



## Using Applicant Match History

### Main Residency Match and Specialties Matching Service



#### Users:

- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)

The screenshot shows the 'Applicant Match History' page on the THE MATCH website. The page has a blue header with the logo and navigation links. Below the header, there is a search bar with a 'Search for Multiple Applicants via Bulk Upload' button. The main content area contains a paragraph of text explaining the NRMP Match Participation Agreement and the purpose of the Applicant Match History. Below this, there are search criteria fields for NRMP ID, AAMC ID, First Name, Last Name, and School Name. There are also buttons for 'Click to Find School', 'Reset', and 'Search'. The footer contains copyright information and links for Contact Us, Copyright Notice, and Privacy Statement.

The Applicant Match History was designed to assist program directors, program coordinators, and institutional officials in determining whether an applicant is eligible for appointment, eligible for an unfilled position during the Supplemental Offer and Acceptance Program® (SOAP®) in the Main Residency Match, or has a concurrent match commitment to another program. It also displays waiver requests and violation investigations. This information is accessible throughout the year, regardless of whether the Match in which the institution participates is open or closed.

- When searching during the application and interview season, medical school senior students will not appear in search results because they have not yet participated in a Match.
- During SOAP in the Main Residency Match, senior student’s eligibility for unfilled positions will appear.
- Applicants who participate in Matches outside the NRMP will not appear in the Applicant Match History.

**Login:**

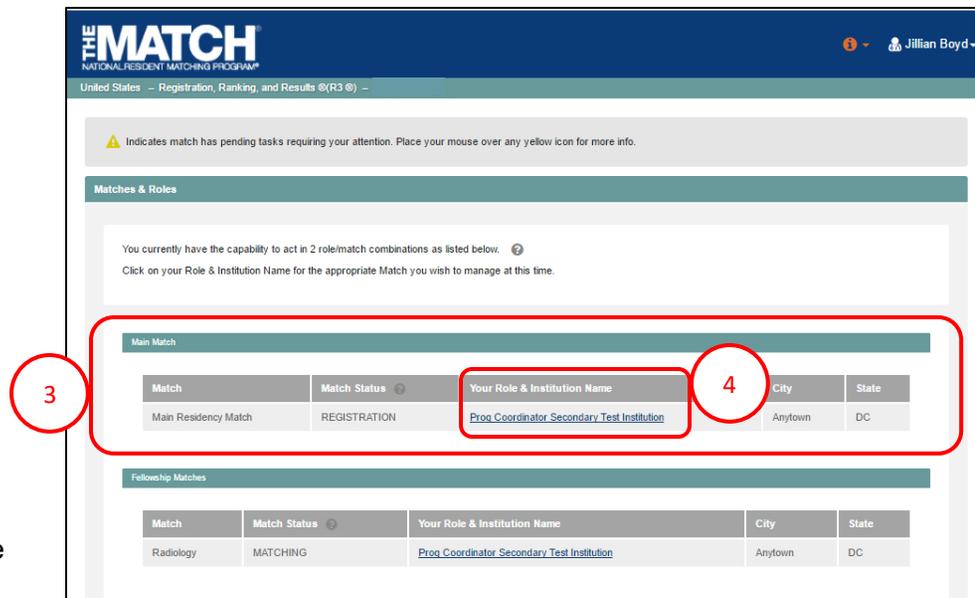
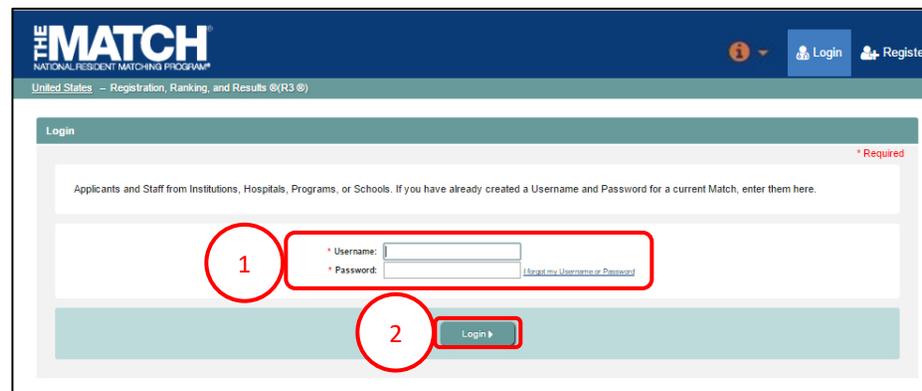
1. Enter the **Username** and **Password** you created for accessing the Registration, Ranking, and Results (R3®) system.
2. Click **Login**.

**Matches and Roles Page:**

3. If your institution participates in more than one Match, the role and Match combinations for your account are displayed.

 The yellow icon indicates Matches that have pending tasks requiring your attention.

4. Click on your **Role & Institution Name** for the appropriate Match.



The **Match Home Page** displays for the Match you selected. An example from both Matches is shown on this page.

### Main Residency Match Home Page:

5. Your institution, role, username, and Match year display.
6. The programs for which you are registered will display, along with each program's NRMP program code, status, director, reversions, and quota number.
7. Main Residency Match Event dates display.

Match Home Page

My Institution: [Secondary Test Institution](#) - Anytown, DC      Match Year:

My Role: Institution Program Coordinator

Username: [jboyd03](#)

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

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
<a href="#">Radiology-Diagnostic - Research</a>	1894420A1	ACTIVE	Filius Filitwick (Pledged or	D2 R0	2

Match Event	Start Date	End Date
Register	22 Mar 12:00 PM EDT	31 May 09:00 PM EDT
Rank	26 May 12:00 PM EDT	31 May 09:00 PM EDT
Match Computation	31 May 09:00 PM EDT	14 Jun 12:00 PM EDT

Match Home Page

My Institution: [Secondary Test Institution](#) - Anytown, DC      Match Year:

My Role: Institution Program Coordinator

Appointment Year:

Username: [jboyd03](#)

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

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
<a href="#">Breast Imaging</a>	1894R02F0	ACTIVE	Filius Filitwick	D0 R0	2

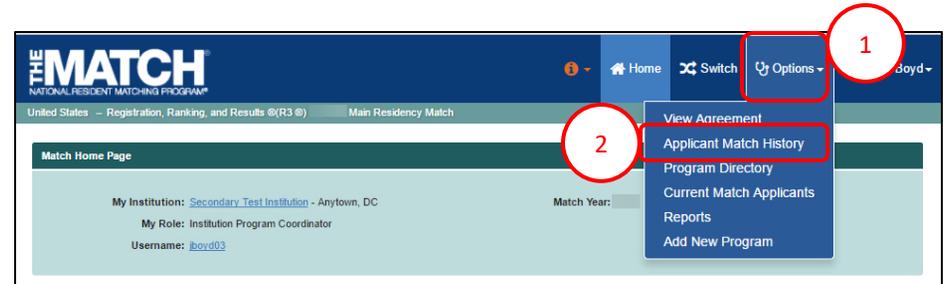
Match Event	Start Date	End Date
Register	22 Mar 12:00 PM EDT	31 May 09:00 PM EDT
Rank	26 May 12:00 PM EDT	31 May 09:00 PM EDT
Match Computation	31 May 09:00 PM EDT	14 Jun 12:00 PM EDT

### Fellowship Match Home Page:

5. Your institution, role, username, Match year, and appointment year display.
6. The programs for which you are registered will display, along with each program's NRMP code, status, director, reversions, and quota number.
7. Fellowship Match event dates display.

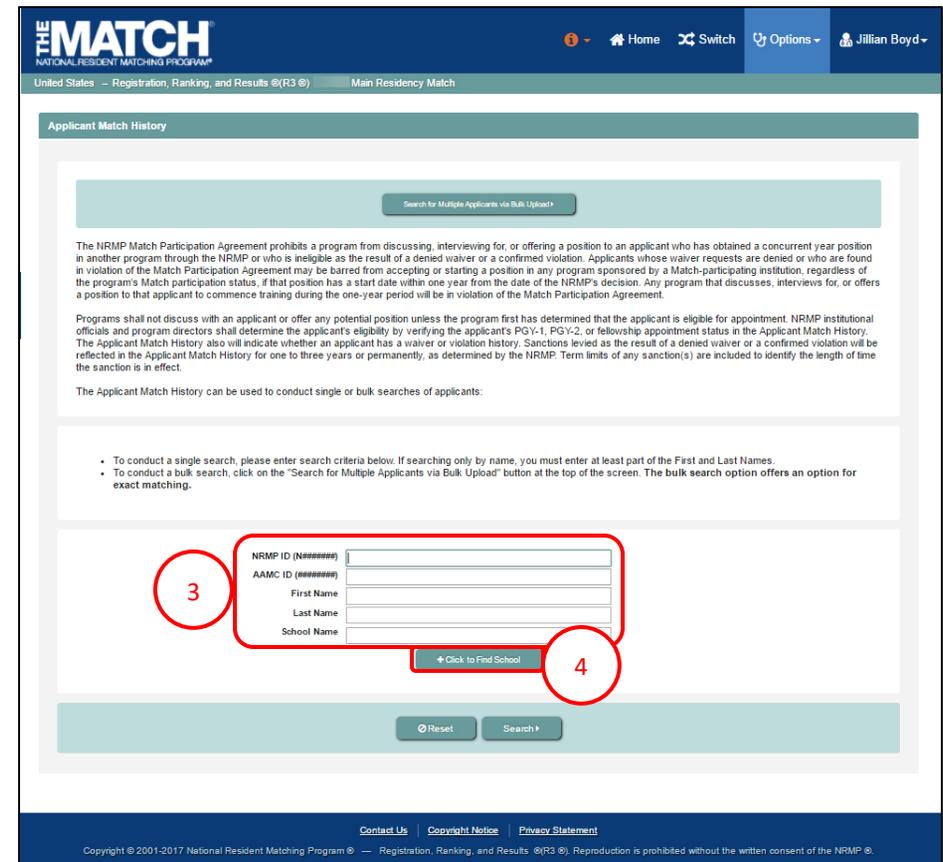
## Searching for a Single Applicant:

1. Click the **Options** menu.
2. Click **Applicant Match History**.



The **Applicant Match History** page displays.

3. Enter the applicant search details in the appropriate fields. If searching by name only, you must enter at least part of the First and Last Names.
4. To search using a school name, click the **Click to Find School** button.



## Searching for a Single Applicant, Continued:

The **School Lookup** fields display.

5. Select the school details, including country, state/province, and school type using the drop-down menus.
6. Click **Search**.
7. School results display. Click the appropriate school link.
8. The school is listed in the **School Name** field. Enter additional applicant search details in the appropriate fields.
9. Click **Search**.
10. To clear the school name or other field entries, click **Reset**.

The screenshot shows the 'School Lookup' form. It includes three drop-down menus for 'Country' (set to 'United States'), 'State / Province' (set to 'Please Select...'), and 'School Type' (set to 'Please Select...'). A 'Search' button is located to the right of these menus. Below the search criteria is a table with two columns: 'Code' and 'Name'. At the bottom of the form are navigation buttons: '< First', '< Prev', 'Next >', and 'Last >'. A 'Show 50 Results per Page' dropdown is also present.

The screenshot shows the search results table. A red box highlights the first row, which contains the code '123' and the name 'George Washington Univ SOM'. The table has two columns: 'Code' and 'Name'. Below the table are navigation buttons: '< First', '< Prev', 'Next >', and 'Last >'. A 'Show 50 Results per Page' dropdown is also present.

Code	Name
123	<a href="#">George Washington Univ SOM</a>
122	<a href="#">Georgetown University SOM</a>
127	<a href="#">Howard University COM</a>
100	<a href="#">National School - Test</a>

The screenshot shows the applicant search form. It includes fields for 'NRMP ID (#####)', 'AAMC ID (#####)', 'First Name', 'Last Name', and 'School Name' (set to 'National School - Test'). A 'Click to Find School' button is located below the 'School Name' field. At the bottom of the form are 'Reset' and 'Search' buttons.

## Searching for a Single Applicant, Continued:

11. If the applicant has a Match History, search results display. If searching by name only, results may include numerous applicants with the same name.

 **NOTE:** If an applicant has a violation, a red flag will appear next to the applicant's name.

12. If the applicant does not have a Match history, an **Information** box will display noting there were no search results for the criteria you entered.

11

There are 4 Applicants Matching your search query Click any column header to sort by that column.

Name	School Name	NRMP ID	AAMC ID
<a href="#">Howard_Jennifer</a>	Delaware State Medical University (125)		12345675
<a href="#">Howard_Jennifer</a>	University of Alaska School of Medicine (199)		12345679
<a href="#">Howard_Jennifer</a>	University of Wyoming School of Medicine (200)		12345677
 <a href="#">Howard_Jennifer</a>	National School of Medicine and Health Sciences - Test School (100)	N0123459	12345676

1 to 4 of 4 rows

< First | Prev | Next | Last >

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**THE MATCH**  
NATIONAL RESIDENT MATCHING PROGRAM

Home Switch Options Jillian Boyd

the program's Match participation status, if that position has a start date within one year from the date of the NRMP's decision. Any program that discusses, interviews for, or offers a position to that applicant to commence training during the one-year period will be in violation of the Match Participation Agreement.

Programs shall not discuss with an applicant or offer any potential position unless the program first has determined that the applicant is eligible for appointment. NRMP institutional officials and program directors shall determine the applicant's eligibility by verifying the applicant's PGY-1, PGY-2, or fellowship appointment status in the Applicant Match History. The Applicant Match History also will indicate whether an applicant has a waiver or violation history. Sanctions levied as the result of a denied waiver or a confirmed violation will be reflected in the Applicant Match History for one to three years or permanently, as determined by the NRMP. Term limits of any sanction(s) are included to identify the length of time the sanction is in effect.

The Applicant Match History can be used to conduct single or bulk searches of applicants.

**Information**

There were no search results for the criteria entered.

Note: Medical school senior students and applicants who participate in matches outside the NRMP will not appear in search results because they have not yet participated in an NRMP Match.

Ok

School Name

+ Click to Find School

Reset Search

## Searching for a Single Applicant, Continued:

13. Click the applicant's name to review **Applicant Details** and confirm eligibility for appointment during the application and interview season. All applicants will have the same information during this time period, including:

- Matches in which the applicant obtained a position, along with the appointment year of that Match and the name of the matched program
- Any violations committed by the applicant
- Any waivers of the match commitment granted to the applicant

14. The example applicant's violation is explained, including the sanction imposed by the NRMP.

15. The example applicant has no violations and has both a preliminary and advanced commitment.

13

There are 4 Applicants Matching your search query Click any column header to sort by that column.

Name	School Name	NRMP ID	AAMC ID
<a href="#">Howard, Jennifer</a>	Delaware State Medical University (125)		12345675
<a href="#">Howard, Jennifer</a>	University of Alaska School of Medicine (199)		12345679
<a href="#">Howard, Jennifer</a>	University of Wyoming School of Medicine (200)		12345677
<a href="#">Howard, Jennifer</a>	National School of Medicine and Health Sciences - Test School (100)	N0123459	12345676

1 to 4 of 4 rows

14

**Applicant Details**

Applicant Name: Howard, Jennifer  
 NRMP ID: N0123459  
 AAMC ID: 12345676  
 School: National School of Medicine and Health Sciences - Test School (100)

Main Residency Match: Howard, Jennifer

Status

The applicant did not obtain a position in the Match but does have a Violation in this Match.

Violation Official Statement: On Tuesday, March 15, [redacted] at 5:30 p.m. eastern time, Jennifer Howard, M.D., a SOAP-eligible participant in the [redacted] Main Residency Match, contacted by email the Family Medicine program at National Medical Center, a SOAP-participating residency program, to request consideration of her application for an unfilled position. Section 7.1 of the Match Participation Agreement for Applicants and Programs prohibits SOAP-eligible applicants from initiating contact with SOAP-participating programs outside of the Electronic Residency Application Service (ERAS).

Violation Sanction: The NRMP has identified Jennifer Howard, M.D. as a Match violator in the NRMP's Registration, Ranking, and Results (R3) system until 12/20/2011.

Match History: The applicant did not match in any previous NRMP match.  
 The applicant may be offered a position until participation in a future match.

Close

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**Applicant Details**

Applicant Name: Coleman, Aaron  
 NRMP ID: N0123453  
 AAMC ID: 12345672  
 School: Tulane University School of Medicine (176)

Main Residency Match: Coleman, Aaron

Status	Matched Program	Matched Institution	Appt Year
Obtained Position	Surgery-General (1894440P0)	Secondary Test Institution	
Obtained Position	Interventional Radiology (Integrated) (1894416A0)	Secondary Test Institution	

Violations: No Violation found.  
 Waivers: No waiver found.

Close

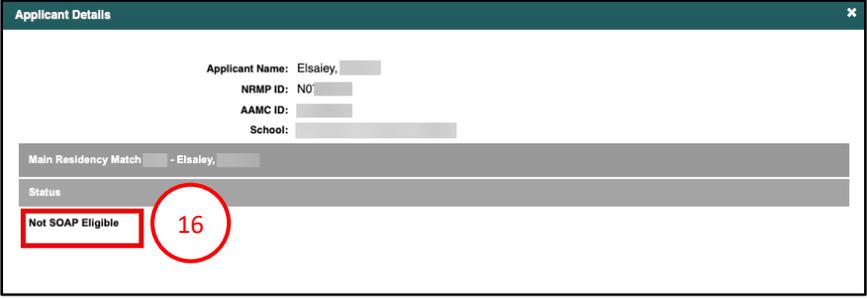
## Searching for a Single Applicant, Continued

### During SOAP:

If searching for Main Residency Match applicants to review eligibility for a program during SOAP, click the applicant's name to review **Applicant Details** as in the previous steps. The **Applicant Details** box will display.

16. Confirm eligibility for an unfilled position during SOAP and which position type(s) they are eligible for, as highlighted on the example screenshots.

17. After reviewing the applicant's details, click **Close** to return to the **Applicant Match History** page.



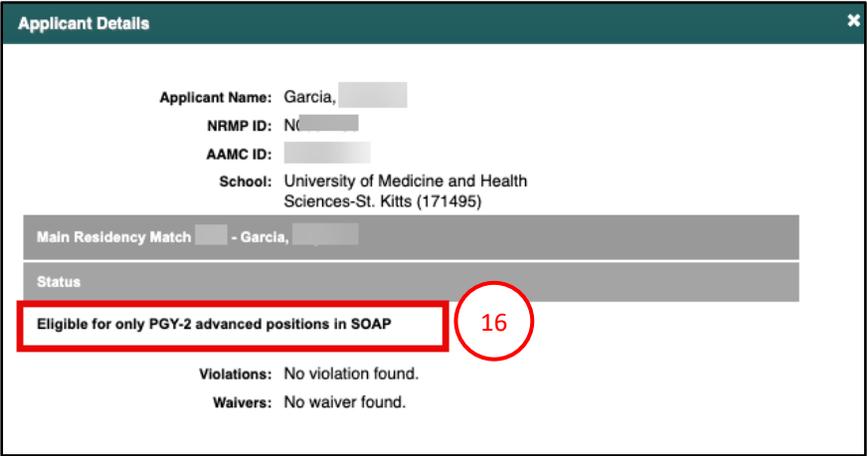
Applicant Details

Applicant Name: Elsaley, [redacted]  
NRMP ID: NO [redacted]  
AAMC ID: [redacted]  
School: [redacted]

Main Residency Match [redacted] - Elsaley, [redacted]

Status [redacted]

Not SOAP Eligible 16



Applicant Details

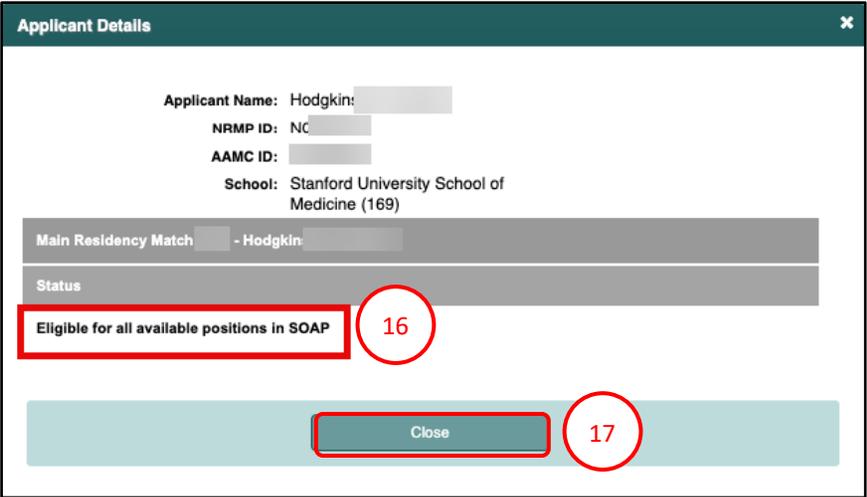
Applicant Name: Garcia, [redacted]  
NRMP ID: NC [redacted]  
AAMC ID: [redacted]  
School: University of Medicine and Health Sciences-St. Kitts (171495)

Main Residency Match [redacted] - Garcia, [redacted]

Status [redacted]

Eligible for only PGY-2 advanced positions in SOAP 16

Violations: No violation found.  
Waivers: No waiver found.



Applicant Details

Applicant Name: Hodgkin: [redacted]  
NRMP ID: NC [redacted]  
AAMC ID: [redacted]  
School: Stanford University School of Medicine (169)

Main Residency Match [redacted] - Hodgkin: [redacted]

Status [redacted]

Eligible for all available positions in SOAP 16

Close 17

## Searching for Multiple Applicants via Bulk Upload:

Multiple applicants can be searched simultaneously by pasting a list of names and AAMC IDs into the Applicant Match History tool. A batch of results will be returned. You can enter up to 500 applicants at a time.

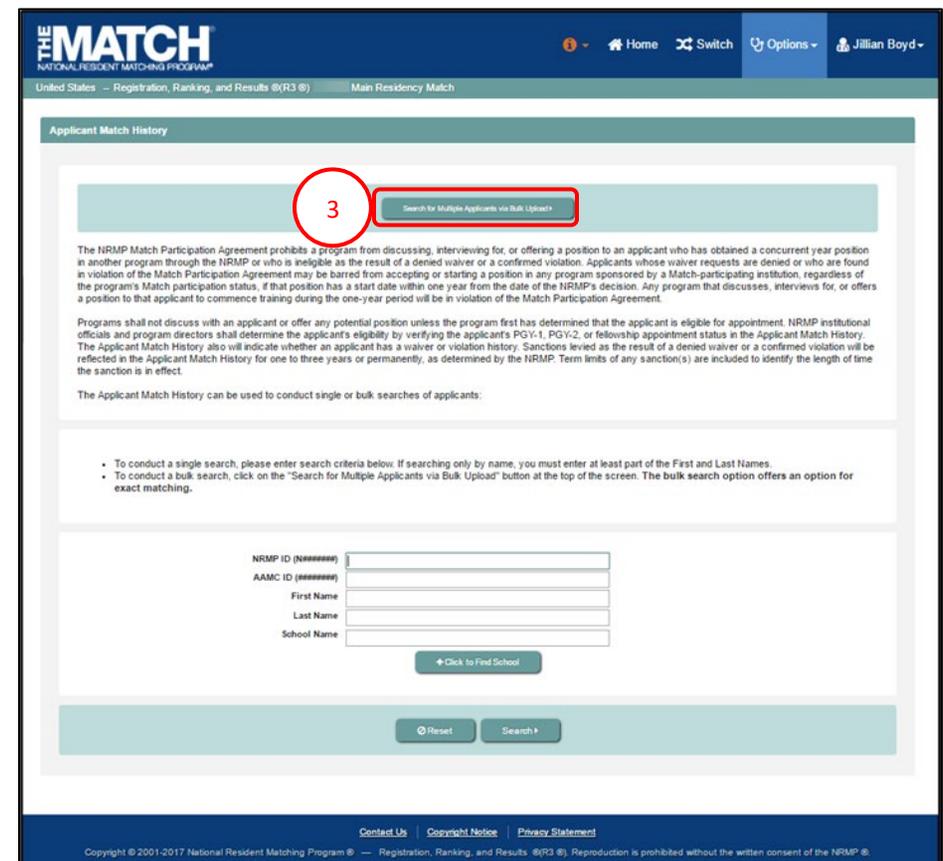
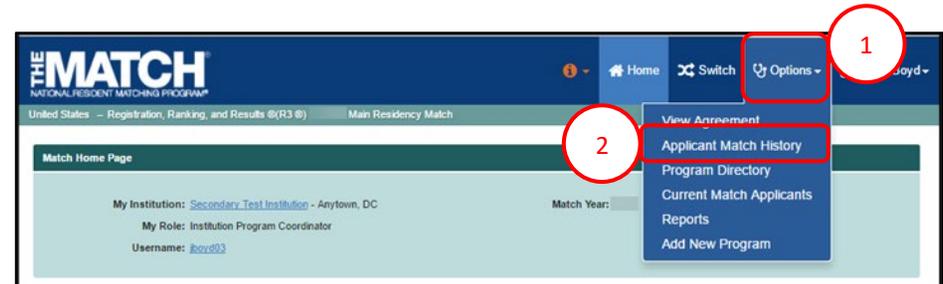
Prior to searching for multiple applicants, create a tab-delimited text file of the applicants with the following components:

- Three data elements per applicant: AAMC ID, First Name, and Last Name.
- Each data element must be separated by a Tab character; if extracting from Excel, use the format Text (Tab delimited).
- There must be one applicant per line.

1. Click the **Options** menu.
2. Click **Applicant Match History**.

The **Applicant Match History** page displays.

3. Click **Search for Multiple Applicants via Bulk Upload** at the top of the screen.



## Searching for Multiple Applicants via Bulk Upload, Continued:

4. The **Search Applicants by Bulk Upload** page displays with detailed instructions for file preparation and searching.
5. Open your prepared applicant list. Select the rows of applicant records, and copy them by either:
  - a. Using standard menu **Edit→Copy**, right clicking and choosing Copy, or
  - b. Using **Ctrl+C** on the keyboard
6. Click in the **Applicant Data** field. Paste the applicant records using either:
  - a. The browser menu (**Edit→Paste**), right clicking and choosing Paste, or
  - b. **Ctrl+V** on the keyboard
7. Check the **Exact Matches Only** box to limit your search results to **only** applicants with the **exact** FirstName, LastName, and AAMC ID you enter on your list.
8. Click **Submit**.
9. Click **Show Prior Batches** to view your previous applicant searches and re-run, if necessary.

Search Applicants by Bulk Upload

- Create a list of applicants to be searched. This list must
  - contain three data elements per applicant: AAMC ID, First Name, and Last Name.
  - separate each element by a Tab character. If extracting from Excel use the format Text (Tab delimited).
  - reference only one applicant per row on the list.
  - include no more than 500 applicant rows per list.
- Copy and Paste this list into the Applicant Data box below.
- Click the Submit button once your list is ready. The system will return the Applicant Match History results of any applicants found from your list or will show you any errors in your submission.

**EXACT MATCHING:** Check the Exact Matches Only box below if you want to limit your search results to only applicants with the exact FirstName, LastName, and AAMC ID you enter on your list. Applicants for whom exact matches cannot be found (i.e., only two of the three elements match) must be checked through the single or traditional bulk search process.

**Example:**

AAMC ID	FirstName	LastName
88888888	John	Doe
88888888	Jane	Smith

Applicant Data:

Exact Matches Only

Q Show Prior Batches Cancel Submit

	A	B	C
2	12345671	Kadesha	Simms
3	12345670	Ashley	Fetcher
4	12348909	Tom	Stanley
5	12349900	Louie	Charles
6	13138353	Aaron	Coleman
7	11507822	Eliza	Doolittle
8	12345676	Jennifer	Howard
9	12349090	Varsha	Makkapati
10	12358964	Kathy	Lane
11	12349665	Darrius	Carr

Applicant Data:

12345671 Kadesha Simms  
12345670 Ashley Fetcher  
12348909 Tom Stanley  
12349900 Louie Charles  
13138353 Aaron Coleman  
11507822 Eliza Doolittle  
12345676 Jennifer Howard

Exact Matches Only

Q Show Prior Batches Cancel Submit

## Searching for Multiple Applicants via Bulk Upload, Continued:

10. The bulk search results display.
11. Click each applicant's name to review **Applicant Details** and confirm eligibility for appointment.  
If searching during the Main Residency Match SOAP process, confirm eligibility for an unfilled position during SOAP.
12. The example applicant has no violations and has both a preliminary and advanced commitment.
13. After reviewing the applicant's details, click **Close** to return to the **Applicant Match History** page.

There are 9 Applicants Matching your search query. Click any column header to sort by that column.

Name	School Name	NRMP ID	AAMC ID
<a href="#">Coleman, Aaron</a>	Tulane University School of Medicine (176)	N0123453	12345672
<a href="#">Doolittle, Etica</a>	National School of Medicine and Health Sciences - Test School (100)	N0211942	11507822
<a href="#">Fletcher, Ashley</a>	Eastern Virginia Medical School (818)	N0123451	12345670
<a href="#">Howard, Jennifer</a>	Delaware State Medical University (125)		12345675
<a href="#">Howard, Jennifer</a>	University of Alaska School of Medicine (199)		12345679
<a href="#">Howard, Jennifer</a>	University of Wyoming School of Medicine (200)		12345677
<a href="#">Howard, Jennifer</a>	National School of Medicine and Health Sciences - Test School (100)	N0123459	12345676
<a href="#">Simms, Kadeshia</a>	University of the West Indies, Jamaica (18276)	N0123457	12345671
<a href="#">Stanley, Tom</a>	Tulane University School of Medicine (176)		11037452

1 to 9 of 9 rows

Definition of alert symbols:  
 This Applicant was found to be in violation of the NRMP Match Participation Agreement. For further information, please view the Applicant Match History.

Applicant Name: Coleman, Aaron  
 NRMP ID: N0123453  
 AAMC ID: 12345672  
 School: Tulane University School of Medicine (176)

Main Residency Match - Coleman, Aaron

Status	Matched Program	Matched Institution	Appl Year
Obtained Position	Surgery-General (1894440P0)	Secondary Test Institution	
Obtained Position	Interventional Radiology (Integrated) (1894416A0)	Secondary Test Institution	

Violations: No Violation found.  
 Waivers: No waiver found.

Close