Internship Match Preparation

January, 2016

Phase I Dates 2016

- **Wednesday, February 3** (11:59 pm EST)
  - Deadline for submission of Rank Order Lists for Phase I of the Match.

- **Friday, February 19**
  - Match Day: Results of Phase I of the Match will be released to applicants and training directors.

Rank-order List Main Idea #1

- Simply rank internship programs based on your TRUE preferences, without consideration for where you believe you might be ranked by these programs.
- List the program that you want most as rank #1, followed by your next most-preferred program as rank #2, and so on.

Rank-order List Main Idea #2

- If you rank an internship program, you are making a commitment to attend if matched.
- Ranking an internship program represents a binding agreement on the part of the applicant.
- Ranking an applicant represents a binding agreement on the part of the internship program.

Rank-order List Main Idea #3

- Although you applied to internship sites, you are now ranking programs. One site may have more than one program code number.
- Matches are made between applicants and programs (not sites).
- For a match to be made between an applicant and a program: the applicant must include that program code number on his/her Rank Order List AND the internship must include the applicant’s code number on their Rank Order List for that program.

Rank-order List Main Idea #4

- NMS needs to receive either a Rank Order List or a withdrawal from every registered applicant by the deadline.
- If you do not intend to submit any rankings for Phase I of the Match, you MUST formally notify NMS via the online system.
Rank Order List Do's

- DO rank ALL programs that are considering you and that you find acceptable, even if you believe that you will be able to match to one of your more preferred programs.

- DO leave any program off of your Rank Order List that you decide is no longer acceptable to you (even if that might mean you will be left unmatched).

Rank Order List Don'ts

- Do NOT take into consideration the number of positions offered by a program, how many other applicants might rank a program, how a program might rank you, or the length of your Rank Order List.

- Do NOT spend time trying to develop ranking strategies to outwit the matching algorithm.

QUESTION: How do I rank a site that has several different programs, and thus uses more than one code number?

- ANSWER: You may rank any or all of a site's programs simply by including the proper code number(s) for the program(s) on your Rank Order List.

Thus, if you applied to ten sites, each with five separate programs, your Rank Order List could contain as many as 50 (10 x 5) different code numbers.

QUESTION: Does the Matching Program favor the rankings of applicants or of programs?

- ANSWER: Neither. Rankings of applicants and of programs are given equal weight in the process.

QUESTION: If a program doesn't appear very interested in me, how should that affect my rankings?

- ANSWER: It should not affect your rankings in any way.

QUESTION: A program seems to be very interested in me, yet they are not very high on my list. Should I move them higher on my list?

- ANSWER: No. It should not affect your rankings in any way.
QUESTION: Is it possible for me to waste my top choices on programs that are long-shots?

› ANSWER: No. There is no such thing as having "wasted" your top choices.

QUESTION: Does the order in which I rank programs affect whether or not I will be matched at all?

› ANSWER: No. The order of your rankings only affects WHERE you will be matched, not WHETHER you will be matched.

QUESTION: I'm pretty confident that I will match to one of my top-ranked sites. Do I really need to include all programs at which I'm being considered on my Rank Order List?

› ANSWER: Best advice is Yes (better safe than sorry). Submitting additional choices will not reduce your chances of matching to a more preferred choice.

QUESTION: If I'm not sure whether I will be ranked by a particular program, should I still rank it?

› ANSWER: Yes. Unless you've been informed by a program that you are no longer under consideration, it's best to rank any program that is acceptable to you.

QUESTION: I didn't receive an interview at a particular program, but they haven't informed me that they aren't ranking me. Should I still rank this program?

› ANSWER: The answer to this question depends on whether the program in question conducts interviews as part of the evaluation process.

QUESTION: After submitting and certifying my Rank Order List, I receive a rejection letter from a program that I ranked. Do I need to login again to the ROLIC system in order to remove this program from my Rank Order List?

› ANSWER: Not really, though you are welcome to do so if you wish.
QUESTION: The Match algorithm attempts to match as many applicants as possible, placing some applicants at less-preferred programs, right? So I should rank only a few programs, right?

» ANSWERS: WRONG and WRONG.

QUESTION: Will internship programs know how I ranked them?

» ANSWER: No. All Rank Order Lists submitted to National Matching Services remain confidential, both now and into the future.

QUESTION: I've heard that I should tell my first choice program that they are ranked as my #1 choice. Is this true?

» ANSWER: Absolutely not, as this is prohibited by the APPIC Match Policies. Applicants may not communicate any ranking information to sites, and sites may not communicate any ranking information to applicants.

QUESTION: Is it OK to share information about my rankings and preferences with my friends on a social networking site, such as Facebook?

» ANSWER: You should refrain from posting your rankings or program preferences on Facebook, other social networking sites, e-mail lists, or discussion boards/forums. Training Directors have inadvertently learned about individuals' rankings from one of these forums. Sharing of ranking information is against APPIC policy.

PHASE I MATCH RESULTS

» Phase I Match results will be available on Friday, February 19, in a confidential manner via the NMS web site beginning at 10:00 a.m. Eastern Time.
» Results will also be sent via e-mail by 10:00 a.m. Eastern Time.
» Applicants may also obtain their Match results directly from their program DCT.

Phase I Match Day

» 11:00 am Eastern Time

» Internship Training Directors and the applicants to whom they have matched should contact each other after this time to acknowledge the match result.
Notice of Appointment

- Within seven days, internship Training Directors are required to send a letter of appointment to each applicant matched to their site.
- They will send a copy of this letter to the DCT of the applicant’s academic program.

QUESTION: What is Phase II?

- ANSWER: The purpose of Phase II is to provide a more equitable, organized, and humane process of placing unmatched applicants into internship positions that were unfilled from Phase I.
- Phase II includes essentially the same steps in an accelerated fashion: submission of applications, interviews, submission of Rank Order Lists, and receipt of Match results. The process will take about a month from beginning to end.

Phase II Dates 2016

- **Thursday, February 25 (11:00 am EST)**
  - Programs must accept applications until this deadline.
- **Monday, March 14 (11:59 pm EST)**
  - Deadline for submission of Rank Order Lists for Phase II of the Match.
- **Monday, March 21**
  - Match Day: Results of Phase II of the Match will be released to applicants and training directors.

What if I don’t match in Phase I?

QUESTION: When does Phase II of the Match begin?

- ANSWER: Phase II of the Match begins on Phase I Match Day, Friday, February 19, 2016, at 11:00 AM.

Interviws for Phase II

- All interviews for Phase II are to be conducted by phone or by Skype.
- To avoid further travel expenses, no in-person interviews are allowed in Phase II.
QUESTION: Who may participate in Phase II?

» ANSWER: Only unmatched applicants who registered for Phase I may participate in Phase II.

» Applicants who withdrew from Phase I of the Match may still choose to participate in Phase II of the Match.

QUESTION: What is the APPIC Post-Match Vacancy Service?

» ANSWER: This is a clearinghouse that begins operation after Phase II and runs until about October 1.

» Internship programs may list any openings that remain unfilled after Phase II.

QUESTION: Do I submit my application via APPIC for the PMVS?

» ANSWER: No. Applicants are strongly encouraged to download and keep a PDF copy of the applications that they submitted via the AAPI Online service to apply to any site in the PMVS.

» Transcripts, letters of recommendation, and DCTs’ verification of eligibility are excluded from each download.

Good luck in the upcoming match!