



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 dark 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 text explaining the NRMMP Match Participation Agreement and the purpose of the Applicant Match History. Below the text, there are search criteria fields for NRMMP ID, AAMC ID, First Name, Last Name, and School Name, along with a 'Click to Find School' button. At the bottom, there are 'Reset' and 'Search' buttons. The footer contains links for 'Contact Us', 'Copyright Notice', and 'Privacy Statement', along with a copyright notice for 2001-2017.

Note: The Using Applicant Match History guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.

The Applicant Match History was designed to assist program directors, program coordinators, and institutional officials in determining whether an applicant is eligible for appointment 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.



- Medical school senior students will not appear in search results because they have not yet participated in a Match.
- 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.

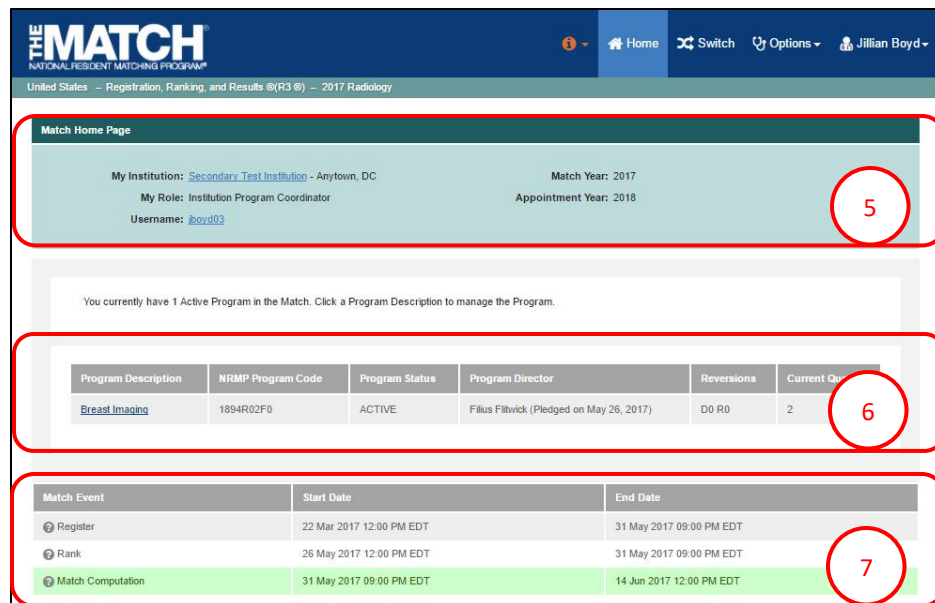
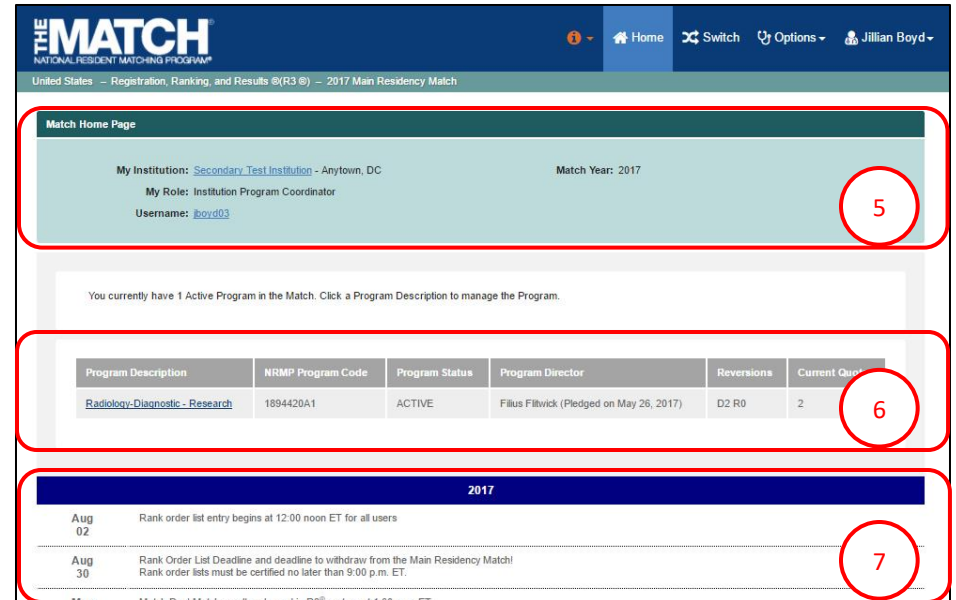
Match	Match Status	Your Role & Institution Name	City	State
Main Residency Match	REGISTRATION	Prog Coordinator Secondary Test Institution	Anytown	DC

Match	Match Status	Your Role & Institution Name	City	State
Radiology	MATCHING	Prog Coordinator Secondary Test Institution	Anytown	DC

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.

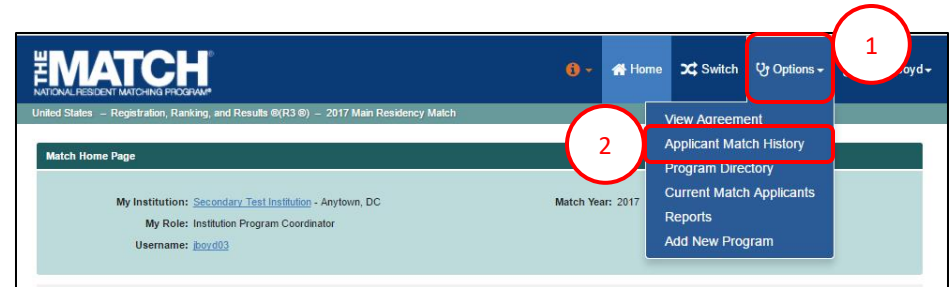


Fellowship Match Home Page:

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.

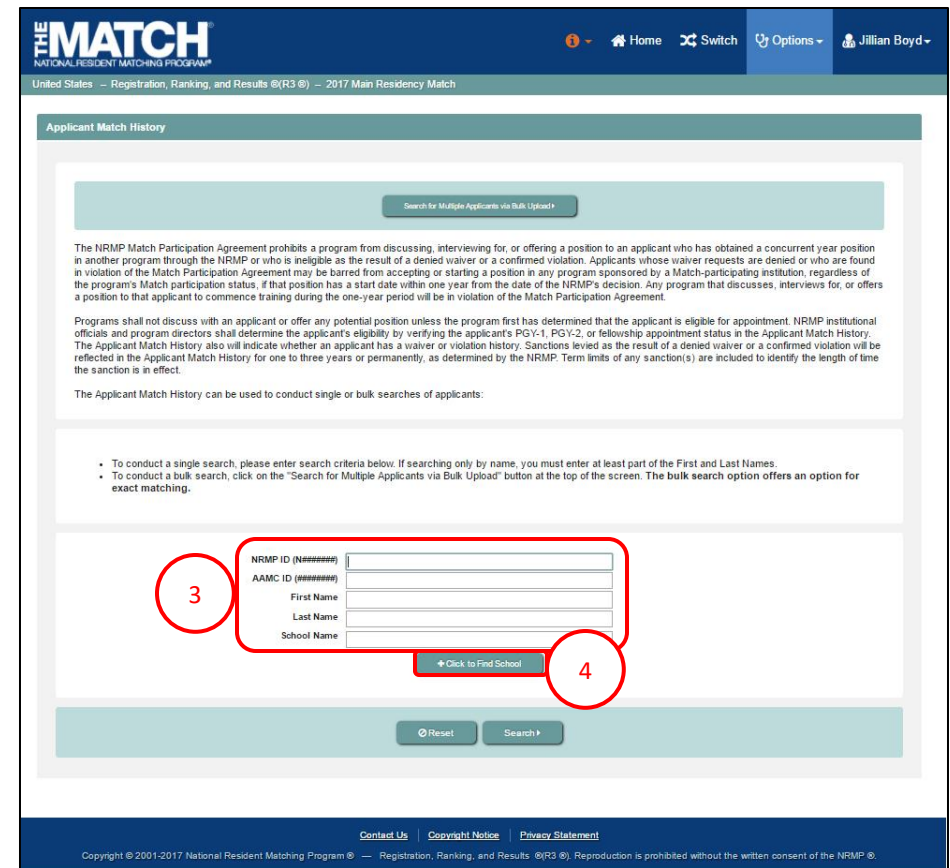
Searching for a Single Applicant:

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. At the top, there are three drop-down menus: 'Country' (set to 'United States'), 'State / Province' (set to 'Please Select...'), and 'School Type' (set to 'Please Select...'). A red circle labeled '5' encompasses these three menus. Below the menus is a 'Search' button with a magnifying glass icon, circled in red with a '6'. Below the search button is a table with two columns: 'Code' and 'Name'. At the bottom of the form, there are navigation buttons: '< First', '< Prev', 'Next >', and 'Last >'. A 'Show 50 Results per Page' dropdown is also visible.

The screenshot shows the search results table. At the top, it says 'Click on a school name below to populate the School Name field above. 4 records found.' Below this is a table with two columns: 'Code' and 'Name'. The first row is circled in red with a '7' and contains the code '123' and the name 'George Washington Univ SOM'. The other rows are: '122 Georgetown University SOM', '127 Howard University COM', and '100 National School - Test'. Below the table, there are navigation buttons: '< First', '< Prev', 'Next >', and 'Last >'. A 'Show 50 Results per Page' dropdown is also visible.

The screenshot shows the applicant search form. At the top, there are four input fields: 'NRMP ID (Required)', 'AAMC ID (Required)', 'First Name', and 'Last Name'. Below these is a 'School Name' field with the text 'National School - Test' entered. A red circle labeled '8' encompasses the first four fields. Below the 'School Name' field is a 'Click to Find School' button. At the bottom of the form, there are two buttons: 'Reset' and 'Search', both circled in red with '10' and '9' respectively.

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.

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

Name	School Name	NRMP ID	AAMC ID
Howard_Jennifer	Delaware State Medical University (125)		12345675
Howard_Jennifer	University of Alaska School of Medicine (199)		12345679
Howard_Jennifer	University of Wyoming School of Medicine (200)		12345677
 Howard_Jennifer	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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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. All applicants will have the same information, 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.

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

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

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

1 to 4 of 4 rows

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 2016 - 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, 2016 at 5:30 p.m. eastern time, Jennifer Howard, M.D., a SOAP-eligible participant in the 2016 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 12/20/17.

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

Applicant Details

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

Main Residency Match 2016 - Coleman, Aaron

Status	Matched Program	Matched Institution	Appt Year
Obtained Position	Surgery-General (1894440P0)	Secondary Test Institution	2016
Obtained Position	Interventional Radiology (Integrated) (1894416A0)	Secondary Test Institution	2017

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

Close

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.

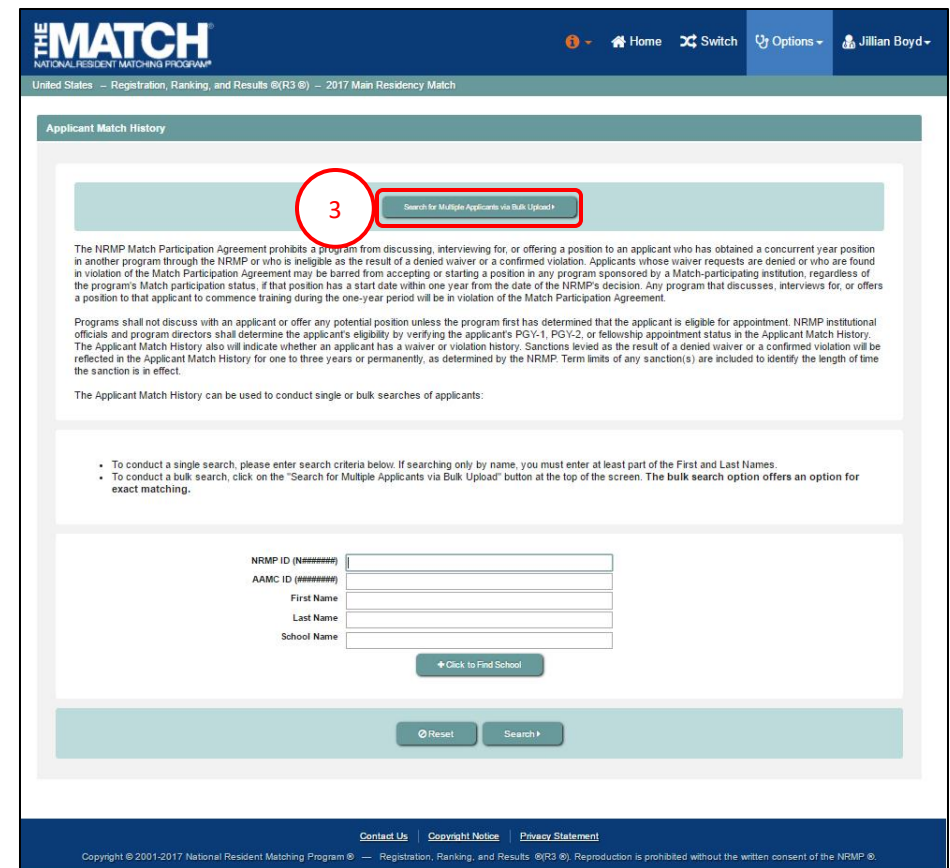
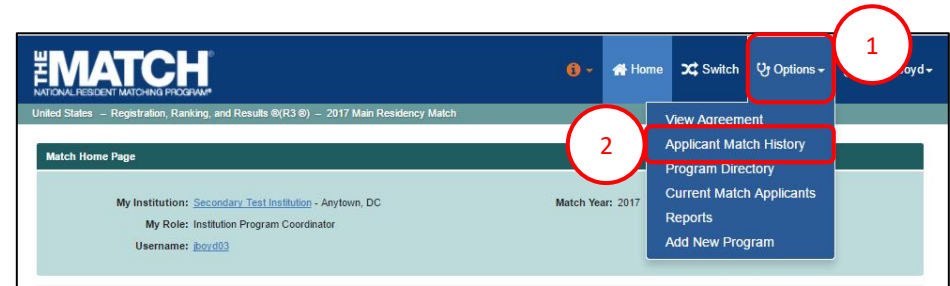
Prior to searching for multiple applicants, create a tab-delimited text file of the applicants with the following components:

- 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.

	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

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.
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.

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

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

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

Main Residency Match 2016 - Coleman, Aaron

Status	Matched Program	Matched Institution	Appl Year
Obtained Position	Surgery-General (1894440P0)	Secondary Test Institution	2016
Obtained Position	Interventional Radiology (Integrated) (1894416A0)	Secondary Test Institution	2017

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

Close