

Association of Psychology Postdoctoral and Internship Centers INTERNSHIP MATCHING PROGRAM

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

Every applicant who registers for the APPIC Match and does not obtain a position in Phase I must use the NMS Match System to enter and certify a Rank Order List of program choices for Phase II of the Match, or withdraw from Phase II (see point #5 below), by **11:59 p.m. Eastern Time on Wednesday, March 13, 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 have not yet obtained a position are permitted to participate in the Post-Match Vacancy Service operated by APPIC after Phase II of the Match.

1 Confirm your eligibility and send applications to internships in Phase II of the Match.

- All applicants who registered prior to the Phase I Rank Order List deadline and were not matched in Phase I of the Match are eligible to participate in Phase II. There is no additional Match fee to participate in Phase II of the Match.
- If you previously withdrew from Phase I only, you are reinstated automatically for Phase II and must either enter and certify a Rank Order List or withdraw from Phase II. If you previously withdrew from both Phase I and Phase II but now decide that you want to submit a Rank Order List for Phase II, you must reinstate yourself for Phase II using the NMS Match System.
- All applications to programs participating in Phase II must be submitted through the AAPI application service. Beginning at 9:00 a.m. on February 16, 2024, a list of internships participating in Phase II will be provided on the Match website, and the AAPI application system will open for you to prepare and submit Phase II applications.

[View List of Participating Internships >](#)

During the Phase II application period, internship sites may provide updated information about their available positions using APPIC's Late-Breaking News Service.

[Access Late-Breaking News from Internship Sites for Phase II >](#)

- Applicants should submit applications no later than the Phase II application deadline at 11:59 p.m. Eastern Time on February 22, 2024. Programs will not be able to download or view the applications until February 23, which ensures that there is no "first come, first served" priority to this part of the process. Programs may elect to receive applications after this deadline but are not required to do so.

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 Phase II 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 ›](#)

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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 II 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. If you participated in Phase I of the Match as a couple, your Couple Status is not transferred over to Phase II. You must set your Couple Status again for Phase II.

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

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Enter and certify your Phase II Rank Order List in the NMS Match System by 11:59 p.m. Eastern Time on Wednesday, March 13, 2024.

- The NMS Match System opens for the entry of rankings on Friday, February 23, 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 II of the Match must be entered and certified by 11:59 p.m. Eastern Time on Wednesday, March 13, 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 II after the Phase II Rank Order List deadline.

- You should print a copy of your final certified Phase II Rank Order List for your records, as this information will only be available online until 11:59 p.m. Eastern Time on March 23, 2024.

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If you decide not to submit a Rank Order List for Phase II of the Match for any reason, you must withdraw from Phase II using the NMS Match System by 11:59 p.m. Eastern Time on Wednesday, March 13, 2024.

- Applicants who withdrew or did not Match in 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 ›](#)

- If you withdrew from both Phase I and Phase II prior to the Phase I deadline, and do not reinstate yourself in Phase II, you will remain withdrawn in Phase II and no further action is required.

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Phase II Match results will be available on Wednesday, March 20, 2024.

- Your Phase II Match result will be available in the NMS Match System beginning at 9:00 a.m. Eastern Time on March 20, 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 March 20, to each applicant who certified a Rank Order List and did not withdraw from Phase II 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 APPIC Match result for each of their students between 8:00 a.m. and 9:00 a.m. Eastern Time on Phase II 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 on March 20, 2024. No contact between applicants and training sites should take place on March 20 prior to 9:00 a.m. Eastern Time.
- If you do not match, beginning at 9:00 a.m. Eastern Time on March 21 APPIC will operate a Post-Match Vacancy Service to provide information about positions that are available after Phase II of the Match. No list of available positions will be provided on the Match website after Phase II. Applicants who are not matched and have not yet accepted a position may use the APPIC Post-Match Vacancy Service to find available positions.

No contact between unmatched applicants and programs with available positions, or any other action related to filling positions after Phase II, is permitted prior to 9:00 a.m. Eastern Time on March 21.

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

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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.