

**American Association of Physicists in Medicine**  
**MedPhys Match: THE MEDICAL PHYSICS MATCHING PROGRAM**

[natmatch.com/medphys](http://natmatch.com/medphys)

**Applicant Checklist for Participating in the 2019 MedPhys Match**

Every applicant who registers for the MedPhys Match must use the NMS Match System to either enter and certify a Rank Order List of program choices or withdraw by **11:59 p.m. Eastern Time on March 22, 2019**.

If you are matched to a position, you must accept your MedPhys Match result and attend the program, as stipulated in the Applicant Agreement and MedPhys Match Rules.

Applicants who withdraw from the MedPhys Match are permitted to access information on positions that remain available in the Post-Match Process (see item #4 below).

**1 Ensure your information is up to date in the NMS Match System.**

- Confirm that you can log in to the NMS Match System, which is accessible from the MedPhys Match web site ([natmatch.com/medphys](http://natmatch.com/medphys)).

[Log In to NMS Match System >](#)

- You can update your Account and Profile information in the NMS Match System. You will also enter your rankings and obtain your MedPhys Match result using the NMS Match System.

[View the NMS Match System Guide for Applicants >](#)

**2 Determine your preferences for the programs where you applied.**

- Rank programs in order of your true preferences, with your most preferred program as rank #1, your next most preferred program as rank #2, and so on. Do not consider how any program might rank you when ordering your choices.

Rank as many programs as you wish. By including more programs on your Rank Order List, you may increase the likelihood of being matched. You will be matched to the most preferred program on your list that ranks you and does not fill all its positions with applicants it prefers.

Do not rank any program that you consider unacceptable and would not want to be matched with, even if it is the only position available to you in the MedPhys Match. You can only be matched to a program that appears on your Rank Order List.

[Learn More About Ranking Strategy >](#)

- If you have applied to programs that are not participating in the MedPhys Match, you must decide prior to the Rank Order List deadline whether to accept a position outside of the MedPhys Match and withdraw from the MedPhys Match, or participate in the MedPhys Match and accept your MedPhys Match result if you are matched.

[Learn About Applying to Non-Participating Programs >](#)

- Applicants and programs may not disclose or solicit any information regarding the positioning of any program or applicant on a Rank Order List. Voluntary disclosure by one party as to whether or not they intend to rank the other party is permitted, but neither party may solicit such information.

Applicants and programs may not make any commitments regarding offers of appointment prior to the release of the MedPhys Match results. Furthermore, if you match to a program you **must** accept the matched position as stipulated in the Applicant Agreement.

You must conduct yourself in a professional manner in all aspects of the recruitment process, including but not limited to applications, interviews and any participation in online forums or shared information documents.

[Review the Rules and Policies of the MedPhys Match >](#)

- Two applicants who are participating in the MedPhys Match and who wish to coordinate their matches (e.g., obtain positions in the same geographic location) may participate in the MedPhys Match as a Couple.

[Learn More About Participating as a Couple >](#)

### **3 Enter and certify your Rank Order List in the NMS Match System by 11:59 p.m. ET on March 22, 2019.**

- The NMS Match System opens for rankings on March 5, 2019. All Rank Order Lists must be submitted using the NMS Match System.
- Use the List of Participating Programs on the MedPhys Match web site to identify the unique 5-digit Code Number for each program you want to rank. Some residencies offer more than one program or track in the MedPhys Match, each with its own 5-digit Code Number. As the match processing uses the Code Numbers, make sure the correct Code Number for each program you want to rank appears on your Rank Order List. If you rank a program represented by one Code Number, but are ranked by a program with a different Code Number, a match will not be made. If you need clarification regarding the Code Number to be used for any program, contact the Program Director directly.

[View the List of Participating Programs >](#)

- In the Rankings section of the NMS Match System, search and add programs to your Rank Order List in order of your true preferences. Programs can be searched by Code Number, residency name, Program Director name, location, or program description. Options are provided to filter your search results by state and/or program type.

[View the User Guide for Entering Your Rankings >](#)

- Your Rank Order List must be entered and certified by 11:59 p.m. ET on March 22, 2019. You should enter and certify your Rank Order List well before that date to avoid potential system access problems near the deadline.

[View the User Guide for Certifying Your Rank Order List >](#)

You can make changes to your list even after it is certified until the Rank Order List deadline. If you make changes to a list that has been certified, you simply have to certify the list again before the deadline for it to be used in the MedPhys Match.

You will not be able to use the NMS Match System to enter or certify rankings, withdraw, or change any of your information after the Rank Order List deadline.

- You should print a copy of your final certified Rank Order List for your records, as this information will only be available until April 2, 2019.

### **4 If you decide not to submit rankings for any reason, you must withdraw from the MedPhys Match using the NMS Match System by 11:59 p.m. ET on March 22, 2019.**

- Withdrawn applicants are permitted to seek positions after the MedPhys Match. You will be able to access information on positions that remain available in the Post-Match Process.

[Learn More About Withdrawing from the MedPhys Match >](#)

### **5 Your MedPhys Match result will be available on March 29, 2019.**

- Your MedPhys Match result will be available in the NMS Match System beginning at 12:00 p.m. noon ET on March 29, 2019. As a secondary delivery method, NMS will make one attempt to send the MedPhys Match result by e-mail by 12:00 p.m. noon ET on March 29, 2019, to each applicant that certified a Rank Order List and did not withdraw. Result e-mails that are delayed or not delivered will not be resent.

[Learn More About the Results of the MedPhys Match >](#)

- If you match, you and the program where you matched are encouraged to contact each other to acknowledge the MedPhys Match result after 12:00 p.m. noon ET on March 29, 2019. On March 29, no contact between applicants and programs should take place prior to 12:00 p.m. noon ET.

**6 If you do not match, you may seek and accept positions offered in the Post-Match Process.**

- The Post-Match Process begins at 12:00 p.m. noon ET on March 29, 2019. No action to fill available positions may be taken prior to that time.

Programs with positions available and applicants seeking positions are free to contact and negotiate directly with each other to fill the available positions.

- Beginning at 12:00 p.m. noon ET on March 29, a list of programs offering positions in the Post-Match Process will be available in the NMS Match System. You are free to accept any position not filled in the MedPhys Match.

Programs will have access to a list of active applicants who certified a Rank Order List but did not obtain a position.

[Learn More About the Post-Match Process ›](#)

Review the MedPhys Match web site at [natmatch.com/medphys](http://natmatch.com/medphys) for more detailed information regarding the procedures for participating in the MedPhys Match.

**If you have any questions about the MedPhys Match, please contact NMS directly.**