

ERAS 2009

A guide to ERAS processing in the Registrar's Office.



What is ERAS?

- ERAS is used by medical students in their final year of medical school to apply electronically for:
 - Osteopathic Internships
 - Allopathic Residencies



Osteopathic Internship Timeline

- **July 1, 2008**
 - MyERAS website becomes available to osteopathic internship applicants.
 - Students can begin working on their applications and begin attaching documents.
 - Students may begin selecting and applying to osteopathic internship programs only.

- **July 15, 2008**
 - NBOME and osteopathic schools can begin contacting the ERAS PostOffice to download application files.

- **October 15, 2008**
 - MSPEs are released to AOA accredited programs.

- **February 2009**
 - Osteopathic Match Results

Allopathic Residency Timeline

- **July 1, 2008**
 - Students applying for residency programs may begin working on their MyERAS application.
- **September 1, 2008**
 - Schools may begin transmitting supporting documents for residency applications (transcripts, photos, letters of recommendation, etc.)
- **September 1, 2008**
 - Residency applicants may begin selecting and applying to residency programs.
- **November 1, 2008**
 - Medical Student Performance Evaluations (MSPE's) are released to programs for review.
- **December 2008**
 - Military match results are available
- **March 2009**
 - NRMP match results are available
 - Scramble

ERAS Token Numbers

- In order to begin your ERAS application, you must have an ERAS token number. Token numbers will be e-mailed to your WesternU e-mail account on July 1, 2008.
- If you have not received your token number by July 7, 2008, please contact the Registrar's Office at (909) 469-5491 or e-mail registrar@westernu.edu.

Letters of Recommendation

- Please have your letters of recommendation forwarded to the **Registrar's Office** for scanning into ERAS.
- Letters of Recommendation may only be used for applications to **internship and/or residency programs** and will not be released to any other third party (i.e. rotation sites, scholarship applications, etc.). Please make a copy of your letters of recommendation prior to submitting it to our office. **Letters of recommendation will not be returned or copied once they have been submitted to our office.**
- Be sure to designate your letters of recommendation to each individual program you are applying for in ERAS. Letters cannot be uploaded to ERAS if they have not been designated.

Required Photograph

- ERAS requires that all students submit a color photograph (approximately 2"-3" in size) for identification purposes. Please remember that your photograph should be professional and not too casual. Please submit your photo to the Registrar's Office.
- You can submit your photograph by e-mail in JPEG (.jpg) format to a Registrar's Office staff member as shown below:
 - A-H: Sylvia Huizar (huizars@westernu.edu)
 - I-P: Crystal Latimore (clatimore@westernu.edu)
 - Q-Z: Karen Jones (kjones@westernu.edu)



Transcripts

- One (1) official transcript is required for ERAS (regardless of the number of programs you are applying to).
- Please note on your request that the transcript is to be used for ERAS. Do not include program addresses on your request, just indicate 'For the purpose of ERAS'.
- Official transcripts are \$6.00. You must request your transcript for ERAS via BanWeb.



We can only upload to ERAS if:

- You have designated your letters of recommendation to each individual program.
- Submitted your application to ERAS.
- Paid ERAS for your programs.
- If these steps are not completed, the Registrar's Office staff will not be able to upload your supporting documents to ERAS.



How long does it take?

- The Registrar's Office staff will upload your documents upon completion of your application, letter designations, submission of application and payment to ERAS.
- Once these items have been completed, ERAS will open your record to our office for uploading within 24 hours.
- Once your record is available to our staff, we will upload any documents that are on file within 24 hours.
- Total turnaround time is approximately 48 hours from completion of your required steps (see previous page).

Questions?

- If you have questions or concerns regarding the uploading of your documents to ERAS, please contact the Registrar's Office associate assigned to your portion of the alphabet:
 - **A-H** **Sylvia Huizar, 909-469-5308, huizars@westernu.edu**
 - **I-P** **Crystal Latimore, 909-469-5502, clatimore@westernu.edu**
 - **Q-Z** **Karen Jones, 909-469-5345, kjones@westernu.edu**
 - **Registrar's Office Fax Number:** **909-469-5425**