

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER AT EL PASO
Paul L. Foster School of Medicine
GRADUATE MEDICAL EDUCATION
Standard Policy and/or Procedure

TITLE: Applications for Residency/Fellowship Policy

APPROVED: 7/21/1998

REVISED: 1/ 9/2009; 2/8/2017

EFFECTIVE DATE: 7/21/1998; 7/1/2009; 2/8/2017

PURPOSE: To address the response to requests for applications, the submission of applications received for admission to a residency/fellowship program, and the length of time to retain applications.

POLICY STATEMENT: A residency/fellowship program receiving a request from a prospective applicant for an application to the residency/fellowship program shall respond by referring applicants to the program's web site, the National Resident Matching Program (NRMP), and the Electronic Residency Application Service (ERAS) websites.

The ERAS Application shall be the application submitted by applicants and used by programs for recruitment and selection purposes.

The TTUHSC El Paso Application shall be the application submitted by applicants who did not apply through ERAS and used by programs for recruitment and selection purposes.

The application of an individual who is accepted into a residency/fellowship program will become part of the individual's permanent file and shall be retained by that residency/fellowship program and a copy forwarded to the Office of Graduate Medical Education.

The application of an individual who interviewed, but was not accepted, shall be retained by the residency/fellowship program for a minimum of two (2) years.