

Association of Psychology Postdoctoral and Internship Centers INTERNSHIP MATCHING PROGRAM

Applicant Instructions for Participating in Phase I of the 2024 APPIC Match

Every applicant who registers for the APPIC Match must use the NMS Match System to enter and certify a Rank Order List of program choices for Phase I of the Match, or withdraw from Phase I, by **11:59 p.m. Eastern Time on Friday, February 2, 2024**.

If you are matched to a position, you must accept your Match result and attend the program, as stipulated in the Rules and Policies of the APPIC Match.

Applicants who withdraw from Phase I of the Match are permitted to participate in Phase II (see point #5 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 Match website at natmatch.com/psychint.

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

- You must use the NMS Match System to update your Account and Profile information, withdraw from the Match if necessary, submit your rankings, and access your Match result.

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

2 Be familiar with the APPIC Match Policies, especially those related to interviews and rankings.

- Programs and applicants may communicate about matters that do not involve the sharing of ranking information. Programs must never request ranking information from any applicant, and applicants must never request ranking information from any program. Programs may voluntarily choose to inform an applicant as to whether or not the applicant will be ranked, but are not obliged to do so. Prior to the release of the Phase II Match results, programs must not disclose to any applicant the position of any applicant on their Rank Order List(s), and applicants must not disclose to any program any information about their rankings.
- If you have applied to programs that are not participating in the APPIC Match, you must decide prior to the Rank Order List deadline whether to participate in the APPIC Match or pursue positions outside the APPIC Match. If you accept a position at a program that is not participating in the APPIC Match, you must withdraw from the APPIC Match.
- If you certify a Rank Order List and are matched to a position, you **must** accept the position where you matched as stipulated in the Rules and Policies of the APPIC Match.

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

3 Determine your preferences for the programs to which you have 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 all programs at the internship sites where you applied that you would find acceptable. 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 under any circumstances. You can only be matched to a program that appears on your Rank Order List.

[Learn More About Ranking Strategy >](#)

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

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

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Enter and certify your Rank Order List in the NMS Match System by 11:59 p.m. Eastern Time on Friday, February 2, 2024.

- The NMS Match System opens for the entry of rankings on Monday, January 15, 2024. All Rank Order Lists must be submitted using the NMS Match System.
- Each training site offers one or more tracks or “programs” in the APPIC Match. Each program is represented by a unique 6-digit Code Number as shown in the List of Participating Internships on the Match website. As the match is processed using 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 the training site for a different 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 internship site Training Director directly.

[View the List of Participating Internships ›](#)

- In the Rankings section of the NMS Match System, you can search for and add programs to your Rank Order List in rank number sequence. You can search for programs by Code Number, training site name, Training Director name, location or program description.

If you scheduled interviews with sites using NMS Interview, you can import the program(s) offered by those sites directly into your Rank Order List. If you scheduled interviews with some sites outside of NMS Interview, those programs can be added to your list after the import is complete. You should then reorder your rankings into the desired sequence.

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

- The accreditation status as reported by the training site is displayed for each program you rank. Include on your Rank Order List only programs that satisfy any requirements specified by your doctoral program regarding the accreditation status of internships you are permitted to rank.
- Your Rank Order List for Phase I of the Match must be entered and certified by 11:59 p.m. Eastern Time on Friday, February 2, 2024. You should enter and certify your Rank Order List well before the deadline date to avoid potential 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 in order for it to be used in the Match.

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

- You should print a copy of your final certified Phase I Rank Order List for your records, as this information will only be available online until 11:59 p.m. Eastern Time on February 19, 2024.

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If you decide not to submit a Rank Order List for Phase I of the Match for any reason, you must withdraw from the Match using the NMS Match System by 11:59 p.m. Eastern Time on Friday, February 2, 2024.

- When you withdraw, you will be asked to indicate if you want to withdraw from Phase I only (because you plan to participate in Phase II), or if you want to withdraw from both Phase I and Phase II of the Match.

If you withdraw from Phase I only, you will be reinstated automatically as active again for Phase II. You will have to either enter a Rank Order List for Phase II or withdraw again before the Phase II Rank Order List deadline.

If you withdraw from both Phase I and Phase II, you will remain withdrawn in Phase II. If you do not wish to participate in Phase II there is nothing further you need to do. However, you can reinstate yourself to participate in Phase II at a later date if desired. Applicants who are withdrawn in Phase I and/or Phase II and have not obtained an internship position are permitted to participate in the Post-Match Vacancy Service operated by APPIC after Phase II of the Match.

[Learn More About Withdrawing from the APPIC Match ›](#)

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Phase I Match results will be available on Friday, February 16, 2024.

- Your Phase I Match result will be available in the NMS Match System beginning at 9:00 a.m. Eastern Time on February 16, 2024.
- In addition, NMS will make one attempt to send the Match result by email, between 8:00 a.m. and 9:00 a.m. Eastern Time on February 16, to each applicant who certified a Rank Order List and did not withdraw from Phase I of the Match. Result emails that are delayed or not delivered will not be resent, as the same information will be available in the NMS Match System.

[Learn More About Obtaining Your Match Result ›](#)

- The Director of Clinical Training of your doctoral program will also be provided with a list of the Phase I Match result for each of their students between 8:00 a.m. and 9:00 a.m Eastern Time on Phase I Match Day.
- If you match, you and the training site where you matched are encouraged to contact each other to acknowledge the Match result after 9:00 a.m. Eastern Time. No contact between applicants and training sites should take place on February 16 prior to 9:00 a.m. Eastern Time.

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If you do not match in Phase I, you may participate in Phase II of the Match.

- Unfilled positions and new positions added after Phase I of the Match will be offered to unmatched applicants in Phase II. Applicants who are matched in Phase I are not permitted to participate in Phase II.

Beginning at 9:00 a.m. Eastern Time on February 16, a list of programs participating in Phase II of the Match will be provided on the Match website. At that time, unmatched applicants can begin submitting applications through the AAPI application service to programs participating in Phase II of the Match.

[Learn More About Phase II of the Match ›](#)

- No contact between unmatched applicants and programs with available positions, or any other action related to filling positions after Phase I, is permitted prior to 9:00 a.m. Eastern Time on February 16.

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[Match Website \(natmatch.com/psychint\) ›](#)

[APPIC Website \(appic.org\) ›](#)

If you have any questions about the APPIC Match, please [contact NMS](#) directly.