Verifying Graduation Credentials and SOAP Eligibility

Main Residency Match

Users:
- School Officials (SOs)
- School Administrators (SAs)
Note: The Verifying Graduation Credentials and SOAP Eligibility guide explains how to complete this task using a desktop computer. The menu options are the same whether using a mobile device or desktop.

School officials and administrators are required to verify the graduation credentials of their students and graduates in the Registration, Ranking, and Results® (R3®) system. Only students and graduates who are eligible to enter graduate medical education (GME) on July 1 in the year of the Match can participate in the Match. School officials must verify credentials twice during the matching process.

Verifying Graduation Credentials for the Match
This verification occurs during the ranking period and must be completed prior to the Rank Order List Certification Deadline, which occurs the third week of February. If an applicant’s graduation credentials are not verified, the applicant’s rank order list will not be included when the matching algorithm is processed.

SOAP Verification
This verification occurs during the week prior to Match Week, and applicants whose credentials are not verified will not be able to participate in the Match Week Supplemental Offer and Acceptance Program (SOAP) if they are unmatched or partially matched. Applicants whose credentials were verified prior to the Rank Order List Certification Deadline must be prohibited from participating in SOAP if their eligibly status has changed and it is determined conclusively that they will be ineligible to enter GME on July 1 in the year of the Match.

The NRMP does not mandate the graduation requirements of medical schools participating in the Match. The graduation status of your students must be based on criteria specific to your school.

Graduation Verification Guidelines:

- Students who will graduate after July 1 must be withdrawn by the medical school.
- If a current student’s graduation from the school cannot be verified, the school official or administrator should not click the Verified checkbox, but instead should withdraw the student. If it is subsequently determined that a student whose graduation has been verified will not graduate on time, that student must be withdrawn from the Match by the school official or administrator.
- If a previous graduate cannot be verified, contact the NRMP to correct the school of graduation.
- Save your verifications frequently. The system will time out after 20 minutes and any unsaved actions will be lost.
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.
   a. The number of pending graduation credentials will be displayed in red once the graduation verification period opens, which is during Ranking.

4. Your school’s applicant status table displays.

5. Main Residency Match event dates display. Note: Dates shown are not representative of true Main Residency Match dates.
Verifying Graduation Credentials for the Match / View Students and Graduates:

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

7. The Students and Graduates page displays. This page displays the applicants who have registered for the Match to date and their current Match status. The information and functionality on this page will change throughout the Match season to allow you to verify each applicant’s graduation status, SOAP status, and USMLE score.
   a. Displays the pre-verification period, which does not include additional columns.
   b. Displays the Grad Verified? column only available during the graduation verification period.

NOTE: To review the steps for updating the graduation date or withdrawing a student, refer to the Managing Students & Graduates guide.
Verifying Graduation Credentials for the Match:

8. Locate the Grad Verified? Column. Click the Verified checkbox next to each eligible applicant’s name. Only one page of applicants can be verified at a time.
   a. Click Save Verifications when you have finished verifying applicants on that page. The information is not saved automatically.
   b. Click Cancel to remove the verifications.

9. If some graduation credentials have been previously verified, click the column header to move the applicants not verified to the top of the list and click the Verified checkbox next to each eligible applicant’s name.

10. A green note indicates student verifications were saved successfully.
   a. The number of pending credentials will decrease as verifications are saved.

11. Repeat the above steps for each applicant.

12. Once all applicants are verified, the Grad Credentials Pending no longer will appear on the screen.

See the next section to review the SOAP verification instructions. SOAP verifications occur during the week prior to Match Week.
SOAP Verification:

SOAP participation verification is not available in the R3 system until the Monday prior to Match Week. You will NOT see the option to verify participation on the My Students and Graduates page prior to that time. Verification must be completed by 5:00 p.m. ET on the Wednesday prior to Match Week.

1. After login, the Match Home Page displays.
   a. The SOAP Eligibility Pending number displays.

2. To view your students and graduates:
   a. Click School → Students and Graduates.
   b. Click the Review Applicants button.
SOAP Verification:

3. The **Students and Graduates** page displays with the added **SOAP Eligible?** Column.

4. Locate the applicant(s) whose SOAP eligibility is to be verified.

5. Click the **Yes** or **No** radio button next to the applicant name(s) in the **SOAP Eligible?** column. Only one page of applicants can be verified at a time.
   
   a. Click **Save SOAP Eligibility** when you have finished verifying applicants on that page. The information is not saved automatically.
   
   b. Click **Cancel** to remove the verifications.

6. A green note indicates student credentials were saved successfully.

7. Repeat the above steps for each applicant.

8. Once all applicants are verified, the **SOAP Eligibility Pending** will no longer appear on the screen.