



MSPE/MSPR (Dean’s Letter) Request Form

*** MSPE/MSPR Requests are due on April 15th ***

Complete as thoroughly and legibly as possible. Late requests will not be accepted!

Official Name (as it appears in our records – use your full official name for all Residency Match documents):

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

Email: _____ Phone Number: (____)-____-____ Grad. Date: _____

AAMC# (8-digit number - if you already have it): _____

Examinations: (Please Note - you must submit all of your USMLE and Canadian Board Exam results sheets promptly to MUA at USMLE@mua.edu).

- Step 1: (mm/dd/yy) ___/___/___ Score: (XXX/XX) ___/___
Step 2 CK: (mm/dd/yy) ___/___/___ [] Not scheduled Score: (XXX/XX) ___/___ [] Pending
Step 2 CS: (mm/dd/yy) ___/___/___ [] Not scheduled Score: [] Pass [] Fail [] Pending
Step 3: (mm/dd/yy) ___/___/___ [] Not scheduled Score: (XXX/XX) ___/___ [] Pending
MCCEE: (mm/dd/yy) ___/___/___ [] Not scheduled Score: (XXX) _____ [] Pending
NAC-OSCE: (mm/dd/yy) ___/___/___ [] Not scheduled Score: (XXX) _____ [] Pending
ECFMG Certification date (graduates only): mm/dd/yyyy: ___/___/_____ ECFMG #: _____

I intend to apply to programs in the following specialties (check all that apply):

- [] Family Medicine [] Internal Medicine [] Pediatrics [] OB/GYN [] Psychiatry
[] Surgery [] Neurology [] Emergency Medicine [] Anesthesiology [] Other _____

- Please check all that apply: [] I am applying to ECFMG/ERAS Match (U.S.)
[] I am applying to CARMS Match (Canada)
[] I am applying for a Match outside of ERAS/CARMS (e.g. Military, or other)

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 and did not match:

- [] 2016 [] 2015 [] 2014 [] 2013 [] 2012 [] Other: _____

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

- [] I matched into a Preliminary or Transitional program and am seeking a categorical match.
[] I am changing specialties to: _____.

Please respond briefly to the questions below (answers may be used in your MSPE letter).

Use an extra sheet for answers, if needed.

NAME (last, first): _____

- 1.) Are there any medically-related activities that you wish to mention; such as Volunteer Work, Medical Missions, Community Service, Observerships or Externships? If so, please list the specialty, location, dates, and name of your supervisor.

- 2.) Please indicate any honors, awards or special recognition not already included in your C.V. Were you a Teaching Assistant in Basic Sciences, or elected as Chief Student on a clinical rotation? Were you asked to participate in a special project? If so, please list the name of the project, location, dates, and name of your supervisor.

- 3.) Is there any other additional information you would like to share (continue on additional page as necessary)? This will only be listed in your MSPE/MSPR letter, if space allows.

Along with a completed MSPE/MSPR Request Form, you MUST submit the following:

- Current Curriculum Vitae (CV). (**Send this as a Word document – not a pdf.**)
- Copy of your Personal Statement (**Send this as a Word document – not a pdf.**)
- Copies of all USMLE, MCCEE and NAC-OSCE Exam Score Reports not already on file at MUA.
- ECFMG Certificate (only if you have already graduated from MUA).

Please email the first two pages of this completed request form to: match@mua.edu

MSPE/MSPR Procedure

PLEASE NOTE: ECFMG/ERAS releases MSPE Letters to Program Directors on October 1st each year. MUA will *electronically* upload MSPE letters to ECFMG/ERAS *prior* to the release date **for all MSPE Requests received by April 15th. DO NOT EMAIL OR CALL US TO ASK WHEN YOUR MSPE WILL BE UPLOADED!**

- 1.) Students ***must*** complete and submit this MSPE/MSPR Request Form and ***all*** required documents (including: your updated C.V./resume and a final draft of your Personal Statement). ***You MUST also submit copies of all USMLE and MCCEE Exam Score Reports*** to us promptly at USMLE@mua.edu, if you have not already done so. ***If you are a graduate, please send us a copy of your ECFMG certificate.***
- 2.) Once a complete MSPE Request is received, students will be added to the Request List and their MSPE/MSPR letter will be drafted ***in the date order that the Request is received.***
- 3.) You will receive a final draft of your MSPE Letter to review for accuracy only, such as the spelling of preceptors' names, dates, locations, etc. ***The introductory paragraph is not to be edited.***
REWRITES OF MSPE LETTERS BY STUDENTS/APPLICANTS ARE NOT PERMITTED. Students must respond with updates or approval within 1 week of receipt or their MSPE letter will not be further processed.
- 4.) Once the student has responded to the MSPE final draft with any corrections, the letter is sent to Dr. Tamara Tilleman, MUA Dean of Clinical Medicine, for review, final approval, and signature.
- 5.) Before October 1st, a copy of your MSPE/MSPR will be electronically uploaded to ERAS and later, to CARMS. Students will also receive a secure PDF copy of the final MSPE/MSPR letter for their records.

Notes/Reminders:

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

***** MSPE Letters will not be drafted for incomplete requests *****

- ***In order to participate in the NRMP Match, and to graduate from MUA, all students must have passing scores on the Step 1, Step 2 CK, and Step 2 CS exams. In order to participate in the CARMS Match, students must also have passing scores on the MCCEE and the NAC-OSCE exam.***

If you have not yet scheduled these exams, this should be of the highest priority!

- Students must have reported all electives that they have scheduled to the MUA clinical department for approval and documentation. Some electives (not necessarily all) may be included in your MSPE letter.

For Questions, Contact:

Ms. Janet Lawson, Alumni & Graduate Affairs Department – email: match@mua.edu

Telephone: (978)-862-9500 x 526