



MSPE/MSPR (Dean's Letter) Request Form

***** This MSPE/MSPR Letter Request Form is due April 15th *****
Please complete this form thoroughly and legibly

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

Last Name: _____ First Name: _____ Middle _____

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

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

Examinations: (Please Note - you must submit copies of your complete USMLE and Canadian Board Exam results reports 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

MCCQE1: (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/NRMP Match (U.S.)

I am applying to CARMS Match (Canada)

I am applying for a Match outside of ERAS/CARMS (e.g. Military, UK 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:

2019 2018 2017 2016 2015 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 or other:

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

YOUR LEGAL NAME (Last, First): _____

- A. Please list **3** specific accomplishments that you have achieved and consider most important, **NOT** *general things such as "getting into medical school" or "passing Step 1"*. Medical or healthcare-related accomplishments should take precedence, and especially if done during your medical school years. Add another sheet if necessary.
- 1.

 - 2.

 - 3.
- B. Are there other medically-related activities you have done; such as Volunteer Work, Medical Missions, or Community Service? If so, please list the details, including the location, dates, and name of the group and supervisor associated with each activity. These should also be on your C.V.
- C. Please indicate any honors, awards or special recognition that occurred during medical school at MUA. *Example:* Being a Teaching Assistant in Basic Sciences, or serving as Chief Student on a clinical rotation. Did you participate in a special project, case report or research? If so, please list the project title, location, and date range. For research, list all citations, the rotation it was associated with, and your supervisor's full name.

Please scan and email the first 2 pages of this completed request form & the required documents listed below to: j.lawson@mua.edu

- Updated professional headshot photo (JPEG format please) for use on your MSPE/MSPR letter
- Updated Curriculum Vitae (CV). (**Send this as a Word document – not a pdf**).
- Final draft of your Match Personal Statement (**Send this as a Word document – not a pdf**).
- Copies of all USMLE, MCCQE and NAC-OSCE Exam Score Reports (that are not already on file at MUA).
- ECFMG Certificate (*only if you are an MUA graduate*).

MSPE/MSPR Information & Procedure

PLEASE NOTE:

ECFMG/ERAS will release MSPE Letters to Residency Program Directors on October 1st. MUA will *electronically* upload MSPE letters to ECFMG/ERAS just *prior* to October 1st.

- 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 Canadian Exam Score Reports** to us at USMLE@mua.edu, if you have not already done so. **If you are a graduate, please include a copy of your ECFMG Certificate.**
- 2.) Each MSPE/MSPR letter will be written in the date order that your MSPE Request Form 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 MSPE/MSPR is our letter summarizing your academic record at MUA. The MSPE/MSPR Letter is NOT a Letter of Recommendation. REWRITES OF MSPE/MSPR LETTERS BY STUDENTS/RESIDENCY APPLICANTS ARE NOT PERMITTED!**
- 4.) Once a student responds to j.lawson@mua.edu regarding their MSPE letter draft, that MSPE letter will be reviewed and signed by an MUA Dean.
- 5.) Prior to the October 1st deadline, a pdf file copy of your MSPE/MSPR will be electronically uploaded to your application account on ERAS and later to CaRMS, if you are participating in the Canadian Residency Match. Following all uploading, you will receive a PDF copy of your final MSPE/MSPR letter for your records.

Additional Notes/Reminders:

- Late or incomplete MSPE/MSPR requests will delay the drafting and submission of your document.
- **In order to participate in the U.S. NRMP Match, and to graduate from MUA, all students must have passing scores on the USMLE Step 1, Step 2 CK, and Step 2 CS exams.**
- **In addition, to participate in the CARMS Match, students must also have passing scores on the MCCQE1 and the NAC-OSCE exams.**

For Questions, Contact:

Ms. Janet Lawson at j.lawson@mua.edu

Telephone: (978)-862-9500 x 526