Couples: Viewing & Certifying Rank Order Lists

Users:
• Fellowship Match Applicants
Guidelines for Participating in the Match as a Couple:

- Both partners must be participating in the same Match and each partner must pay the current couple fee. If the partners later decide not to participate as a couple, the fee is not refundable.

- The matching algorithm treats the rank order lists of a couple as paired ranks. If all ranks are exhausted and the couple does not obtain a match, the algorithm does NOT process their rank order lists separately.

- The partners must have the same number of ranks on their rank order lists.

- A program can be ranked multiple times on each partner’s rank order list in order to create as many rank combinations as possible; however, pairs cannot be duplicated. If duplicate pairs are identified in the R3 system when the rank order lists are certified, the rank order lists of both partners must be edited to remove the duplicate pairs. The rank order lists must be re-certified before the Rank Order List Deadline.

- The R3 system allows couples to compare their rank order lists, however, the NRMP recommends creating lists in a spreadsheet prior to entering each rank order list in R3 to ensure the lists do not contain duplicate pairs.

- Couples have the option to rank a “No Match” code. The No Match code is entered by one partner and means that, if the other partner can be matched at that rank, the partner ranking the No Match code will not match. The No Match code for fellowship programs is 88888888. Pairs of ranks using the No Match code should be placed at the bottom of the rank order list so that both partners have the best chance of matching to programs.

- The partners must have the same number of ranks on their primary rank order lists, and each partner can submit no more than 300 ranks.

- Each partner can create a rank order list that includes up to 20 unique programs without incurring extra rank fees. Even if a program is listed multiple times, it counts as only one unique program. The No Match program code counts as one of the 20 unique programs.

- For each partner’s rank order list with 100 or more ranks, there is an additional, graduated charge based on the length of the rank order list. See the NRMP website for current additional fees.

- Once rank order lists are ready to be certified, one partner must certify a list before the other partner. Do not certify lists at the same time. Certifying lists at the same time prevents the R3 system from verifying the number of ranks on each partner’s list.
Related Guides for Couples and Rank Order Lists:
Prior to certifying your rank order list, you must couple in the Registration, Ranking, and Results (R3®) system.

- Refer to the Applicant Coupling guide to establish the couple relationship with your partner.
- Refer to the Entering and Certifying a Rank Order List (SMS) guide for those steps.

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

2. Click Login.
Partner A – View Partner’s Rank Order List:

The **Match Home Page** displays for your registered Match.

3. Note the Couple Status is **Accepted**.

4. Note the Applicant Status is **RANKING**.

5. Click the **Menu** in the top right corner.

6. Click **ROL**.
The **Applicant Rank Order List** page displays. Scroll to view your rank order list.

7. Click the **View Partner's ROL** tab.
Partner A – View Partner’s Rank Order List, Continued:

8. The Partner’s Rank Order List displays. Scroll to view your partner’s rank order list. The partner’s name and NRMP ID display.

9. Click the ROL Compare tab.

10. The most recently saved Primary Rank Order List for each partner displays. This view is for comparison only. If you and your partner are both actively updating your Rank Order List, refresh this page often to reflect the latest updates.

Lists cannot be edited or certified in the ROL Compare tab. Please select the My Rank Order List tab to edit or certify your Rank Order List.
Partner A – Certify List

Once your rank order list has been entered and you have compared it to your partner’s list and are satisfied both lists have been entered correctly, you must certify the list.

11. Click the **Certify List** button.
Partner A – Certify List, Continued:

12. The **Couple List Certification** pop-up displays. Click **OK**.

   NOTE: this pop-up reminds you and your partner not to certify your rank order lists at the same time. The first partner to certify a list will see this reminder.

13. The **Please Enter Your Authentication Information** pop-up displays.

14. Enter the **R3 password** you created upon registration.

15. Click **Cancel** if you do not want to certify the rank order list at this time.

16. Click **Submit** to certify the rank order list.

17. A green note displays at the top of the screen indicating your rank order list has been certified successfully.
Partner B – Certify List – Error Occurs:

1. From the **Match Home Page**, click the **Menu** in the top right corner.

2. Click the **ROL** button.

   The **Applicant Rank Order List** page displays. Scroll to view your rank order list.

3. Click the **Certify List** button.
Partner B – Certify List – Error Occurs, Continued:

4. The An Error Has Occurred pop-up displays indicating the error.

5. Update your rank order list accordingly. Refer to the Entering and Certifying a Rank Order List (SMS) guide for those steps.

Partner B – Certify List

6. When the rank order list has been corrected, click the Certify List button.
Partner B – Certify List, Continued:

7. The Please Enter Your Authentication Information pop-up displays.

8. Enter the R3 password you created upon registration.

9. Click Cancel if you do not want to certify the rank order list at this time.

10. Click Submit to certify the rank order list.

11. A green note displays at the top of the screen indicating your rank order list has been certified successfully.

12. Once both lists are certified, the Applicant Status will change to CERTIFIED on the Match Home Page.