

## CaRMS TIPS FOR STUDENTS

**TIMELINE & TIPS**

**\*\*\*\*\* EVERYTHING ON THE CARMS WEBSITE WORKS ON EASTERN (OTTAWA) TIME- IN MANITOBA WE ARE ONE HOUR OFF, SO 12 ET IS 11 CST. DON'T LEAVE THINGS TO THE LAST MINUTE, BUT IF YOU DO, MAKE SURE YOU ARE AWARE OF THE TIME ZONES AND WORKING TO THE LAST MINUTE OTTAWA TIME! \*\*\*\*\***

This tip sheet and timelines are relevant for the 2025 first iteration of the match as per the CaRMS website on June 20, 2024. Keep checking the website as the dates may change: <https://www.carms.ca/match/r-1-main-residency-match/r-1-match-timeline/>

Throughout the process, the Student Affairs office is happy to help with your questions and concerns. Another excellent (and underused) source of support is the CaRMS helpdesk; they are the experts in every technical aspect of the website as well as deadlines. You can find their contact info, and answers to common questions here: <https://carms.zendesk.com/hc/en-us>

Month	CaRMS timeline	SA Recommendations
August		<ul style="list-style-type: none"> <li>Attend the CaRMS Virtual School Presentation on August 22<sup>nd</sup>. Ask lots of questions!</li> <li>Work on your CV and book a CV review session with Paula Hossack or the other career counsellors.</li> <li>To book an appointment with career consultant, Paula Hossack (<a href="mailto:Paula.hossack@umanitoba.ca">Paula.hossack@umanitoba.ca</a>) for CV/personal letter review – Visit <a href="https://3630.waitwell.ca/">https://3630.waitwell.ca/</a> and click on the CaRMS button</li> <li>Visit the Casper (<a href="https://acuityinsights.app/casper/">https://acuityinsights.app/casper/</a>) and FmProc (<a href="https://fmproc.com/">https://fmproc.com/</a>) websites to learn about these and make note of registration and test dates.</li> </ul>
September		<ul style="list-style-type: none"> <li>Review last year's program descriptions for programs that interest you. They are usually similar year to year, so can give you a "sneak peek" to this year's descriptions. These are available at <a href="https://www.carms.ca/match/r-1-main-residency-match/program-descriptions/">https://www.carms.ca/match/r-1-main-residency-match/program-descriptions/</a></li> <li>Work on your CV and book a CV review session with Paula Hossack or the other career counsellors.</li> </ul>
	<b>Register for the Casper test</b>	<ul style="list-style-type: none"> <li>Visit <a href="https://acuityinsights.app/casper/">https://acuityinsights.app/casper/</a></li> </ul>
	<b>11 Sep. 2024 at 12:00 pm ET</b> CaRMS Online opens for applicants Program descriptions are available on carms.ca	<ul style="list-style-type: none"> <li>Review this year's program descriptions. Review what type/format of personal letter each program wants and plan for those. Make note of anything extra or unusual in the PD (e.g. reference letter from a non-medical source)</li> </ul>

	<ul style="list-style-type: none"> <li>Get your citizenship documents notarized and uploaded. You can do this through a transfer in your physiciansapply.ca account, but in our experience, the process is slow and sometimes leads to last-minute worry. The easiest way to certify your documents is to ask an attending physician on your elective to do this for you. Follow the directions here: <a href="https://carms.zendesk.com/hc/en-us/articles/115004169406-Who-can-notarize-or-certify-my-Citizenship-document-">https://carms.zendesk.com/hc/en-us/articles/115004169406-Who-can-notarize-or-certify-my-Citizenship-document-</a>. The Student Affairs physician advisors are also happy to certify documents when you come for career counselling. Book an in-person appointment with us and bring your original documents with you</li> <li>Transfer your CV to the CaRMS profile information; this is a lot of cutting and pasting from your standard CV and takes longer than you think, so start early!</li> <li>Send reference letter requests for the referees you already know you need, and make note of them so you can send a reminder closer to the deadline</li> <li>Work on your personal letters and make a personal letter review appointment with Paul Hossack or Jim McLaren, Student Mentor, by emailing <a href="mailto:studentaffairsmed@umanitoba.ca">studentaffairsmed@umanitoba.ca</a></li> </ul>
<b>11 Sep. 2024</b> FmProc registration open	<ul style="list-style-type: none"> <li>If applying for family medicine, many programs require this test. <a href="https://fmproc.com/">https://fmproc.com/</a></li> <li>No requests for registration or access to the test will be considered once the deadlines have passed.</li> </ul>
<b>27 Sept. 2024</b>	<ul style="list-style-type: none"> <li>You need to have the student submission portion of your MSPR done in Entrada by this date. Refer to emails from <a href="mailto:ugmemspr@umanitoba.ca">ugmemspr@umanitoba.ca</a> about policies and procedures for the MSPR.</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Finalize CV and CaRMS profile CV - remember you need to do both as some programs look only at one or the other, some look at both.</li> <li>Continue working on your personal letters. The Student Affairs physician advisors are also happy to review personal letters once you have gone through them with Paula Hossack or other career consultants.</li> </ul>
<b>Register for FmProc</b>	<ul style="list-style-type: none"> <li>If applying for family medicine, many programs require this test. <a href="https://fmproc.com/">https://fmproc.com/</a></li> <li>No requests for registration or access to the test will be considered once the deadlines have passed</li> </ul>
<b>8 Oct. 2024 at 17:00 ET</b> DEADLINE: Translation requests for references	<ul style="list-style-type: none"> <li>This deadline is unlikely to apply to most MB med students, but if you are applying to French language residencies in Quebec, you may need to pay attention to this deadline</li> </ul>
<b>17 Oct. 2024</b> DEADLINE: Translation requests for MSPR	<ul style="list-style-type: none"> <li>This deadline is unlikely to apply to most MB med students, but if you are applying to French language residencies in Quebec, you may need to pay attention to this deadline</li> </ul>
<b>Early-Oct.</b>	<ul style="list-style-type: none"> <li>get all reference letter requests out as early as possible</li> </ul>
<b>17 Oct. 2024 at 12:00 (noon) ET</b> Program selection opens.	<ul style="list-style-type: none"> <li>Applicants can start selecting the programs to which they wish to apply and assigning requested documents.</li> <li>This would be a good time to make sure that the easy documents (e.g. citizenship docs) are uploaded and assigned.</li> <li>Keep working on CV and personal letters.</li> </ul>
<b>FmProc Test</b>	<ul style="list-style-type: none"> <li>Take FmProc if you have registered.</li> </ul>
<b>15 Nov. 2024</b> DEADLINE: Transcripts and MSPRs sent by faculties	<ul style="list-style-type: none"> <li>This is a deadline for UGME, not you, but important to know as this is the last possible date for your MSPR to be uploaded. Comments and FITERs after this point for your last few electives will not be transmitted to programs</li> </ul>
<b>28 Nov. 2024</b> DEADLINE: Reference submission	<ul style="list-style-type: none"> <li>Your referees must submit their references for you by this date. It is a good idea to check around one week before to see if there are any missing references. If so, it is perfectly acceptable to send a polite email to the outstanding referees to remind them of the due date.</li> <li>After getting the references, send a polite email to each referee thanking them for supporting you.</li> </ul>
<b>29 Nov. 2024 at 12:00 (noon) ET</b> DEADLINE: Submission and assignment of applications and documents	<ul style="list-style-type: none"> <li>This is the big deadline for all your documents. There is no room/allowance for late entry- SA cannot help or pull any strings for you if you miss this date. Make sure everything is submitted well in advance!</li> </ul>

<b>December</b>	<b>Early Dec. 2024</b>	<ul style="list-style-type: none"> <li>Doctors Manitoba will host mock interview sessions- these are a great way to practice for the big interview.</li> <li>Do interview prep with career consultant, Paula Hossack, or our coach, Jim McLaren. This is in addition to, not instead of, Doctors MB mock interview. To make appointments with Paula, visit <a href="https://3630.waitwell.ca/">https://3630.waitwell.ca/</a> To make appointment with Jim, please email <a href="mailto:StudentAffairsmed@umanitoba.ca">StudentAffairsmed@umanitoba.ca</a>.</li> </ul>
<b>January</b>	<b>14 Jan. 2025</b> DEADLINE: Interview offer status updates in CaRMS Online (prior to sending interview invitations)	<ul style="list-style-type: none"> <li>You will hear about interviews by this date at the latest, but may hear earlier. Keep checking your Portal</li> </ul>
	<b>18 Jan. - 9 Feb. 2025</b> National interview period	<ul style="list-style-type: none"> <li>The big show! Make sure you have done some interview prep with the career counselling team and participated in the Doctors Manitoba mock interviews in advance</li> </ul>
	<b>23 Jan. 2025 at 12:00 (noon) ET</b> Ranking period begins	<ul style="list-style-type: none"> <li>You can start ranking programs on this date. Put in a tentative rank - it's not final until you finalize it, but can help your decision making to start putting lists in now</li> </ul>
<b>February</b>	<b>20 Feb. 2025 at 15:00 ET</b> DEADLINE: Applicant rank order list	<ul style="list-style-type: none"> <li>Applicants must submit their rank order list through CaRMS Online by 15:00 ET. This deadline is firm – no rank order lists can be submitted after this time. Get this done a day or two in advance and save yourself last-minute worry!!!</li> <li>We recommend "opting in" for UGME to receive your info on March 3<sup>rd</sup> if you go unmatched. This will allow us to meet and help you deal with this news before the big match celebration on March 4<sup>th</sup>.</li> </ul>
<b>March</b>	<b>3 Mar. 2025 at 12:00 (noon) ET</b> Pre-match day	<ul style="list-style-type: none"> <li>If you are unmatched and have "opted in", we will get that information this day. We will call you in for meetings with Dr. Butler and Student Affairs staff on the day and help you through the second iteration</li> </ul>
	<b>4 Mar. 2025 at 12:00 (noon) ET</b> MATCH DAY	<ul style="list-style-type: none"> <li>The big day! Match results are available through CaRMS Online. All your hard work will pay off and you will, hopefully, be matched with a great residency! We can't wait to celebrate with you!</li> </ul>

#### CONTACT US

We welcome feedback. Please let us know if you find this document helpful and if you have tips you would like us to add! Contact us at [StudentAffairsmed@umanitoba.ca](mailto:StudentAffairsmed@umanitoba.ca).