



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
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/NRMP 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:

- 2018 2017 2016 2015 2014 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).**

**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"*). Medical or healthcare-related accomplishments should take precedence for this purpose, and especially if done during your medical school years.
- 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.
- 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. Were you asked to participate in a special project or research? If so, please list the name of the project, location, dates, and name of your supervisor. Add another sheet for details if needed.

**Please scan and email the first 2 pages of this completed request form  
and the required documents listed below to: [j.lawson@mua.edu](mailto:j.lawson@mua.edu)**

- Updated Curriculum Vitae (CV). (**Send this as a Word document – not a pdf**).
- Copy of your Match 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 are an MUA graduate*).

## **MSPE/MSPR Information & Procedure**

### **PLEASE NOTE:**

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

- 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](mailto: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 recommending you, therefore: **REWRITES OF MSPE/MSPR LETTERS BY STUDENTS/APPLICANTS ARE NOT PERMITTED!**
- 4.) Once a student responds to [j.lawson@mua.edu](mailto:j.lawson@mua.edu) regarding their MSPE letter draft, that final MSPE draft will be reviewed by Dr. Paula Habib, Associate Dean of Clinical Medicine, for approval and signature.
- 5.) Before October 1<sup>st</sup> a pdf file copy of your MSPE/MSPR will be electronically uploaded to 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 these documents.
- **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 MCCEE and the NAC-OSCE exams.**

### **For Questions, Contact:**

Ms. Janet Lawson at [j.lawson@mua.edu](mailto:j.lawson@mua.edu)

Telephone: (978)-862-9500 x 526