

## ERAS HELPFUL INFORMATION

Following is some information that will be helpful to you when using ERAS:

- **ERAS Registration:** The website to register is <https://services.aamc.org/eras/myeras>
- **July 1, 2013** -- MyERAS opens to applicants.
- **MyERAS User Guide** can be downloaded from [www.aamc.org/services/eras](http://www.aamc.org/services/eras), and then clicking on (1) “ERAS For Applicants,” (2) USMG Residency Applicants,” (3) “Quick Resources” on right-hand side of page, and (4) “MyERAS User Guide.”
- **Token Code:** The ERAS 2014 Token Code Sheet is generated by the OME, and it contains information for you to register with MyERAS. This token code is used only this one time to register and access MyERAS on-line. The token code will be sent out via email in late June. **The registration page information must be entered accurately the first time as it cannot be accessed again.** After this initial registration, you will access ERAS using a self-created password.
- **Applicant Code:** When registering, you will be asked for your AAMC ID Number. If you do not know your AAMC ID, leave the field blank. At the end of the registration process, once you click the “Register” link, the system will process your information and populate your AAMC ID. Note your ID as you will need this to access MyERAS and ADTS (Applicant Document Tracking System).
- **September 15, 2013** – applicants can begin transmitting applications to programs.
- **ERAS Documents:**
  - **Scanned Documents:** The OME will scan the following documents:
    - Letters of Recommendation
    - Official Transcript (medical school)
    - Medical Student Performance Evaluation (MSPE)
    - Photo

*Please note that any or all of the above documents do **not** have to be received by the OME prior to you submitting your application to programs.*

- **Transcript:** You will need to request an official transcript from the University Registrar’s Office. The OME is unable to request an official transcript. The transcript request forms are in the Office of Medical Education or online at:  
<http://registrar.missouri.edu/grades-transcripts-records/request-transcript.php>
  - **If you did any undergraduate work at MU or MU system school, you are not able to submit an online request as the online request doesn’t allow you to request only your medical school transcript. You must request that they send only the medical school transcript.** This makes for a much “cleaner” transcript, and there are very few programs which request undergraduate transcript information.
  - **Students who completed undergrad at another institution may order their medical school transcript on line or using the paper form.**
  - If you are unable to come by the OME for a paper form, the transcript office phone number is 882-8252. The transcript fee is \$10.00 per transcript. This transcript should be sent to the:

Office of Medical Education  
School of Medicine  
MA213 Medical Science Bldg.  
Attn: Naomi Tucker

- **Photo:** Residency programs have shown a strong preference to receive a photo, which is primarily used for identification purposes. The photo should be a wallet-sized color photo. The OME creates a class composite that you receive at graduation. Most students will use this photo for ERAS also. You will be getting more info about this in July.
- **Letters of Recommendation (LOR):** From MyERAS you will print out a LOR Request Form which is given to each of your letter writers (either by email, mail, or in person). You must indicate whether you waive your right to see the letter. **It is your responsibility to contact the OME to ensure that letters have been received in the OME.**
  - You can request as many letters of recommendation as you would like, but no more than four letters can be assigned to any one program.
  - All letters of recommendation are sent to the Office of Medical Education to be scanned and attached to your application. The address is:
 

University of MO - Columbia  
Office of Medical Education  
School of Medicine  
MA213 Medical Science Bldg.  
Columbia, MO 65212  
Attention: Naomi Tucker  
Phone: 573-882-2921  
\*Fax: 573-884-2988
  - The OME **must** receive the original LOR with signature. If deadlines are quickly approaching, we can accept the LOR via fax or pdf, but the original must follow.
  - **LoR Portal:** Letter writers have the option of submitting your letter to the OME or through the Portal. With the Portal, letter writers would upload a PDF version of the letter. More detailed instructions for this are contained in the LoR Request Form.
- **Curriculum Vitae:** A personal curriculum vitae (CV) is not scanned into MyERAS. Most of this information is entered into the MyApplication section of ERAS, and programs can view this in a CV format. Most students will take a CV of their own making to interviews with them.
- **USMLE Transcript:** In order for programs to receive your USMLE transcript, you must release this through ERAS. There is an initial \$60 fee sent to the NBME for release of your USMLE transcript, and this is a one-time fee for an unlimited number of electronic transcripts sent via ERAS.
- **Release of USMLE Transcript:** You must designate how you would like your scores released. If you choose the automatic retransmission option, new scores will be automatically transmitted to programs when they are received. Be very sure that this is the option you want, as you cannot change it. If you would like to know your score prior to it being released to programs, you should not choose this option. It is very easy to resend your transcript at a later date and there is no additional cost associated with this. The OME recommends that you do not choose the automatic retransmission option.
- **Participating Programs:** <https://services.aamc.org/eras/erasstats/par/>

If you have any questions or need help in completing your ERAS application, please see Naomi Tucker (882-2921) or Suzanne Neff (882-3490).