



## MSPE/MSPR Letter (*Dean's Letter*) Request Form

**\*\*\* This MSPE/MSPR Letter Request Form is due April 1<sup>st</sup> \*\*\***

*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](mailto: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)

What Match programs, outside of ERAS/CARMS, are you applying for? \_\_\_\_\_

Please indicate any previous Match year(s) in which you participated and **did not** match:

2020  2019  2018  2017  2016  Other: \_\_\_\_\_

**If 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/MSPR letter).**

**YOUR LEGAL NAME** (Last, First): \_\_\_\_\_

- A. List **3** specific accomplishments that you have achieved and consider most important, **NOT** general things like “getting into medical school or passing Step 1”. Medical, healthcare-related and leadership accomplishments should take precedence, 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 and rotation it was associated with. For research: list all citations, the rotation you were in, and the supervisor’s full name.

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

- Updated professional headshot photo (JPEG format please) – the same one you will use for the Match.
- Updated Curriculum Vitae (CV).
- Final Draft of your Residency Match Personal Statement (**Send this as a Word document – not a pdf**).
- Copies of any USMLE, MCCQE1 and NAC-OSCE Exam Score Reports (*if they’re 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 complete copies of all USMLE, MCCQE1 and NAC-OSCE Exam Score Reports** to us 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.) Whenever possible, 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](mailto:j.lawson@mua.edu) regarding their final MSPE letter draft, that MSPE letter will be reviewed and signed by a MUA Dean.
- 5.) Prior to the October 1<sup>st</sup> 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 Residency 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.**
- **Additionally, to participate in CaRMS – the Canadian 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](mailto:j.lawson@mua.edu)

Telephone: (978)-862-9500 x 526