



SABA UNIVERSITY SCHOOL OF MEDICINE

MSPE / MSPR Request Form: 2015 Match

*****Completed Requests are due no later than May 11, 2014*****

Official Name (as it appears in our records):

Last Name: _____ First Name: _____ M.I.: _____

Preferred Email Address: _____ Preferred Phone Number: (____)-____-____

Are you applying to: ERAS/NRMP Match (U.S.) CaRMS Match (Canadian) Fellowship

What are your top two specialty choices: _____ and _____

Is this the first time you have participated in the match? Yes No

If No, please indicate the previous match year(s) in which you participated:

2014 2013 2012 2011 Other: _____

If No, and you have matched before, why are you reapplying?

I matched in as a PGY1 and am seeking a categorical match I am changing specialties

Other (Please explain): _____

ERAS/NRMP Applicants:

The AAMC# is the same number on your MCAT report. It is **NOT** your USMLE ID#. If you do not have an AAMC#, you will receive one when you register with ERAS and you will be **REQUIRED** to submit it to b.obrien@saba.edu immediately upon receipt. Saba **cannot** submit a MSPE without this number. You must submit this form by May 11, 2014, with or without the AAMC#.

AAMC#: _____

Step 1 sit date: (mm/dd/yy) ___/___/___ Score: (XXX/XX) ___/___

Step 2 CK sit date: (mm/dd/yy) ___/___/___ Not scheduled Score: (XXX/XX) ___/___ Pending

Step 2 CS sit date: (mm/dd/yy) ___/___/___ Not scheduled Score: Pass Fail Pending

ECFMG Certification date (if applicable/graduates only): ___/___/___ ECFMG #: _____

Step 3 sit date: (mm/dd/yy) ___/___/___ Not scheduled Score: Pass Fail Pending

Participating in the couples match? Yes No If yes, with whom? _____

CaRMS Applicants:

MCCEE Exam date: (mm/dd/yy) ___/___/___ Not scheduled Score: _____

Letters of Recommendation (LORs):

All positive LORs received in office will be sent to ERAS on your behalf. You will be able to choose which LORs to use through your ERAS application. CaRMS requires applicants to submit cover sheets for LORs. **ONLY LORs with CaRMS cover sheets** will be sent to CaRMS.

Name: _____

Dual/Joint Degree Programs (incl. SUSOM Hyperbaric Medicine):

Are you currently participating in a dual/joint degree program? (ex. MBA): Yes No

Date of Expected Graduation: (mm/dd/yy) ____/____/____

School Name: _____

Type of Program: _____

Respond briefly to the following questions: (All responses should be typed & be in third person (he/she):

1.) Describe any research, published papers, written abstracts, presentations at meetings you have done? Do not include morning rounds. Be sure to include all relevant information (dates, places, *full and properly formatted citations*, etc...)(ex. last name, first initial, *article/title*, Journal, year, volume). **List the title of your RLRA paper** in the following format – **RLRA: “exact title”**.

2.) After college and prior to medical school did you have experiences you wish to mention (e.g. other career, graduate education, peace corps, etc)?

3.) In addition to your studies, characterize the activities that you have engaged in and explain why you have chosen them. (Community service/outreach, missionary work, etc.)

4.) Please indicate any honors or activities not already included in your CV. Were you elected Chief Student on your rotation?

5.) Are there any prolonged absences during medical school that you would like to have addressed/explained? (Unexplained gaps, of more than three months, can be considered a red flag for licensure boards.)

6.) Is there any other additional information you would like to share?

Along with a completed request form, you will also need to submit the following:

- Current CV (should be updated since basic sciences and include publications)
- Copy of your completed Personal Statement (if not submitted already)
- Copies of all US and Canadian Exam Score Reports not already on file with SUSOM.

*** Please submit your completed request via Email to b.obrien@saba.edu ***

Saba University • U.S. Office • 27 Jackson Road, Suite 301 • Devens, MA 01434 • gradaffairs@saba.edu

MSPE / MSPR Procedure

Please Note: ECFMG/ERAS will release MSPEs to program directors on October 1, 2014; SUSOM will transmit MSPE letters, ***for all requests received by the May 11, 2014 deadline, electronically to ECFMG/ERAS prior to this release date.***

- 1.) Students must submit a completed MSPE/MSPR Request Form and all required documents by **May 11, 2014** (including full CV, Personal Statement, and Exam Score Reports).
- 2.) Once a completed request is received, students will be added to the Request List.
- 3.) Students will receive a copy to review for accuracy, such as the spelling of preceptor's names, dates, locations, etc. Students *must respond with updates and approval within 3 days (72hours)* or their letter will not be processed. ***Only one email concerning feedback will be accepted. Review your letter carefully, completely, and numerous times before sending your edits.***
- 4.) Drafts are sent to students on a basis of first come first serve. Drafts will be sent to applicants as they are completed and students should not call the office inquiring on the date of when their letter will be completed. A draft will be sent to students before September 21, 2014 ***if*** the MSPE/R requests are received on or before May 11, 2014.
- 5.) Once the student has responded to the draft with corrections/approval, the letter is sent to Dr. Michael Eliastam, Associate Dean of Clinical Medicine for review, updates, corrections, and final approval.
- 6.) Once the letter is approved by both the student and the Dean, a copy is electronically transmitted to ERAS. Students will also receive a secure PDF copy of the final letter for their records after October 1, 2014.

Notes / Reminders:

Incomplete MSPE/MSPR requests ***will*** delay the drafting and submission of these documents.

******Letters will NOT be drafted for incomplete requests******

In order to participate in the NMRP Match, students must have passing scores on Step 1, Step 2 CS & CK. Students must sit for both exams ***prior to December 31, 2014***, in order to ensure their scores will be reported in time to meet this deadline.

Questions:

Contact: Ms. Bonnie O'Brien
Graduate Affairs Coordinator
b.obrien@saba.edu (preferred method)
978-862-9600 x626