

“Medical Student Performance Evaluation”

Request Form
 (“MSPE” a.k.a. “Dean’s Letter”)

All requests for the MSPE MUST be submitted by the medical school graduate only. A \$15.00 fee is required per letter requested. Only after payment is received will the MSPE(s) be processed. For questions regarding the MSPE, please contact Susan Starnier, Senior Program Coordinator at starnier@uthscsa.edu or 210-450-7457.

Methods of payment: Cash, Check or Money Order and *Payable to:* **UTHSCSA**

Mail your MSPE request and payment to:

UT Health San Antonio
Long School of Medicine
Office for Undergraduate Medical Education
7703 Floyd Curl Drive, MC 7985
San Antonio, Texas 78229-3900

Graduate’s Name

Graduation Year

Telephone Number

E-mail Address

PLEASE INDICATE THE PURPOSE(S) FOR THE MSPE REQUEST

- ERAS (Electronic Residency Application Service) *to be uploaded by the UME Office*
- MIDUS (Medical Institution Document Upload Service) *to be uploaded by the UME Office*
- EFDO (ERAS Fellowships Documents Office) *to be uploaded by the UME Office*
- Medical (State) Board Personal Record For Employer Other _____

Complete address information where MSPE letter will be sent. No address is needed for ERAS, MIDUS, or EFDO. Address section is for Medical (State) Board, Personal Record, Employer, or Other.

Name

Organization

Address

City

State

Zip Code

Signature

Date

The University of Texas School of Medicine at San Antonio
Main Match ERAS/NRMP Checklists

You must register for ERAS before you can begin to work on your “MyERAS” application. The Undergraduate Medical Education (UME) Office will issue you a token for ERAS, which will be distributed to you via email. The text which accompanies your token provides you with information on how to register for ERAS. For your convenience, please find the following check lists to assist you in your application process for ERAS and NRMP. Keep in mind, you must register for both ERAS and NRMP to secure a position in the Main Residency Match. **NOTE: If you are applying for an advanced PGY 2 position or an joint ophthalmology position, you still must apply for a PGY 1 position through the Main Residency Match, so you must register for both ERAS and NRMP.** If you are applying for a urology position, you still must register for ERAS.

ERAS Checklist You will register for ERAS.

Medical School Performance Evaluation (“Dean’s Letter”) - to be uploaded by the UME Office. **NOTE:** You **MUST** complete the MSPE Request Form and submit the \$15.00 fee before the UME Office will upload your MSPE to the ERAS website-**NO exceptions.**

Medical School Transcript - to be uploaded by the UME Office. **NOTE:** Please contact the Office of the University Registrar to send a copy of your medical school transcript to the UME Office to upload to ERAS.

Photograph - upload JPEG electronic photo.

Letters of Recommendation (LoRs) - You will enter the author’s information in ERAS. You can link up to 4 LoRs for each program. You will generate and provide the Letter Request Form for each letter author. Each letter author (or designee) must upload the LoR through the “LoR Portal” on ERAS.

Personal Statement(s) - You will create and upload your personal statement(s) to ERAS.

USMLE Transcript- You will pay for the USMLE transcript and authorize the NBME to upload the USMLE transcript directly to ERAS. **NOTE:** The UME Office does **NOT** upload the USMLE transcript to ERAS.

NRMP Checklist

You will register for the NRMP Main Match (opens September).

You will electronically sign the Match Participation Agreement. Pay attention to the Terms of the Match Participation Agreement **VERY** carefully.

You will pay match fee (avoid \$50 late fee by registering by November 30).

You will complete the interviews (interviews begin in October and continue through February in general).

You will submit your rank order list to the NRMP by the deadline.

ERAS Help Desk Hours of Operation: Monday – Friday 8:00 am – 6:00 pm ET

Applicant ERAS Contact Information

Email: myeras@aamc.org

Phone: 202-862-6264

LoR Authors ERAS Contact Information

Email: eraslorportal@aamc.org Phone: 202-862-6249