From: UCSF-GME
Subject: From NRMP - Program Quota Change Deadline
Date: Monday, January 26, 2009 3:53:08 PM

To: NRMP Institution Officials and Institution Administrators

This important message regarding next week's quota change deadline was sent
earlier today to your program directors:

To: NRMP Program Directors

This is a reminder that Saturday, January 31st, is the last day for programs to withdraw from the NRMP's 2009 Main Residency Match or to change the number of positions being offered in the Match. The quota change deadline was established to provide applicants accurate information about the actual number of positions available when they enter their rank order lists. Reversions still may be entered until February 25th, which is the rank order list deadline.

Quota changes are made directly online in the NRMP's Registration, Ranking,
and Results (R3) System. After logging in with your AAMC ID and password at
https://services.nrmp.org/R3/Home/Login/Login.cfm, select Program Information from the left menu bar. Then select Edit under Options. The program quota field can be found at the bottom of the Maintain Program Information screen. Be sure to click on Submit after making any changes. YOUR NRMP INSTITUTION OFFICIAL MUST PROMPTLY APPROVE ALL QUOTA CHANGES.

Quotas will be changed after the deadline only in cases of extreme emergency, such as loss of funding or loss of accreditation. Requests for those exceptions must be made in writing to NRMP Executive Director Mona Signer by your institution official and faxed to 202-828-4797.

Programs that are accredited by BOTH the American Osteopathic Association
(AOA) and the ACGME may offer positions in both the AOA Match and the NRMP
Main Match. However, those programs should not offer the same positions simultaneously in both matches. The number of positions offered in the AOA

Match plus the number of positions offered in the NRMP Main Match should not
exceed the total number of positions available to be filled in 2009 in both matches. Programs jointly enrolled in the AOA and NRMP matches that wish to
INCREASE their quotas because of unfilled osteopathic slots can email or fax
their requests after the AOA Match Day, February 9th, but no later than 5:00 PM eastern time Friday, February 13th. Programs cannot decrease their quotas
after the regular quota change deadline of Saturday, January 31st.

Whether or not you enter a quota change, please check the Maintain Program
Information screen for EACH of your programs to make certain you have entered your current public phone and public fax numbers as well as a public email address. In particular, please answer the question "Do you use ERAS for the Scramble?" This information will be included in the List of Unfilled Programs should your program not fill all its offered positions in the Match, allowing unmatched applicants to contact you about available positions on Tuesday afternoon of Match Week.

If you need assistance, please contact the NRMP Help Desk at 202-828-0676 or
toll-free at 1-866-617-5837 between 8:30 AM and 5:30 PM eastern time Monday
through Friday.

Our best wishes for a successful Match!

NRMP Staff