

## Verifying Graduation Credentials and SOAP Eligibility



### Main Residency Match

#### Users:

- School Officials (SOs)
- School Administrators (SAs)

NRMP ID	AAMC ID	USMLE ID	Name	User Type	Status	Withdraw/ Reinstated	Grad Date	Grad Verified?
N0487968	17435688	5-555-555-5	Allen, Jennifer	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	<a href="#">Jun 2018</a>	<input checked="" type="checkbox"/> Verified
N0488102	98989899	5-555-555-5	Boyd, Dorothy	US_SENIOR	RANKING	<a href="#">Withdraw</a>	<a href="#">Jun 2018</a>	<input checked="" type="checkbox"/> Verified
N0487954	15632888	5-555-555-5	Donaldson, Misty	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	<a href="#">Jun 2018</a>	<input type="checkbox"/> Verified
N0487950	19732753	5-555-555-5	DuFrane, Vince	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	<a href="#">Jun 2018</a>	<input type="checkbox"/> Verified
N0487974	19876644	5-555-555-5	Eriksen, Marshall	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	<a href="#">Jun 2018</a>	<input type="checkbox"/> Verified
N0487956	19357547	5-555-555-5	Goldberg, Erica	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	<a href="#">Jun 2018</a>	<input checked="" type="checkbox"/> Verified
N0487946	16745239	5-555-555-5	Hernandez, Emelio	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	<a href="#">Jun 2018</a>	<input checked="" type="checkbox"/> Verified
N0488062	19569366	5-555-555-5	Macgregor, Finn	US_SENIOR	CERTIFIED	<a href="#">Withdraw</a>	<a href="#">Jun 2018</a>	<input checked="" type="checkbox"/> Verified
N0487960	17335685	5-555-555-5	Maeo, Hiromi	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	<a href="#">Jun 2018</a>	<input checked="" type="checkbox"/> Verified
N0485470	14658994	5-555-555-5	Magee, Patti	US_GRAD	ACTIVE		<a href="#">Jun 2017</a>	<input checked="" type="checkbox"/> Verified
N0487966	17325637	5-555-555-5	Manning, Darrin	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	<a href="#">Jun 2018</a>	<input checked="" type="checkbox"/> Verified
N0485466	14326987	5-555-555-5	McElroy, Susan F	US_GRAD	RANKING		<a href="#">Jun 2017</a>	<input checked="" type="checkbox"/> Verified
N0485414	14335795	5-555-555-5	McLain, Lacie	US_GRAD	ACTIVE		<a href="#">Jul 2016</a>	<input checked="" type="checkbox"/> Verified

**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 eligible 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.

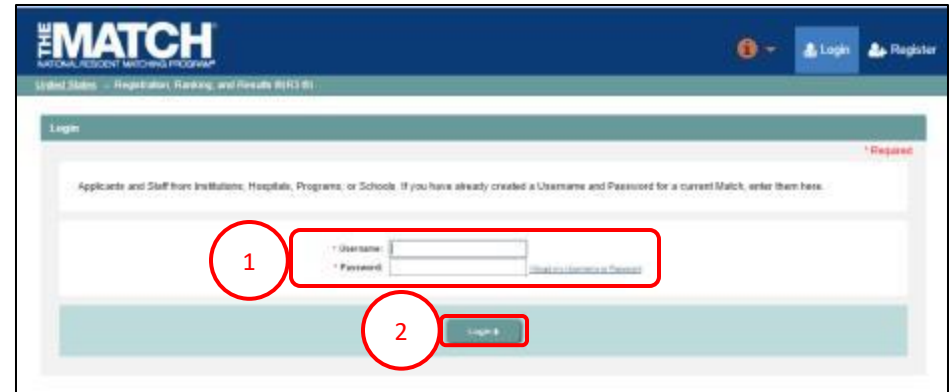
The NRMP does not mandate the graduation requirements of medical schools participating in the Match. The graduation status of your students must be based on criteria specific to your school.

#### **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**.



Match Home Page

My School: [National School of Medicine and Health Sciences - Test School](#) Match Year: 2018  
Role: School Official Grad Credentials Pending: 18  
Username: [MichelleCarter](#)

There are 27 Applicants from your school in this Match. [Review Applicants](#)

Status	US Seniors	US Graduates	Total
INITIAL - Not yet completed Registration	6	3	9
ACTIVE - Complete Registration, no Rank Order List	12	3	15
RANKING - Rank Order List present, Not Certified	1	1	2
CERTIFIED - Ready for the Match	1	0	1
WITHDRAWN - Was withdrawn from the Match	0	0	0

You have not loaded a student list for use in Student Participation Status Verification. Click this button if you would like to do so now. [Upload Student List](#)

2018

Oct 04	Rank order list entry begins at 12:00 noon ET for all users
Nov 03	Rank Order List Deadline and deadline to withdraw from the Main Residency Match! Rank order lists must be certified no later than 9:00 p.m. ET.
Mar 16	Match Day! Match results released in R3 system at 1:00 p.m. ET.

[Click here](#) for the complete Main Residency Match Calendar

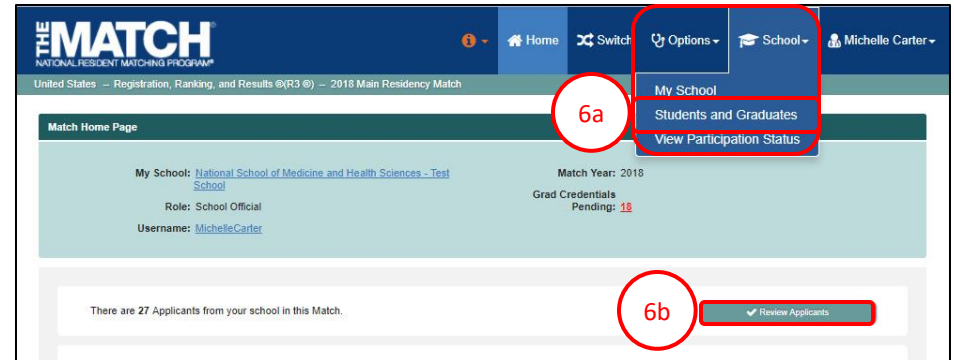
The **Match Home Page** displays for your school.

## 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.

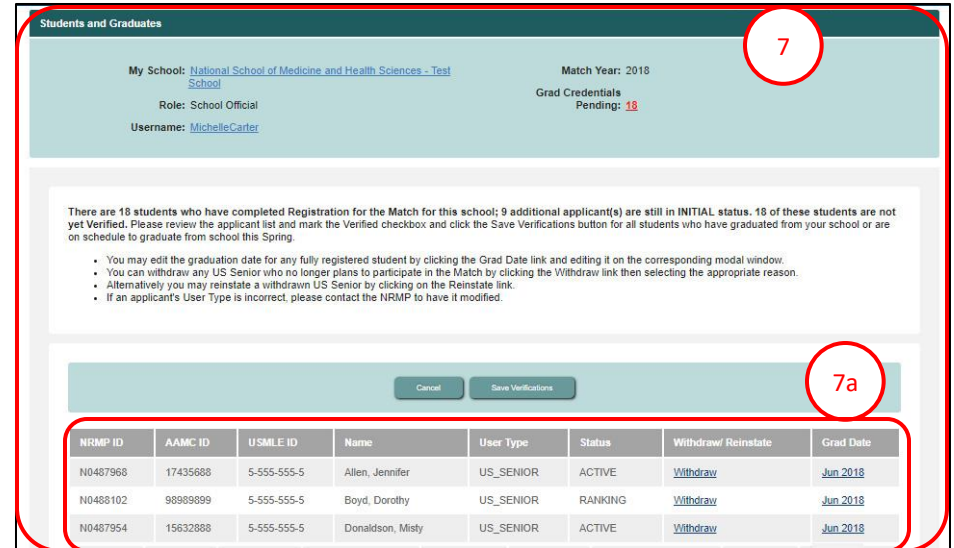
## Verifying Graduation Credentials for the Match / View Students and Graduates:

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.

NRMP ID	AAMC ID	USMLE ID	Name	User Type	Status	Withdraw/ Reinstate	Grad Date	Grad Verified?
N0487968	17435688	5-555-555-5	Allen, Jennifer	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	Jun 2018	<input checked="" type="checkbox"/> Verified
N0488102	98989899	5-555-555-5	Boyd, Dorothy	US_SENIOR	RANKING	<a href="#">Withdraw</a>	Jun 2018	<input checked="" type="checkbox"/> Verified
N0487954	15632888	5-555-555-5	Donaldson, Misty	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	Jun 2018	<input type="checkbox"/> Verified
N0487950	19732753	5-555-555-5	DuFrane, Vince	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	Jun 2018	<input type="checkbox"/> Verified
N0487974	19876644	5-555-555-5	Eriksen, Marshall	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	Jun 2018	<input type="checkbox"/> Verified
N0487956	19357547	5-555-555-5	Goldberg, Erica	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	Jun 2018	<input checked="" type="checkbox"/> Verified
N0487946	16745239	5-555-555-5	Hernandez, Emelio	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	Jun 2018	<input checked="" type="checkbox"/> Verified
N0488062	19569366	5-555-555-5	Macgregor, Finn	US_SENIOR	CERTIFIED	<a href="#">Withdraw</a>	Jun 2018	<input checked="" type="checkbox"/> Verified
N0487960	17335685	5-555-555-5	Maeo, Hiromi	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	Jun 2018	<input checked="" type="checkbox"/> Verified
N0485470	14658994	5-555-555-5	Magee, Patti	US_GRAD	ACTIVE		Jun 2017	<input checked="" type="checkbox"/> Verified
N0487966	17325637	5-555-555-5	Manning, Darrin	US_SENIOR	ACTIVE	<a href="#">Withdraw</a>	Jun 2018	<input checked="" type="checkbox"/> Verified
N0485466	14326987	5-555-555-5	McElroy, Susan F	US_GRAD	RANKING		Jun 2017	<input checked="" type="checkbox"/> Verified
N0485414	14335795	5-555-555-5	McLain, Lacie	US_GRAD	ACTIVE		Jul 2016	<input checked="" type="checkbox"/> Verified

10

Student credentials verifications were saved successfully.

Students and Graduates

My School: [National School of Medicine and Health Sciences - Test School](#) Match Year: 2018

Role: School Official

Username: [MichelleCarter](#) Grad Credentials Pending: 8

10a

12

Students and Graduates

My School: [National School of Medicine and Health Sciences - Test School](#) Match Year: 2018

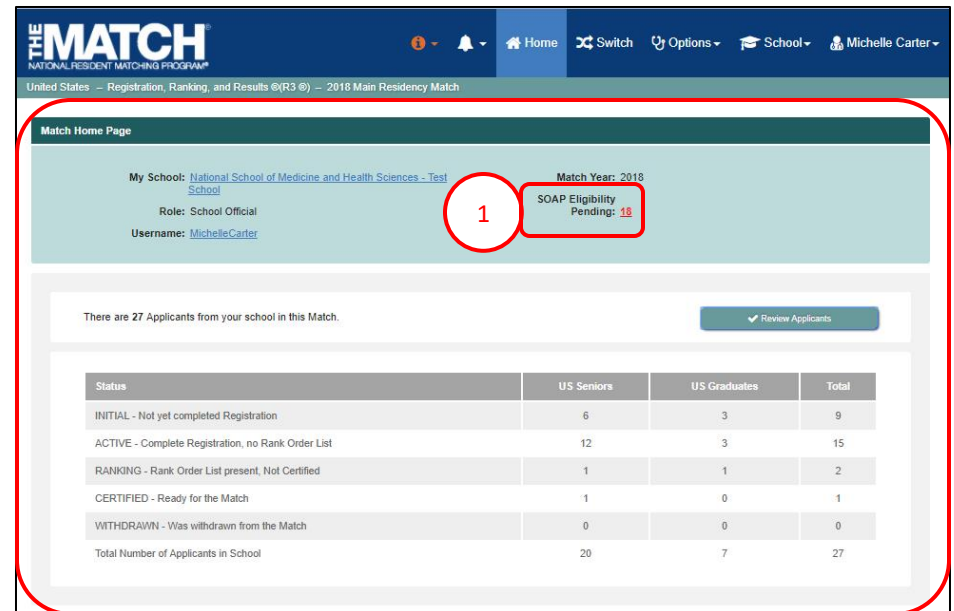
Role: School Official

Username: [MichelleCarter](#) Grad Credentials Pending: 0

## 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.



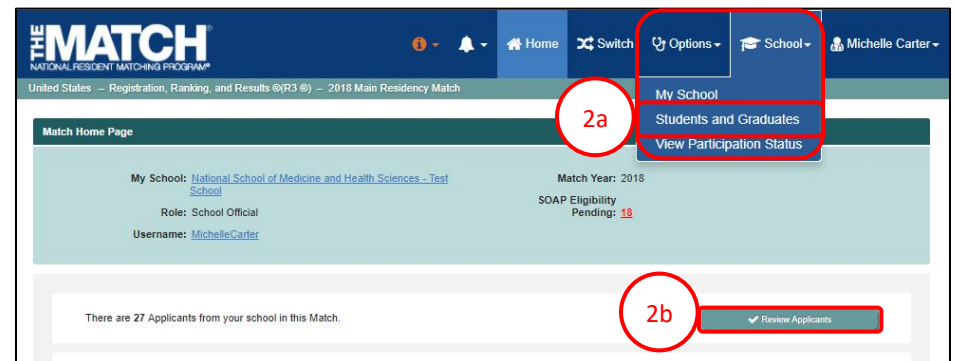
The screenshot shows the Match Home Page for a school official. The page displays the following information:

- My School: [National School of Medicine and Health Sciences - Test School](#)
- Match Year: 2018
- Role: School Official
- Username: [MichelleCarter](#)
- SOAP Eligibility Pending: 18

There are 27 Applicants from your school in this Match. A [Review Applicants](#) button is visible.

Status	US Seniors	US Graduates	Total
INITIAL - Not yet completed Registration	6	3	9
ACTIVE - Complete Registration, no Rank Order List	12	3	15
RANKING - Rank Order List present, Not Certified	1	1	2
CERTIFIED - Ready for the Match	1	0	1
WITHDRAWN - Was withdrawn from the Match	0	0	0
Total Number of Applicants in School	20	7	27

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



The screenshot shows the Match Home Page with the navigation menu open. The following options are visible in the menu:

- My School
- Students and Graduates
- View Participation Status

The [Review Applicants](#) button is also visible. The SOAP Eligibility Pending number is 18.

## 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.

Students and Graduates

My School: [National School of Medicine and Health Sciences - Test School](#) Match Year: 2018  
 Role: School Official SOAP Eligibility Pending: 18  
 Username: [MichelleCarter](#)

There are 18 students who have completed Registration for the Match for this school; 9 additional applicant(s) are still in INITIAL status. 0 of these students are pending SOAP Eligibility. Please review the applicant list and mark the appropriate SOAP Eligible radio button for each applicant. When you are ready to save your updates, click the <Save SOAP Eligibility> button.

Cancel Save SOAP Eligibility

NRMP ID	AAMC ID	USMLE ID	Name	User Type	Status	Grad Date	Grad Verified?	Soap Eligible?
N0487968	17435688	5-555-555-5	Allen, Jennifer	US_SENIOR	ACTIVE	Jun 2018	Verified	<input checked="" type="radio"/> Yes <input type="radio"/> No
N0488102	98989899	5-555-555-5	Boyd, Dorothy	US_SENIOR	RANKING	Jun 2018	Verified	<input checked="" type="radio"/> Yes <input type="radio"/> No
N0487954	15632888	5-555-555-5	Donaldson, Misty	US_SENIOR	ACTIVE	Jun 2018	Verified	<input checked="" type="radio"/> Yes <input type="radio"/> No
N0487950	19732753	5-555-555-5	DuFrane, Vince	US_SENIOR	ACTIVE	Jun 2018	Verified	<input checked="" type="radio"/> Yes <input type="radio"/> No
N0487974	19876644	5-555-555-5	Eriksen, Marshall	US_SENIOR	ACTIVE	Jun 2018	Verified	<input checked="" type="radio"/> Yes <input type="radio"/> No
N0487956	19357547	5-555-555-5	Goldberg, Erica	US_SENIOR	ACTIVE	Jun 2018	Verified	<input checked="" type="radio"/> Yes <input type="radio"/> No
N0487946	16745239	5-555-555-5	Hernandez, Emelio	US_SENIOR	ACTIVE	Jun 2018	Verified	<input checked="" type="radio"/> Yes <input type="radio"/> No
N0488062	19569366	5-555-555-5	Maagregor, Finn	US_SENIOR	CERTIFIED	Jun 2018	Verified	<input checked="" type="radio"/> Yes <input type="radio"/> No

THE MATCH  
NATIONAL RESIDENT MATCHING PROGRAM

Student credentials verifications were saved successfully.

Students and Graduates

My School: [National School of Medicine and Health Sciences - Test School](#) Match Year: 2018  
 Role: School Official  
 Username: [MichelleCarter](#)