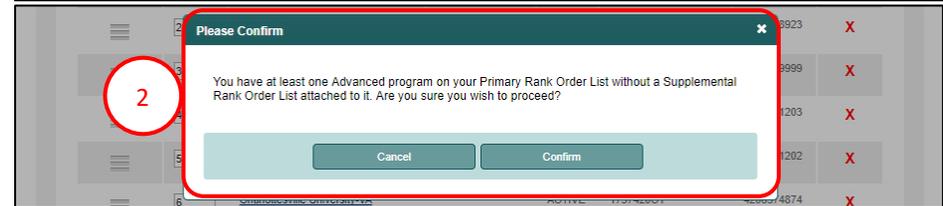
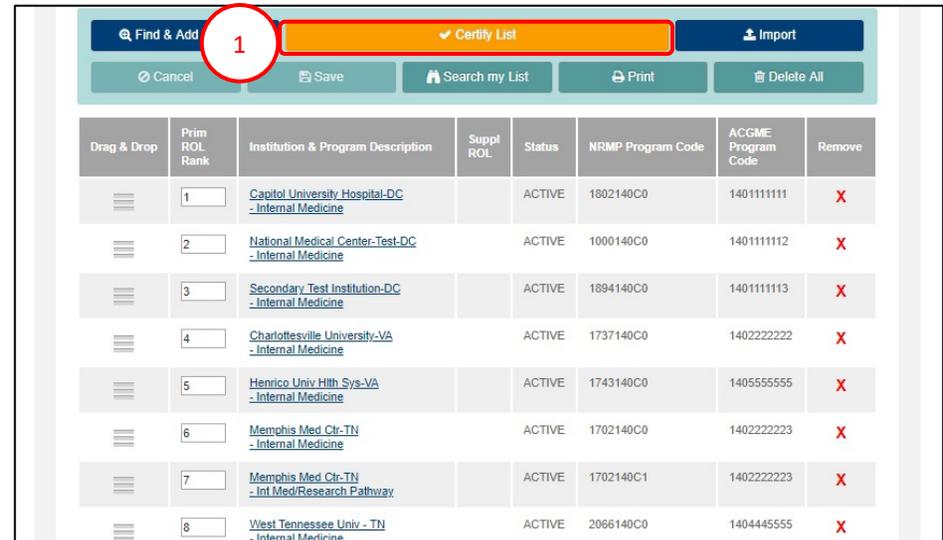
Certifying a Rank Order List With 20 or Fewer Ranks:



Your rank order list must be certified to be used when the matching algorithm is processed.

Changes can be made to your rank order list after it has been certified. However, once changed, the new version must be certified by the Rank Order List Certification Deadline in order to be used in the Match.

1. From the **Applicant Rank Order List** screen, Click **Certify List**.
2. Only if you have at least one advanced program listed and have not linked a supplemental list to that advanced program(s), the **Please Confirm** pop-up displays.
 - a. Click **Cancel** to return to your rank order list and link the supplemental list. Refer to the **Creating a Supplemental Rank Order List** guide for more information.
 - b. If you do not wish to link a supplemental list, click **Confirm** to certify your list.
3. The **Please Enter Your Authentication Information** pop-up displays. Review the information.
4. Enter your password in the **Password** field and click **Submit**.



Certifying a Rank Order List With 20 or Fewer Ranks, continued:

- The green note confirms the rank order list has been certified.
- Your **Applicant Status** is **CERTIFIED**.
- To edit a certified rank order list, click **Edit List**.
- The **Please Enter Your Authentication Information** pop-up displays. Enter your password.
 - Click **Cancel** to leave the list Certified.
 - Click **Submit** to edit the list.
- Edit the list as needed.

Note: NRMP does not retain previously saved versions of your rank order list. If changes are made and saved, the previous list is no longer available



When any changes are made, the list must be saved and certified prior to the Rank Order List Certification Deadline.

Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code
1	Capitol University Hospital-DC - Internal Medicine		ACTIVE	1802140C0	1401111111
2	National Medical Center-Test-DC - Internal Medicine		ACTIVE	1000140C0	1401111112
3	Secondary Test Institution-DC - Internal Medicine		ACTIVE	1894140C0	1401111113
4	Charlottesville University-VA - Internal Medicine		ACTIVE	1737140C0	1402222222
5	Henrico Univ Hlth Sys-VA - Internal Medicine		ACTIVE	1743140C0	1405555555

Please Enter Your Authentication Information

Your applicant status will be changed from Certified to Ranking. After editing, you must Certify the list again prior to the Rank Order List Certification Deadline in order for the list to be used in the Match.

Please enter your password and click the Submit button to change your applicant status from Certified to Ranking and edit your rank order list.

Password:

Certifying a Rank Order List With 20 or More Ranks:

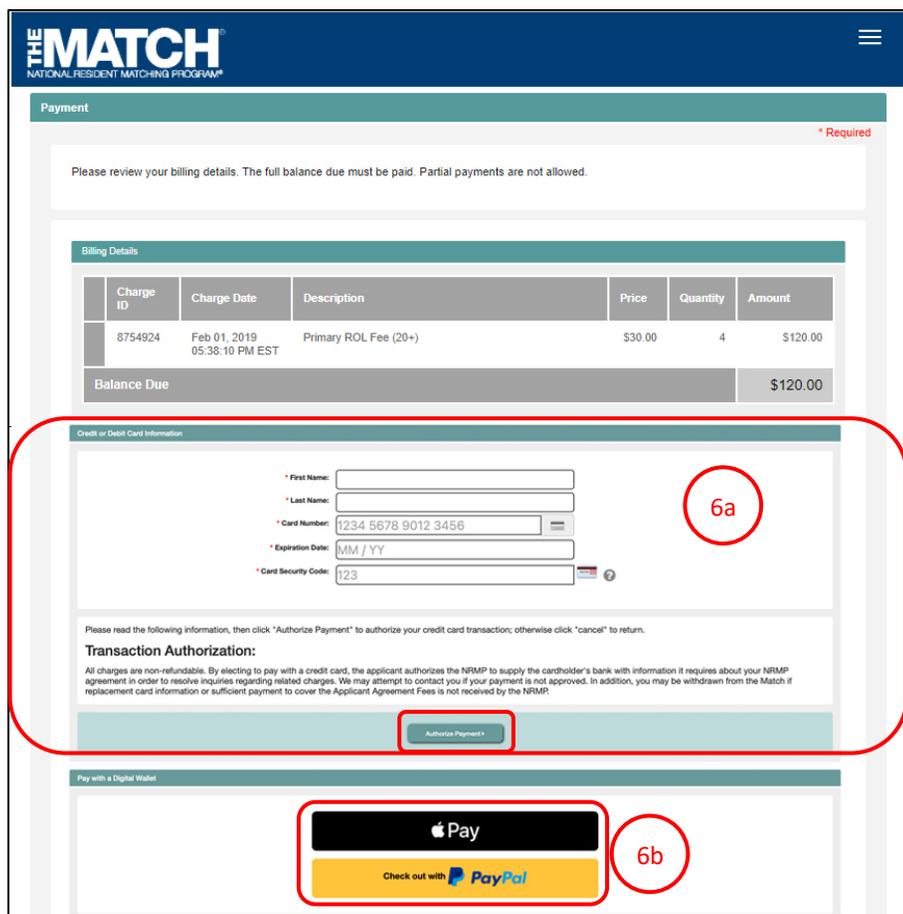
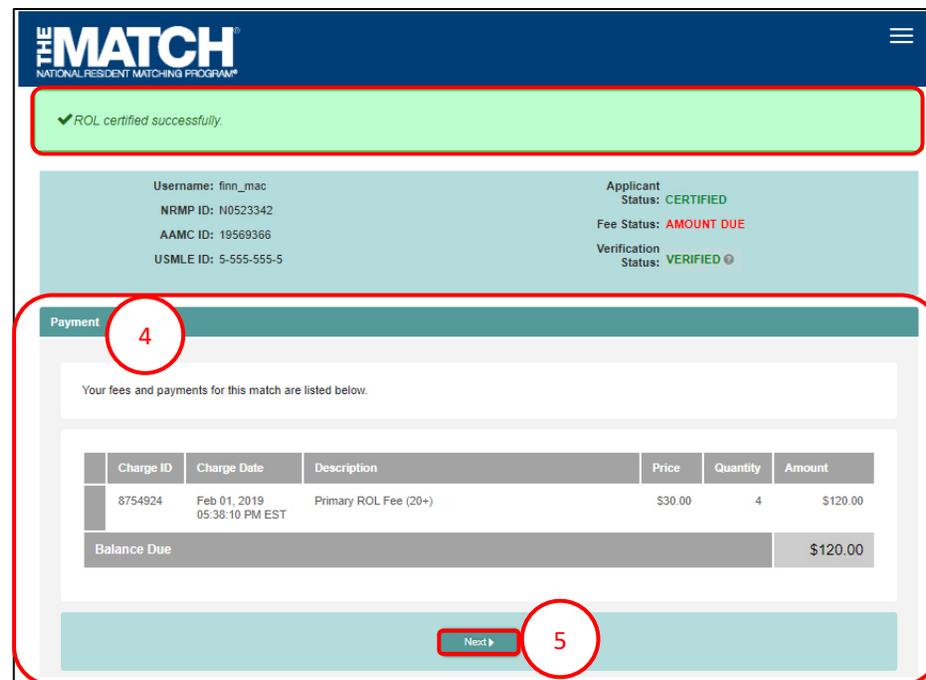
Extra fees apply if you rank more than 20 unique program codes on a primary rank order list and more than 20 unique program codes on all supplemental lists combined and/or if a ROL is certified with 100 or more ranks. If a ROL is certified with additional ranks and/or more than 100 ranks, extra fees will be due at the time of certification. Extra rank fees and length of rank order list fees are NOT REFUNDABLE if a shorter list is certified at a later time. Refer to the NRMP website for current fee amounts.

1. From the **Applicant Rank Order List** screen, click **Certify List**.
2. The **Please Confirm** pop-up displays indicating you have more than 20 ranks on your ROL. The example displays 24 ranks.
 - a. Click **Cancel** to edit your list to 20 or fewer ranks.
 - b. Click **Confirm** to certify the ROL and pay for the extra ranks.
3. After clicking **Confirm**, the **Please Enter Your Authentication Information** pop-up displays.
 - a. Click **Cancel** to edit your list to 20 or fewer ranks.
 - b. Enter your password in the **Password** field and click **Submit**.

The screenshots illustrate the steps for certifying a rank order list with more than 20 ranks. The first screenshot shows the 'Certify List' button in the top right corner of the 'Applicant Rank Order List' screen, circled in red with a '1'. The second screenshot shows a 'Please Confirm' dialog box with a message: 'You have 24 program(s) ranked on your primary rank order list.' Below this is a note: 'Note: Certifying this list will result in additional fees of \$120. If you click Confirm, all rank order list fees must be paid and are not refundable.' The dialog also explains the 20-rank limit and provides 'Cancel' and 'Confirm' buttons, with 'Confirm' circled in red with a '2b'. The third screenshot shows a 'Please Enter Your Authentication Information' dialog box with a message: 'The Match Participation Agreement to which you affixed your password during registration states that the listing of a program on your certified Rank Order List establishes a binding commitment to accept the position if a match results. Failure to honor the commitment may result in penalties as described in the NRMP's Violations Policy.' It also states: 'To have your Rank Order List included in the Match, you must complete the certification process by entering your password below and clicking the Submit button.' Below this is another note: 'Note: Certifying this list will result in additional fees of \$120 for extra programs and/or ranks. If you click Submit, extra rank fees must be paid and are not refundable.' A password field is present, and 'Cancel' and 'Submit' buttons are at the bottom, with 'Submit' circled in red with a '3b'.

Certifying a Rank Order List With 20 or More Ranks, continued:

4. The **Payment** screen displays the fees due.
 - a. The green note confirms rank order list certification.
5. Click **Next** to pay for the extra ranks.



6. Choose one payment option:
 - a. **CREDIT CARD:** Enter your credit card details in the appropriate fields and click **Authorize Payment**.
 - b. **MOBILE:** Select **Apply Pay** or **PayPal**. Follow the steps within the mobile payment popup to complete payment.

Certifying a Rank Order List With 20 or More Ranks, continued:

7. Payment confirmation displays. You may print the page as a receipt.
8. Click **Next** to return to the **Match Home Page**.

THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM

Account History

Applicant Type: Senior in a U.S. Allopathic Medical School Match Year: 2018
Username: finn_mac Applicant Status: **CERTIFIED**
NRMP ID: N0523342 Fee Status: **PAID**
AAMC ID: 19569366 Verification Status: **VERIFIED**

✓ Thank you, your payment was received. Your credit card has been approved.

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Transaction ID	Transaction Date	Description	Price	Quantity	Amount
8672140	Sep 20, 2017 06:51:53 PM EDT	Applicant Registration Fee (U.S. Senior) - 2018 MAIN	\$80.00	1	\$80.00
8649592	Sep 20, 2017 07:03:56 PM EDT	Payment - 2018 MAIN			\$80.00
8754924	Feb 01, 2019 05:38:10 PM EST	Primary ROL Fee (20+) - 2018 MAIN	\$30.00	4	\$120.00
8729390	Feb 01, 2019 05:40:21 PM EST	Payment - 2018 MAIN			\$120.00

Payment ID	Transaction Date	Transaction Status	Transaction Message	Amount
8649592	Sep 20, 2017 07:03:56 PM EDT	APPROVED	This transaction has been approved.	\$80.00
8729390	Feb 01, 2019 05:40:21 PM EST	APPROVED	This transaction has been approved.	\$120.00

Total Amount Paid: \$200.00

Total Balance Due: \$0.00

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