Managing Students & Graduates

Main Residency Match

Users:
- School Officials (SOs)
- School Administrators (SAs)
Note: This Managing Students & Graduates guide explains how to complete this task using a desktop computer. The menu options are the same whether using a mobile device or desktop.

When the Main Residency Match opens, school officials and administrators use the Students and Graduates page in the Registration, Ranking, and Results (R3®) system to:

- Monitor applicants (both seniors and graduates) who have registered for the Match.
- Edit and update applicant graduation dates.
- Withdraw and reinstate U.S. seniors only. Graduates and Canadian students are not sponsored applicants and are thus responsible for withdrawing and reinstating themselves.

Login:
1. Enter the Username and Password you created for accessing the R3 system.

2. Click Login.
The **Match Home Page** displays for your school.

**Match Home Page:**

3. Your school name, role, username, and Match year display.

4. Your school’s applicant status table displays.

5. Main Residency Match event dates display.

6. There are two options to view your students and graduates.
   a. Click **School → Students and Graduates**.
   b. Click the **Review Applicants** button.
Students and Graduates:

This page displays the applicants who have registered for the Match to date and their current Match status. The data and functionality on this page will change throughout the Match season to allow you to verify each applicant’s graduation status and USMLE score.

1. The note identifies the total number of applicants registered in ACTIVE status and the total number in INITIAL status.
   a. **ACTIVE Status**: Applicant has registered, signed the Match Participation Agreement, and paid the Match fee.
   b. **INITIAL Status**: Applicant has begun the registration process, but has not yet completed it.

2. The table displays ACTIVE applicant details. By default, the list displays 50 applicants at a time.

Edit Graduation Date:

3. Find the applicant with the incorrect graduation date, and click the blue graduation link in the Grad Date column.
Edit Graduation Date, Continued:

4. The Edit Graduation Date pop-up displays.
   - Click the drop-down arrow to change the month.
   - Enter the correct year in the Date field.

5. Click Update Grad Date.

6. The edited date displays on the Students and Graduates page.

7. Repeat the above steps to edit other applicant graduation dates.

Withdraw U. S. Seniors:

U.S. senior students may be withdrawn from the Match due to a variety of academic and non-academic factors. Both MD and DO seniors are sponsored applicants and cannot withdraw themselves. A school official or administrator must complete the withdrawal. Conversely, a school official or administrator cannot withdraw a previous graduate from the Match. Previous graduates must withdraw themselves.

1. Find the senior to be withdrawn and click the blue Withdraw link in the Withdraw/Reinstate column.
Withdraw U.S. Seniors, Continued:

2. The Withdraw pop-up displays.

3. Select the Reason for Withdrawal from the drop-down menu.

4. Enter your password in the Your Password field.

5. Click:
   a. Withdraw Applicant to complete the withdrawal.
   b. Cancel to return to the Students and Graduates page.

6. The Withdraw/Reinstate column displays Reinstate.
Reinstate U.S. Seniors:

1. Find the senior to be reinstated and click the blue Reinstate link in the Withdraw/Reinstate column.

2. The Reinstate pop-up displays.

3. Enter your password in the Your Password field.

4. Click:
   a. Reinstate Applicant to complete the reinstatement.
   b. Cancel to return to the Students and Graduates page.

5. The student’s status will display Withdraw on the Students and Graduates page.