

Step by Step Instructions –Plastic Surgery Residency Applicants

This instruction document will assist you in completing the ranking process on our system. Please follow the steps below and contact us if you need assistance in completing the ranking process.

RANK PROCESS

In order to rank programs you must first mark programs where you have completed interviews. From your login click on **Plastic Surgery** as shown below.

My Specialty

Jane Doe
ID No: 12092

Applications

Specialty	Program Type	Year	Status	
Plastic Surgery	Residency	2009-10	Published	Cas Application

USMLE Scores [Edit](#)

USMLE # 33333333

Date	Score 1	Score 2
2/1/2004	228	91

Step 1 (Clinical Knowledge)
Step 2 (Clinical Skills)
Step 3

Academic Information [Edit](#)

Medical School Attended: GA Med C Georgia
Graduation Year: 2010
Number of Years Completed:
Current Residency Position:
Year of Residency Completion: 2010
Type of Residency Completed:
 AOA Status

What's Next?
Applicant No. 12092
Please click on Specialty links under Applications to proceed further
[Training Video](#)

1. Once you click on the specialty above you will see the screen below. Next click on **“Track Interviews”** under **“What’s Next?”** from the right side of the screen as shown below.

Match Profile - Plastic Surgery Residency (2009-10)

Plastic Surgery Residency (2009-10) ▾

Application Status: Published

Use this page to keep track of your program applications for Plastic Surgery Residency (2009-10)

[Check All](#) | [Clear All](#)

[Search Program Directory](#)

Apply	Program Listing	Id	Prog Year (Tier)	Rank	Interview Complete	Application Deadline	Status	Remove
<input type="checkbox"/>	U California - Davis	3708	2011 (1)	1	<input checked="" type="checkbox"/>	12/31/2009	Ranked	<input type="checkbox"/>
<input type="checkbox"/>	U California - LA	3709	2011 (1)	2	<input checked="" type="checkbox"/>	12/31/2009	Ranked	<input type="checkbox"/>
<input type="checkbox"/>	U California - San Diego	3710	2011 (1)	3	<input checked="" type="checkbox"/>	1/18/2010	Ranked	<input type="checkbox"/>

[Apply to Programs](#)

(If no programs listed: You have not added any programs to 'My Applications'. Please browse the [Program Directory](#) to add programs to this list.)

What's Next?

Applicant No. 12092

- [Step By Step Instructions](#)
- [Download Application Form](#)
- [Mail Required Documents](#)
- [Track Interviews](#)
- [Complete Program Rank List](#)
- [Withdraw from Match](#)
- [Frequently Asked Questions](#)
- [Training Video](#)

Step by Step Instructions –Plastic Surgery Residency Applicants

2. On the Interview tracking screen, check the programs where you have completed program interviews(below). This screen allows you to proceed with the ranking process and can be changed at a later time if desired. Once marked, **save** the choices checked.

SF Match

Home | Timetable | FAQ | Contact

Home > Interviews

My Account

- My Profile
- Register for Match Cycle
- My Programs
- Program Directory
- Match Results
- Payment Transactions
- Make a Payment

Interviews

In order for programs to appear on this list you must first add programs to My Programs and then Apply to them. Add new programs through the [Program Directory](#).

Program Name	Specialty	Type	Interview Complete
U California - Davis 2009-10 (1)	Plastic Surgery	Residency	<input checked="" type="checkbox"/>
U California - LA 2009-10 (1)	Plastic Surgery	Residency	<input checked="" type="checkbox"/>
U California - San Diego 2009-10 (1)	Plastic Surgery	Residency	<input checked="" type="checkbox"/>

Save



3. Once saved you will be taken to the default login page (below).


4. Next Click on Plastic Surgery.

My Specialty

Jane Doe
ID No: 12092

Applications

Specialty	Program Type	Year	Status
Plastic Surgery	Residency	2009-10	Published Cas Application



USMLE Scores [Edit](#)

USMLE # 33333333

Date	Score 1	Score 2
2/1/2004	228	91

Step 1
Step 2 (Clinical Knowledge)
Step 2 (Clinical Skills)
Step 3

Academic Information [Edit](#)

Medical School Attended: GA Med C Georgia
Graduation Year: 2010
Number of Years Completed:
Current Residency Position:
Year of Residency Completion: 2010
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 AOA Status

What's Next?
Applicant No. 12092
Please click on Specialty links under Applications to proceed further
[Training Video](#)

Step by Step Instructions –Plastic Surgery Residency Applicants

5. Then click on “Complete Program Rank list” as shown below

SF Match 7/27/2009 10:29:35 AM | janedoe099@testnet.com

Home | Timetable | FAQ | Contact

Home > My Programs

My Account

- My Profile
- Register for Match Cycle
- My Programs
- Program Directory
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Match Profile - Plastic Surgery Residency (2009-10)

Plastic Surgery Residency (2009-10) ▾

Application Status: Published

Use this page to keep track of your program applications for Plastic Surgery Residency (2009-10)

[Check All](#) | [Clear All](#)

Apply	Program Listing	Id	Prog Year (Tier)	Rank	Interview Complete	Application Deadline	Status	Remove
<input type="checkbox"/>	Mayo Clinic Arizona	3715	2011 (1)		<input type="checkbox"/>	12/1/2009	Paid	<input type="checkbox"/>
<input type="checkbox"/>	U California - Davis	3716	2011 (1)		<input checked="" type="checkbox"/>	7/15/2009	Interviewed	<input type="checkbox"/>
<input type="checkbox"/>	U California - LA	3717	2011 (1)		<input checked="" type="checkbox"/>	8/30/2009	Interviewed	<input type="checkbox"/>
<input type="checkbox"/>	U California - San Diego	3718	2011 (1)		<input checked="" type="checkbox"/>	12/1/2009	Interviewed	<input type="checkbox"/>

(If no programs listed: You have not added any programs to 'My Applications'. Please browse the [Program Directory](#) to add programs to this list.)

What's Next?

Applicant No. 11258

- Step By Step Instructions
- Download Application Form
- Mail Required Documents
- Track Interviews
- Complete Program Rank List**
- Withdraw from Match
- Frequently Asked Questions
- Training Video

6. Below you will see the programs that you have listed with a completed interview. You simply click on the program or the double arrow to move a program to the right side of the screen. You can freely move programs on and off of your rank list and there is no extra fees for changing your rank list.

Program Rank List

ApplicantId (12092)

Select a program name from one of the lists below* and use the arrow buttons in the center to move the program names back and forth between lists. Use the up and down arrows on the right to put the programs in your ranking order.

Once you are satisfied with your rankings, click Save.

* Programs will appear in the 'Interviews' list once you have indicated where you have interviewed on the Interviews page.

[Print the Rank List](#)

Plastic Surgery

INTERVIEWS

- U California - Davis 2009-10 (1)-3708
- U California - LA 2009-10 (1)-3709
- U California - San Diego 2009-10 (1)-3710

→

→

←

←

RANKINGS

↑

↓

← →

The Matching Agreement

- I am solely responsible for the choices on my rank list and for the match outcome resulting from my choices;
- My choices on this form and the program director's choices on the program's form make the resulting match a binding commitment; however, any offer made is contingent upon satisfactory completion of the prerequisite training as generally required and special requirements if specified by a particular training program;
- I agree that my match results may be sent to other formal matching programs as notice of action under their respective rules;
- I declare that I have no obligations (e.g. military) which might prevent me from accepting a position if offered;
- I authorize SFMatch to use any information I have provided SFMatch in any study approved by SFMatch, provided that no information clearly and uniquely identifiable with me is disclosed in reports resulting from such a study.

I Agree I Dont Agree

Step by Step Instructions –Plastic Surgery Residency Applicants

Program Rank List

ApplicantId (12092)

Select a program name from one of the lists below* and use the arrow buttons in the center to move the program names back and forth between lists. Use the up and down arrows on the right to put the programs in your ranking order.

Once you are satisfied with your rankings, click Save.

* Programs will appear in the 'Interviews' list once you have indicated where you have interviewed on the Interviews page.

[Print the Rank List](#)

Plastic Surgery

INTERVIEWS

RANKINGS

1. U California - Davis 2009-10 (1)-3708

2. U California - LA 2009-10 (1)-3709

3. U California - San Diego 2009-10 (1)-3710

The Matching Agreement

- ➔ I am solely responsible for the choices on my rank list and for the match outcome resulting from my choices;
- ➔ My choices on this form and the program director's choices on the program's form make the resulting match a binding commitment; however, any offer made is contingent upon satisfactory completion of the prerequisite training as generally required and special requirements if specified by a particular training program;
- ➔ I agree that my match results may be sent to other formal matching programs as notice of action under their respective rules;
- ➔ I declare that I have no obligations (e.g. military) which might prevent me from accepting a position if offered;
- ➔ I authorize SFMatch to use any information I have provided SFMatch in any study approved by SFMatch, provided that no information clearly and uniquely identifiable with me is disclosed in reports resulting from such a study.

I Agree I Dont Agree

7. As shown above, the programs are now on the Right side of the screen and are ready for you to rank. You can move any program up or down the rank list by first selecting it, then moving it up or down using the vertical Blue arrows

Once you are ready to submit the final rank list you must click to “**I agree**” to the matching rules, and you will then be able to submit your rank list. At this time there is no way to save a tentative list but you can print the list at anytime using the “Print the Rank List” hyperlink at the top of the rank form.

Once submitted your rank list cannot be changed unless you contact the match office. Your rank list once submitted can be viewed at anytime by clicking on “Complete Program Ranklist.

On match day you will see the word “Matches” on the left side of the main login screen and can access your match result. As shown below Match result includes the program information details.

Step by Step Instructions –Plastic Surgery Residency Applicants

Match Profile - Plastic Surgery Residency (2009-10)

Plastic Surgery Residency (2009-10) ▾

Application Status: Published

Use this page to keep track of your program applications for Plastic Surgery Residency (2009-10)

Check All | Clear All Search Program Directory

Apply	Program Listing	Id	Prog Year (Tier)	Rank	Interview Complete	Application Deadline	Status	Remove
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<input type="checkbox"/>	U California - LA	3709	2011 (1)	2	<input checked="" type="checkbox"/>	12/31/2009	Ranked	<input type="checkbox"/>
<input type="checkbox"/>	U California - San Diego	3710	2011 (1)	3	<input checked="" type="checkbox"/>	1/18/2010	Ranked	<input type="checkbox"/>

Apply to Programs (If no programs listed: You have not added any programs to 'My Applications'. Please browse the [Program Directory](#) to add programs to this list.)

What's Next?

Applicant No. 12092

- ➔ Step By Step Instructions
- ➔ Download Application Form
- ➔ Mail Required Documents
- ➔ Track Interviews
- ➔ Complete Program Rank List
- ➔ Withdraw from Match
- ➔ Frequently Asked Questions
- ➔ Training Video

8. Once the Rank Process is completed, you can check the match results online on Match Results day by choosing “Match Results” on the left side of the login screen. This will not appear until you complete the rank process. *If you submit your final list by mistake, you will need to email the match office at help@sfnmatch.org your match ID# and a request to clear your rank list. Processing can take up to 48 hours and we do not process requests on weekends.*

SF Match

Home | Timetable | FAQ | Contact

Home > My Programs

My Account

My Profile

Register for Match Cycle

My Programs

Program Directory

Match Results

Payment Transactions

Make a Payment

Match Profile - Plastic Surgery Residency (2009-10)

Plastic Surgery Residency (2009-10) ▾

Application Status: Published

Use this page to keep track of your program applications for Plastic Surgery Residency (2009-10)

Check All | Clear All Search Program Directory

Apply	Program Listing	Id	Prog Year (Tier)	Rank	Interview Complete	Application Deadline	Status	Remove
<input type="checkbox"/>	U California - Davis	3708	2011 (1)	1	<input checked="" type="checkbox"/>	12/31/2009	Ranked	<input type="checkbox"/>
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<input type="checkbox"/>	U California - San Diego	3710	2011 (1)	3	<input checked="" type="checkbox"/>	1/18/2010	Ranked	<input type="checkbox"/>

Apply to Programs (If no programs listed: You have not added any programs to 'My Applications'. Please browse the [Program Directory](#) to add programs to this list.)

San Francisco Matching Program

END