PHASE I: HOW-TO GUIDE
PREPARATION PHASE

Residency Application Cycle 2020-2021

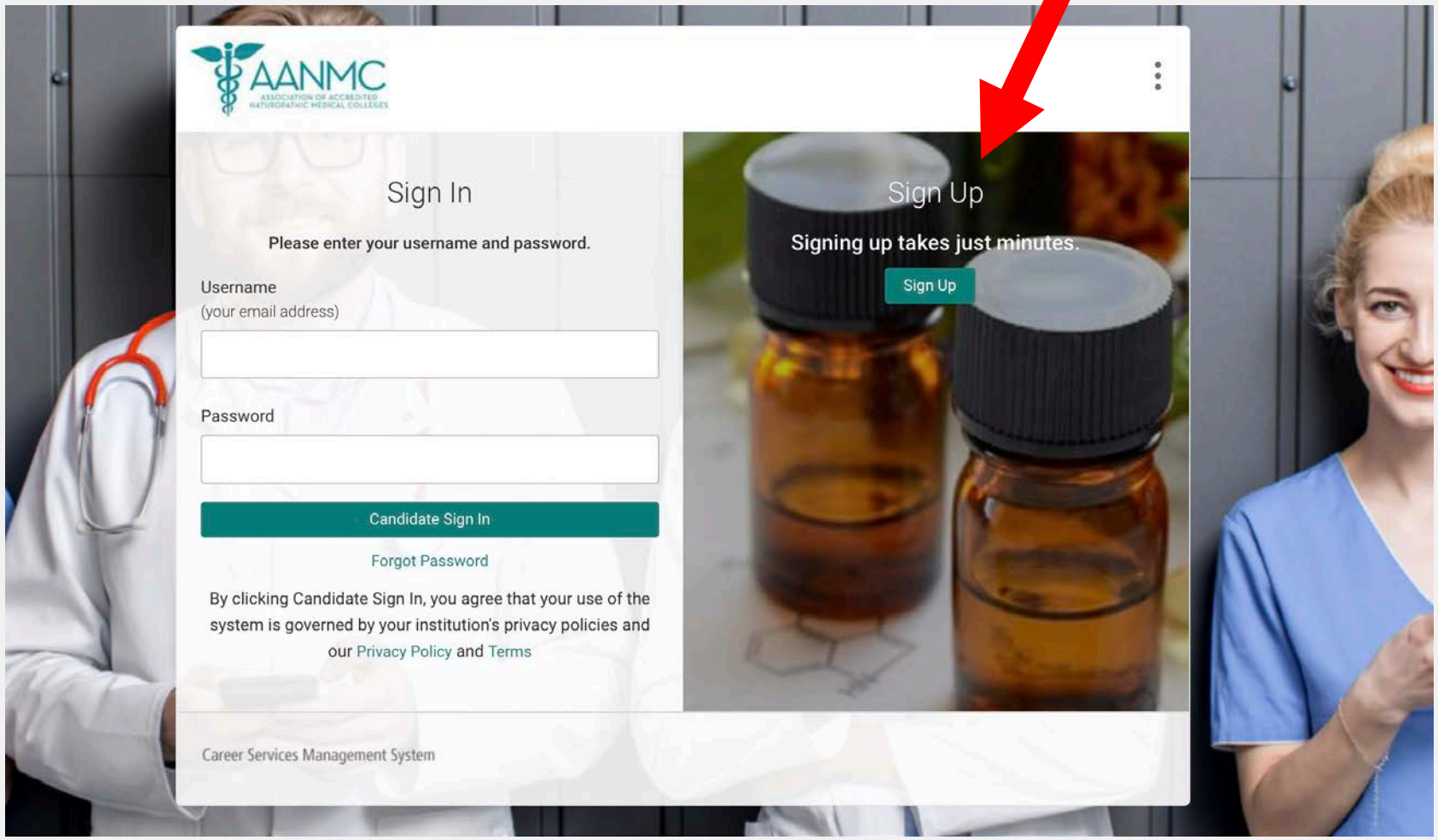
Phase I November 15th – February 9th

STEP I: Create Profile & Obtain Instructions

- "Sign Up" at https://aanmc-csm.symplicity.com/students
- Completed registration will trigger email to verify your email address. ("AANMC Residency Portal Email Verification")
- The next email ("Welcome to AANMC Residency System.") will contain login information **AND** important instructions for applying.
- Download all attachments and review.

Check you Email & Spam Folder

Sign Up for an account

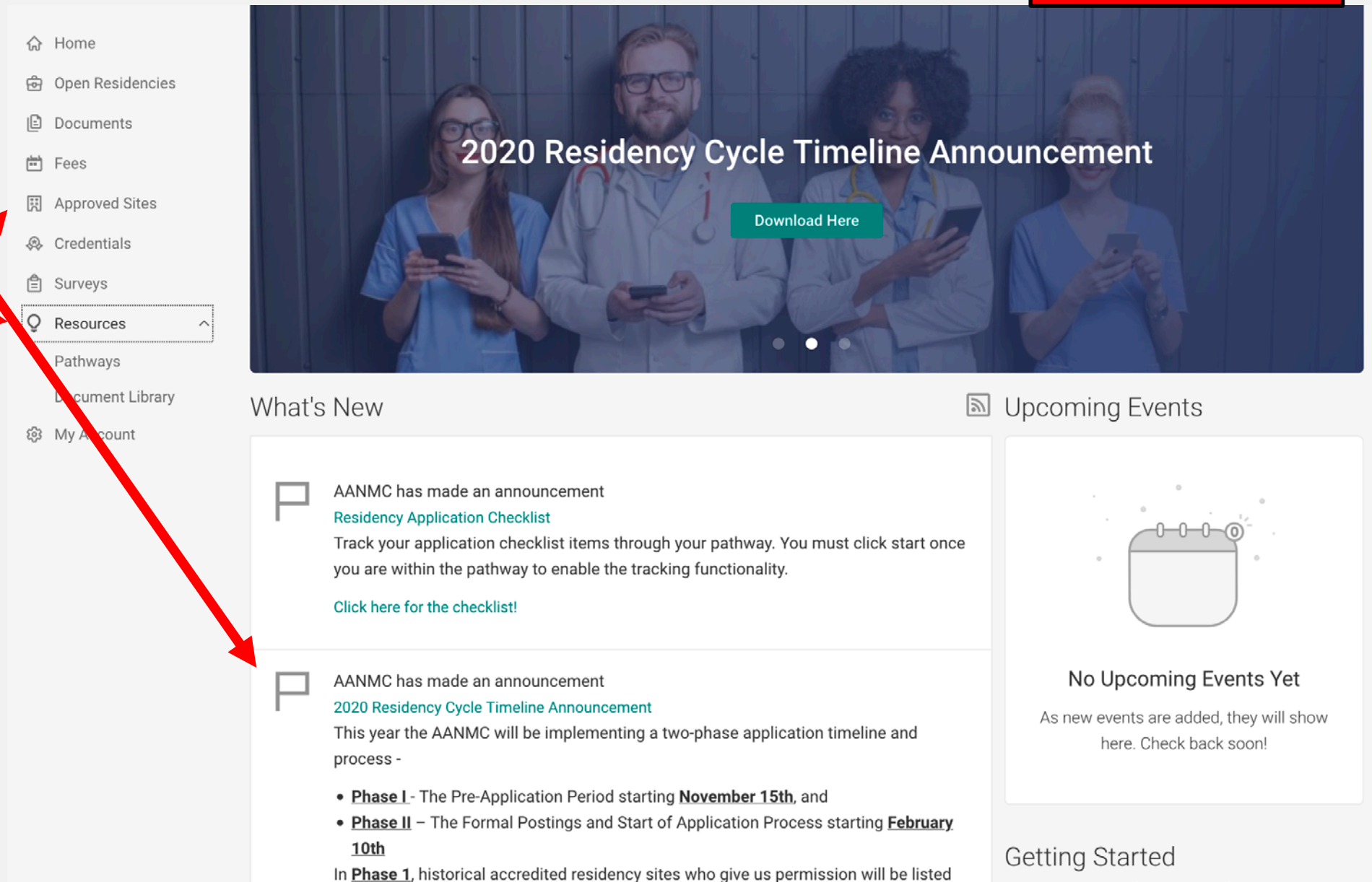


View Past Accredited Sites & Timeline

REMINDER: Open Jobs Post on February 10th

STEP II: Log in & View Timeline & All Approved Residencies

- Login at https://aanmc-csm.symplicity.com/students
- View Timeline on Home Page or access downloadable copy from Resources→ Document Library
- Select Approved Sites → "ALL" to browse approved residency sites
- Click any site to view details → Review Overview of clinic. If this site chooses to post an open position in February, the position will be posted in "Open Residencies" where you will find a job description.

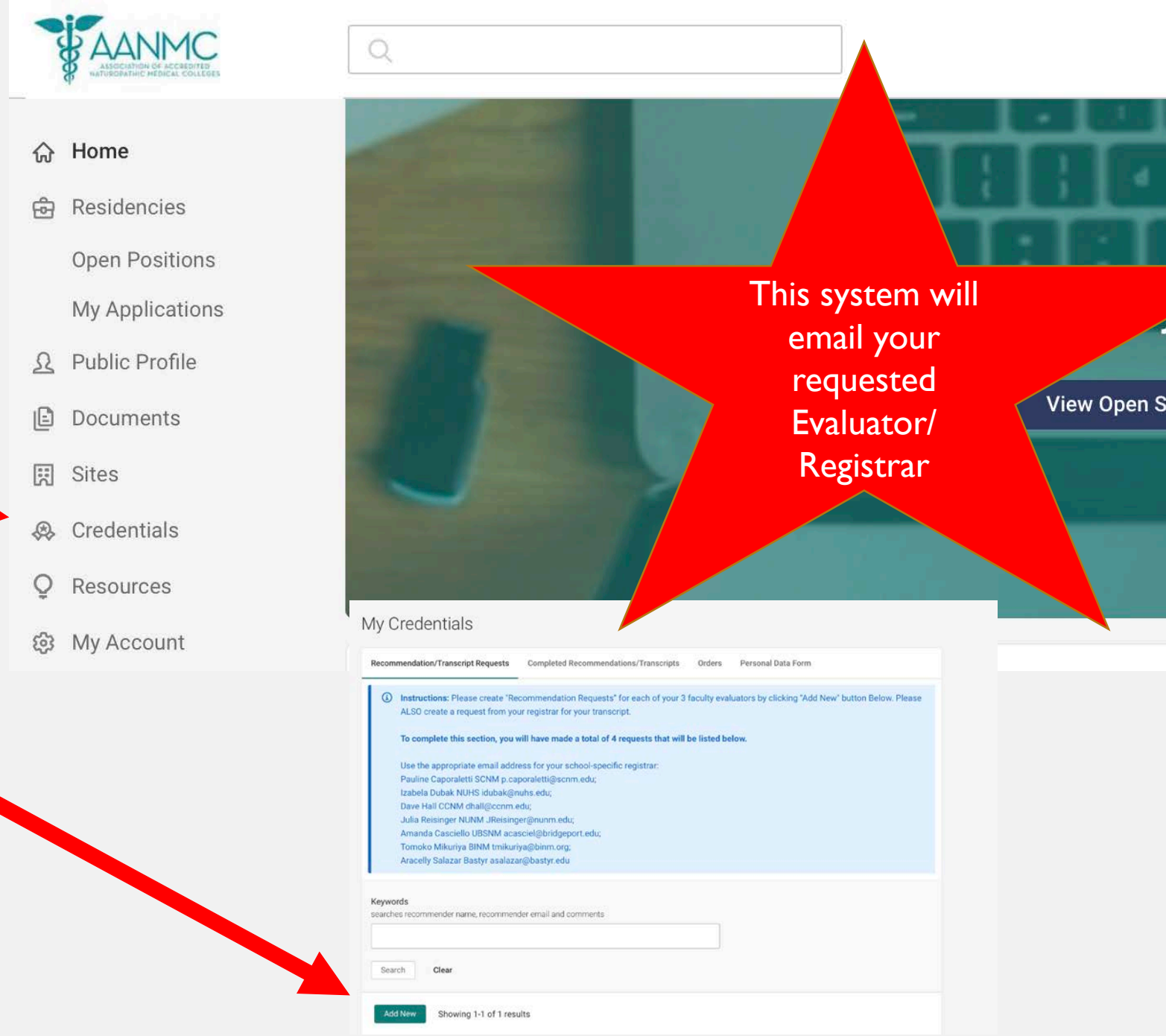


STEP III: Work on Application Documents

- **Download** instructions for writing Resume, Personal Statement, and essays from welcome email or document library
- **Write** Resume, Personal Statement, Essays FOR EACH SITE that you will apply to
- **SAVE File name for 3 documents**
  - "Resume_Your Last Name"
  - "Personal Statement_Clinic Name"
  - "Essays_Clinic Name" (All 3 one page essays are saved as one PDF)
- **Scan & Label your NPLEX I**
  - "NPLEX I_Your last name"

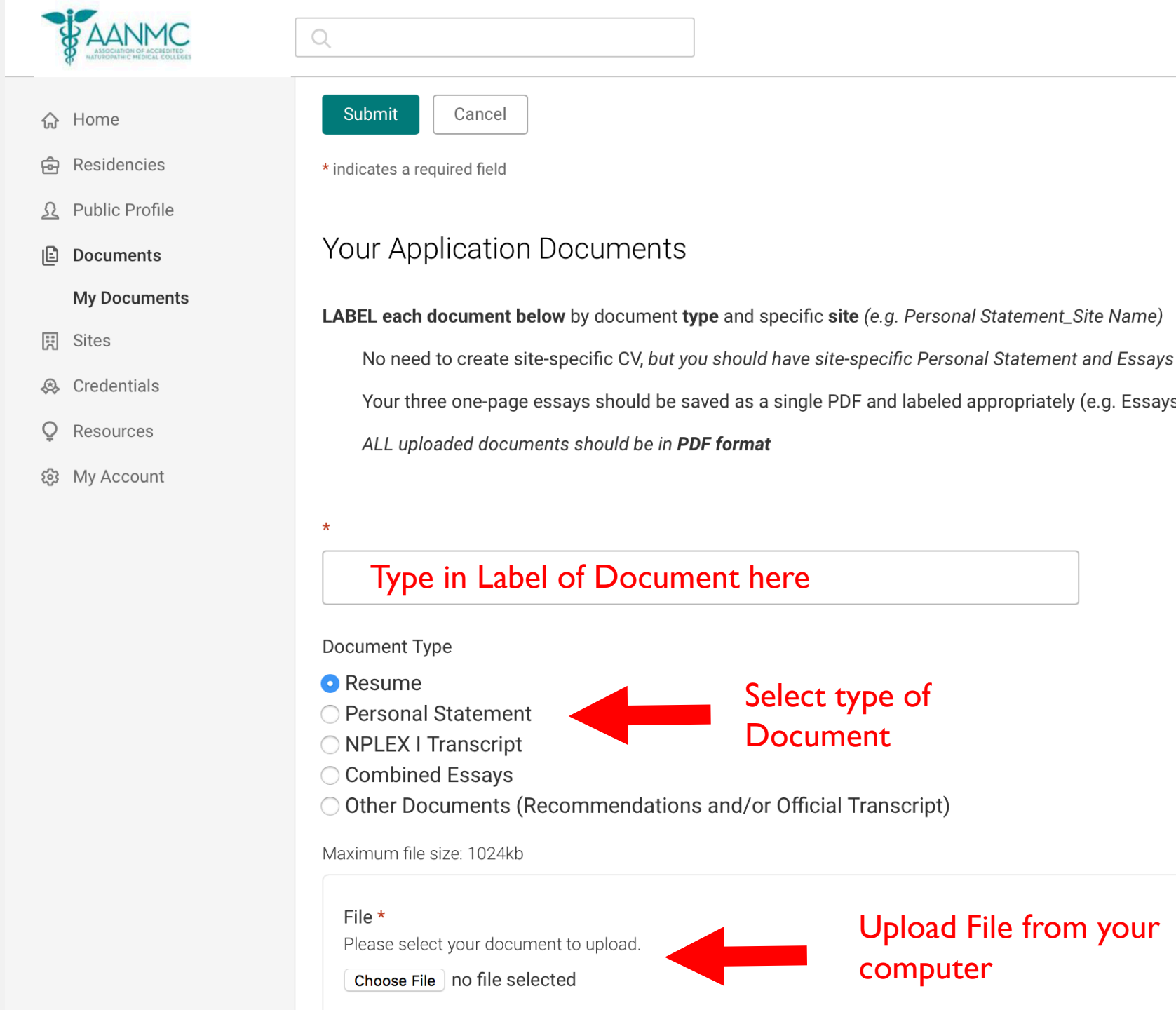
STEP IV: Request Faculty Evaluations & Transcripts

- Proceed with this step if you anticipate applying for a residency
- **THIS STEP IS BEST DONE EARLY IN PROCESS**
- Identify 3 faculty evaluators and the name of your registrar.
- Login to website, access "Credentials" on the left menu, complete your personal information and hit "Submit"
- Select "Recommendation/ transcript Request"
- "Add New" **four** times to request your three faculty recommendations and one official transcript
- You will receive an email as each recommendation/ transcript is uploaded and be able to login to view "Completed Recommendations/ Transcripts" to track the status
- **DUE DATE for these 4 documents to be uploaded is February 28th**



STEP V : Upload Documents to "My Documents"

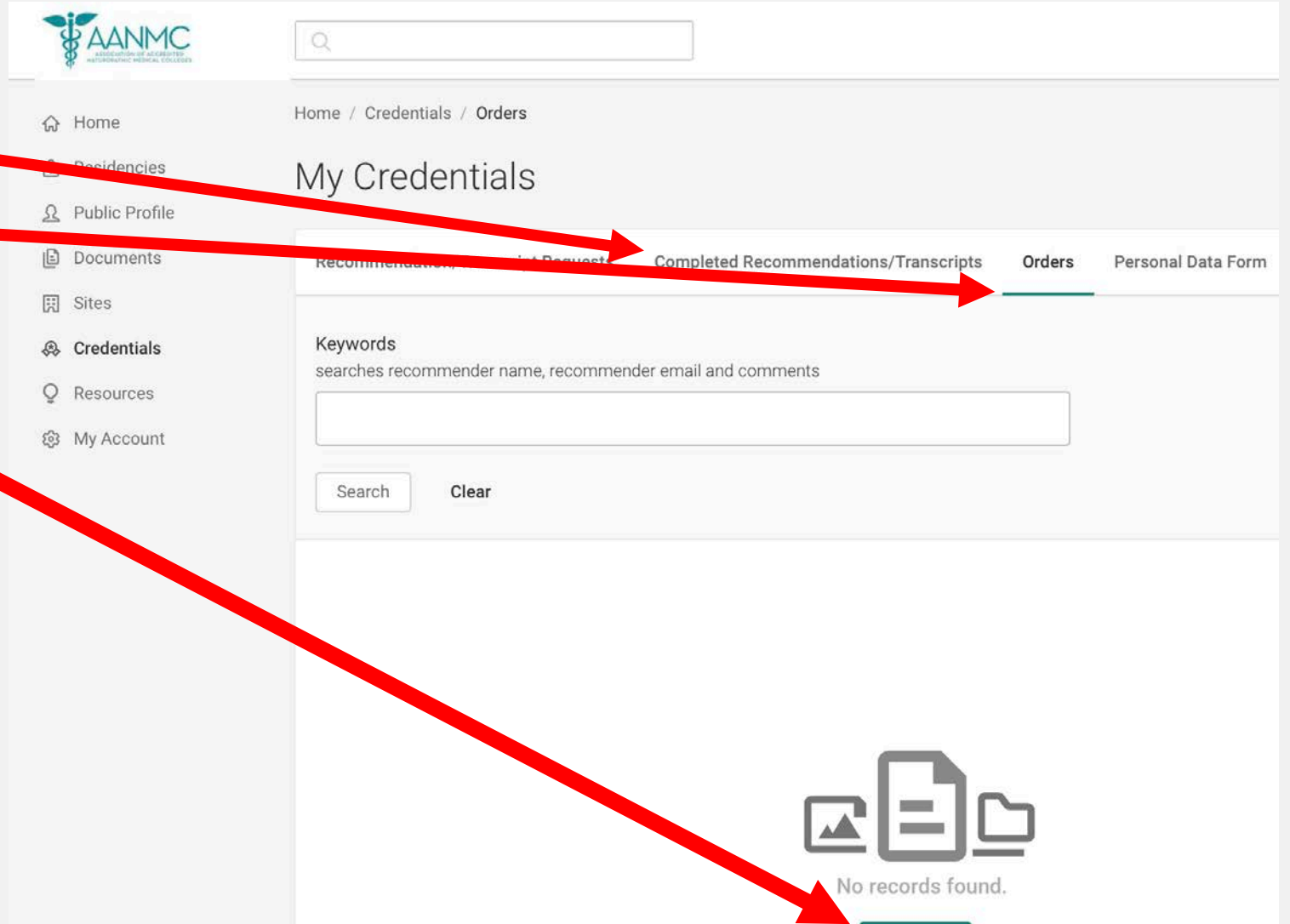
- Login https://aanmc-csm.symplicity.com/students
- Click on "Documents," and then "My Document" on left menu bar
- Use "Add New" to upload all of your documents to the document library
- At minimum for one site, you need: CV, Personal Statement, 3 Essays (in one PDF), and NPLEX (In STEP V, you will secure your Evaluations and Transcripts for Upload)
- NOTE: this is **NOT** the application process. You are merely creating a repository of necessary file to attach to each site that you apply to
- Reminder: Resources to assist you building those documents are included in the welcome message and within the system in Resources > Document Library



STEP VI: "Order"
Confidential Documents & Pay Online

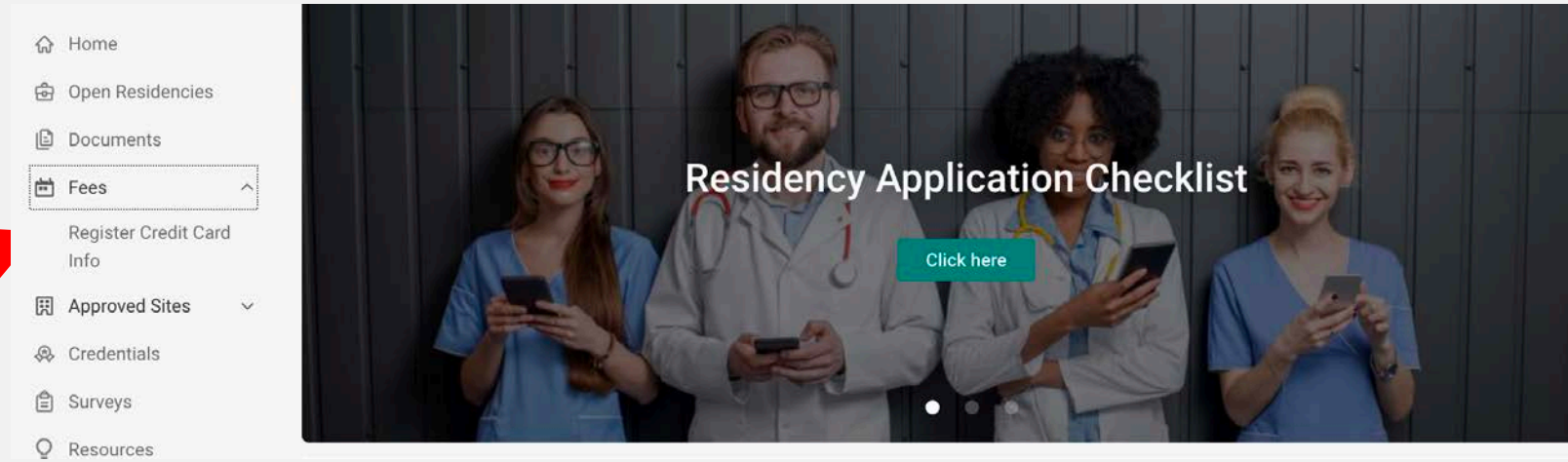
- Login https://aanmc-csm.symplicity.com/students
- Click on "Credentials" on left menu bar and click tab for "Completed Recommendations/ Transcripts"
- If all 4 documents are there (3 faculty evals and 1 transcript), you may click on "Order."
- Select "Add New" – Select all the confidential documents to include (use "Add Recommendation/Transcript" to request multiple documents) and **"Request Order".**
- Requested ordered will be processed by AANMC then made available to you under "Documents" within 72hours.

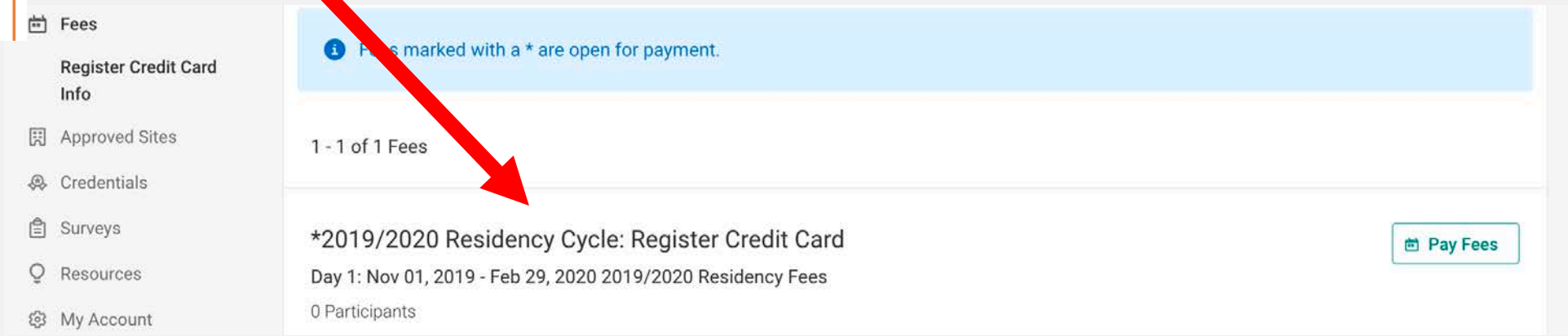
After you have received notification that transcripts and 3 evaluations have been uploaded:
Please "Order" your confidential document.



STEP VII: Register Credit Card

- Login https://aanmc-csm.symplicity.com/students
- **FEES→** "Register Credit Card
  - Your card will not be charge until you submit an application. Fees will be processed within 72hrs of application submission.
  - If you chose not to apply, you credit card will not be charged.





THAT FINALIZES PHASE I PREPARATION STAGE!!

- REMEMBER: **Request Evaluations & Transcripts Early**
  - **Prepare as much as you can during Phase I so that you are ready in Phase II**
- **Phase II start February 10th! Check back for job postings….**

Residency Application Timeline

11/15/19	**AANMC Residency PHASE I LAUNCH!!!** Create profile, view past residency sites, work on essays/CV/personal statement, and request evaluations/transcripts
2/10/2020	**AANMC Residency PHASE II 2020-2021 OPEN Jobs Posted,** upload essays/CV/personal statement, complete evaluations/transcript order, apply to jobs, pay fees
2/28/2020	**Deadline** for Faculty to submit **Evaluations & Transcripts**
3/6/2020	**Deadline** to place credentials order
3/16/2020	**Deadline** for **Submitting** the complete **application** online due by 9:00 pm (EST)
3/25/2020 to 5/3/2019	**Interview Season**: an applicant should anticipate that a residency site may schedule interviews anytime during this period
5/15/2020	**Match Day** 8:00pm (EST)