**Application Status L4**

*Used when someone reaches out to us to check on their application. L4 stands for Level 4 on our tier system. These applicants will not have received an invite, or a letter saying we are very interested but our schedule is full. They will also not have received a reject letter. They are sort of in limbo. If we run out of our wait list, we will turn to the L4 applicants. It’s unlikely we will get to them, and I am open about that.*

Thank you for your interest in the University of Minnesota Medical Center Program.  You had inquired about the status of your application, and I wanted to provide you with an update.

Currently our interview calendar is full; in addition we have a full wait list, and it is unlikely that we will reach the end of the list prior to the end of the season.  There is a chance, albiet small, that we will need to add to our wait list, depending on the number of cancellations that we experience.  This varies greatly from year to year.  If additional applications are selected for our waitlist, your application may be one of those included.  There is nothing more that you need to do, if your application is added to our waitlist, you will be notified.

If you have other applications that you submitted to the University of Minnesota programs, you may wish to contact Laura Pham at the Department of Family Medicine &Community Health. Laura can best be reach by email at fmrp@umn.edu.

Best of luck to you this interview season.

Bobbi Kruse, Program Administrator

UMN Medical Center Program

Smiley's Clinic, 2020 E28th Street, Minneapolis, MN  55407

Office: 612-343-7158,Pager: 612-899-9659, Fax: 612-359-0475

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**Reminder to RSVP**

*Used to remind applicants to RSVP for the dinner if they haven’t done so at least 2 weeks prior to interview date. I have one of these for AM and this one for PM, so I don’t have to change as many details in the message.*

Hello Again!

Your interview day is just around the corner and before you arrive, we want to make sure that everything is in place to ensure a successful day!

Interview Details:

Date:  \_\_\_\_\_/2018

Time: 10:00 AM - 4:00 PM

Location: Smiley's Family Medicine Clinic, 2020 E 28th Street, Suite 104, Minneapolis, MN  55403

Just a reminder, all of the information about your interview day, including a sample itinerary is located on a convenient website for you at https://sites.google.com/a/umn.edu/umn-medical-center-program-interview-site/.

Please take a moment to confirm your interview and RSVP for the dinner under the “Dinner RSVP” tab on this website. We would appreciate your assistance so that we can arrange for any accommodations needed during the dinner and interview day.

Resident dinner hosts are listed on the website with a link to our program website, so that you can view their photos and review their biographical information.

Due to the number of applications we receive, we strive to maintain a full interview schedule. For this reason, we maintain a wait list of qualified candidates to fill any open slots. If you determine that you will not be interviewing with us, we respectfully request that you notify us at least two weeks prior to the date of your interview so that we can offer your spot to another candidate.

If you have any questions regarding your interview day or dinner arrangements, I'm happy to answer them. Otherwise I'll see you on your interview day!

Until then,

Bobbi Kruse, Program Administrator

UMN Medical Center Family Medicine Residency Program

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**Will you be attending the Resident Dinner on \_\_\_\_?**

*This is my 2nd reminder to RSVP under my 2 week freeze time. If I don’t hear from them with this email, they will get a call from me the next day. I would prefer someone cancel than no show, at least I can fill the cancel. I push for RSVPs so cancels come at least a week in advance.*

Dinner RSVP's are requested 2 weeks prior to the interview, however, we haven't received yours yet. It’s possible that you RSVP’d and something happened and it didn’t go through.  We want to make sure we include you in the dinner if you are planning to attend.  Any chance you could get back to me with your plans?  Email, phone or RSVP on the website is fine.

We look forward to seeing you soon!

Thanks,

Bobbi Kruse, Program Administrator

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**Dinner Confirmation**

*Used to confirm their RSVP for dinner. I have an AM and PM version for this.*

Hello Again!

Thank you for planning to attend dinner the evening before your interview.

Interview Details:

Date:  \_\_\_\_\_/2018

Time: 10:00 AM-4:00 PM

Location: Smiley's Family Medicine Clinic, 2020 E 28th Street, Suite 104, Minneapolis, MN  55403

Dinner Details:

Date: \_\_\_\_\_/2018

Time: 6:30 PM-8:30 PM

Location: Town Hall Lanes, 5019 34th Ave S, Minneapolis, MN 55417

Past applicants have expressed their appreciation for our casual evening of pizza and bowling and we hope that you appreciate this relaxed atmosphere as well.  Please remember to dress comfortably and have fun enjoying a game of bowling and pizza and great conversation with some of our residents.

Just a reminder, all of the information about the dinner and your interview day, including a sample itinerary is located on the website for you at https://sites.google.com/a/umn.edu/umn-medical-center-program-interview-site/.  If you have any questions or require additional assistance, please feel free to contact me.

We’re looking forward to meeting you soon!

Until then,

Bobbi Kruse, Program Administrator

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**Thank You for Scheduling an Interview**

*Sent as soon as I see they added their interview. I watch the schedule closely and try to send within 24 hours if not sooner. I have AM and PM versions of this letter as well.*

Hello!

Please allow me to introduce myself. I'm Bobbi Kruse, the Program Administrator at the University of Minnesota Medical Center Family Medicine Residency.  (I know it’s a mouthful, that’s why we are often referred to as the “Smiley’s” program, after our clinic name.)  I wanted to thank you for selecting the University of Minnesota Medical Center Program as one of your interview sites. I’m looking forward to meeting you and getting to know you during your interview day!

As indicated in the email sent to you with the interview offer, we’ve compiled all of the information about your interview day, including a sample itinerary and put it in a place that you can access from any internet capable device.  We are excited to provide you with this online site to help you navigate preparing for your interview day with us: <https://sites.google.com/a/umn.edu/umn-medical-center-program-interview-site/>

If you can’t find an answer to a question, please email me and I will be happy to assist you.

Please accept our invitation to dinner on Sunday, the evening before your interview.  Visit the “Applicant Dinners” page under the “Interview Day” tab for more details.  To ensure that we have appropriately planned for your interview day, please complete the “Dinner RSVP” located under the second tab in the interview website at least two weeks prior to your interview.   If you have any changes to your RSVP, please email me and I will be happy to modify your entry.

Details of your interview day, including a sample itinerary are located under the “Interview Day” tab.  For planning purposes, we have two separate time slots to our interview day, you scheduled for the **PM session which is from 10:00 AM-4:00 PM**.  Please be sure to note which session you scheduled your interview for and coordinate your travel around these times.  If you are not sure which session you scheduled, please contact me so that I can confirm.

Due to the number of applications we receive, we strive to maintain a full interview schedule.  For this reason, we maintain a wait list of qualified candidates to fill any open slots.  If you determine that you will not be interviewing with us, we respectfully request that you notify us at least two weeks prior to the date of your interview so that we can offer your spot to another candidate.

I will reach out to you 1-2 weeks prior to your interview day to make sure you have all of the information you need to make your day successful.  If I can be of any assistance, please don’t hesitate to contact me.

Bobbi Kruse, Program Administrator

UMN Medical Center Family Medicine Residency Program

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**Interviews Concluded**

*Sent at the end of my interviews to any one still pending.*

Good Afternoon,

Each year it seems the pool of applicants gets stronger.  We have had an incredible season and truly wish we could have met you this season, but sadly, our interviews concluded on 12/17/2018 for the 2019 Match season.  No further interviews will be offered.

We wish you a wonderful holiday season and the very best in the upcoming match!

Bobbi Kruse, Program Administrator

UMN Medical Center Program

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**Touching base regarding your interview on \_\_\_\_\_\_\_\_**

*I try to send this sometime the week before interviews. Every once in a while an applicant will say they don’t know where they are supposed to go or haven’t gotten an itinerary, even though I have directed them to the interview google site at least 4 times by this point. This is my last touch before the interview day and I am not super consistent about sending it. It’s usually a gut feeling if I have some applicants who are not very communicative.*

Good Afternoon!

Just a quick message to reconnect with you before your interview on Monday.

Our interview website is located at: https://sites.google.com/a/umn.edu/umn-medical-center-program-interview-site/home.  This site contains information about your interview day on Monday and the dinner on Sunday. If you have any questions about the interview day or the dinner the evening before, please contact me by Friday of this week, I will respond to you as quickly as possible.

I look forward to meeting you next week!

Bobbi Kruse, Program Administrator

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**Application Status SSF (SSF = Selected, Schedule Full)**

*Used to send to Tier 3 applicants, and any late selected Tier 1 and 2 applicants. This letter tries to tell these applicants that we really want to meet them this season, but we don’t have any open slots left. We hope to add these to our waitlist.*

Thank you for your interest in the University of Minnesota Medical Center Program.

Currently our interview calendar is full; however, we are interested in your application.  Would you like us to contact you if there are cancellations?

Our interviews are on Mondays from 10/21-12/16 (except 11/18).  If there are specific days you would prefer to be notified about, let me know and I will make a note in our files.

We look forward to hearing back from you.

If you have other applications that you submitted to the University of Minnesota programs, you may wish to contact Laura Pham at the Department of Family Medicine &Community Health. Laura can best be reach by email at fmrp@umn.edu.

Best of luck to you this interview season.

Bobbi Kruse, Program Administrator

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**Application will not be selected for interview**

*Usually sent 2-4 weeks after applications open to any application that has been declined. I don’t send this out immediately, because I don’t want to send a message that suggests applications were not carefully considered. Delaying the message a few weeks after applications open suggests that time was offered to their application before a disposition was made.*

Thank you for your interest in University of Minnesota Medical Center Program. I'm sorry to inform you that our selection committee has determined that we will not be selecting your application for interview this season.

Each year, we receive many more applications than we have interview slots and this results in many qualified applicants not receiving interview offers.

Our review process is systematic to ensure that applications meet our minimum requirements and to ensure that we do not discriminate based upon gender, race, religion, age, disability, or school of origin.

If you have other applications that you submitted to the University of Minnesota programs, you may wish to contact Laura Pham at the Department of Family Medicine & Community Health. Laura can best be reach by email at fmrp@umn.edu.

Please accept our best wishes for your continued success as your pursue your medical career.

Bobbi Kruse, Program Administrator
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**Have you received updated USMLE/COMLEX score reports?**

*After interviews are done in December, I start to put the rank list in order. For those who didn’t have a Step or Level 2 exam on their initial application, I watch for new results to come in. If I don’t see an update by mid January, I will reach out to the applicant to see if they have possibly forgotten to update their score report.*

Hi \_\_\_\_,

This is just a courtesy reminder that your \_\_\_\_\_\_\_\_ scores have not been uploaded to ERAS.  If you have received an updated score report, please be sure to release it to us via ERAS.  If you are still waiting for your results, please let us know when you might anticipate receiving your report.

We wish you the very best this interview season and hope to have the opportunity to work with you in the future.

Bobbi Kruse, Program Administrator

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**Congratulations on your success on Step \_\_\_\_**

*After interviews are done in December, I start to put the rank list in order. For those who didn’t have a Step or Level 2 exam on their initial application, I watch for new results to come in. When I see someone has an updated exam transcript, I will send them this congrats letter.*

Hi \_\_\_\_\_,

I was updating information on applications in preparation for our upcoming rank meeting, and noted that you had an updated USMLE Transcript.  Congratulations on your success on \_\_\_\_\_.

We wish you the very best in the coming match and would welcome the opportunity to work with you in the future.

Bobbi Kruse, Program Administrator

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**Interview Slot Opened for UMN Medical Center Program**

*Sent to someone on my waitlist to alert them of an open slot.*

Good Morning,

An interview slot has come available with the University of Minnesota Medical Center Program for \_\_\_\_\_\_\_.

You had previously indicated interest in being notified of an opening in our schedule, so I am reaching out today to determine whether you would be interested in filling this slot.  Please confirm your interest in filling this slot as I will be offering to other interested applicants.

I look forward to meeting you this interview season!

Bobbi Kruse, Program Administrator

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**Incomplete on Transcript**

*Sent to applicants that have an incomplete on their medical school transcript. Most of the time, this is an error on the schools part, but sometimes, it indicates a student who hasn’t done what they were supposed to.*

Greetings,

Thank you for selecting the University of Minnesota Medical Center Program as one of your application sites.

During the review of your application, we noted that your medical school transcript indicated an incomplete in "\_\_\_\_\_" during [period/semester].  When an incomplete is noted on a transcript, it is our practice to place the application on hold and notify the applicant so that they can work with their medical school to resolve it.

At this time, we have placed your application on hold pending resolution of the incomplete on your transcript.  Once your transcript has been updated on ERAS, please let us know so that we can resume the review of your application.

We wish you the very best during this interview season.

Bobbi Kruse, Program Administrator
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**Invite to Interview**

*Sent to Tier 1 & 2 applicants until schedule is filled.*

Hello,

We are thrilled to offer you an interview with the UMN Medical Center Family Medicine Residency Program.

**Schedule an Interview**
Our interviews are scheduled using ERAS self-scheduler feature.  To schedule your interview, you will need to log into your My ERAS application. Under the Interview tab, there is an Invitation option. You will see the availability for the dates that we interview and can schedule yourself. Please schedule as soon as possible as interview calendars fill up fast. If you cannot find a date that works for you or all dates are full, you can put yourself on the wait list for any dates that work for your schedule. You may wait list for as many dates as you want, however, you will not be automatically notified if a date you selected opens up, nor will you be automatically scheduled.  We will be checking the wait list regularly and contact you if something opens. You can also check back into ERAS periodically to look for possible new openings at any time.

**Interview Schedule and Location**
We will hold two interview session each interview day, 8:30 AM-2:30 PM and 10:00 AM-4:00 PM.  Please take note of which time slot you selected when scheduling. Interviews will take place at Smiley’s Family Medicine Clinic, 2020 E 28th Street, Suite 104, Minneapolis, MN 55407, which serves as home to our residency program. Our staff will be in the lobby to greet you when you arrive and assist you in getting to our Resident Wellness Room, which will be used throughout your interview day. Our dinners take place on Sunday evenings at 6:30 p.m., the evening before your interview.  Please accept our invitation to join us.

**About the UMN Medical Center Interview**
For information about your interview day, go to *https://sites.google.com/a/umn.edu/umn-medical-center-program-interview-site/* to access our user friendly interview website.  The comprehensive information contained here should answer most of your questions, including details about your interview day, information about the resident/applicant dinner, directions to the interview site, recommended hotels and how to receive special pricing, instructions on how to RSVP for the dinner and more.  If you cannot locate an answer to your question, you may contact Bobbi Kruse at 612-343-7158 or kruse244@umn.edu.

**Interview Travel and Accommodations**
If you are flying in, book your flight to Minneapolis International Airport (Airport Code: MSP).  If you need hotel accommodations, UMN Family Medicine and Community Health Minneapolis-St. Paul residency programs reimburse $100 per program per night at any hotel. Be sure to check our interview website for specific information on obtaining special pricing for area hotels.

Contact us with any questions. We look forward to seeing you.

UMN Medical Center Family Medicine Residency Program
University of Minnesota
Driven to Discover

*The information transmitted in this e-mail is intended only for the person to which it is addressed and may contain confidential and/or privileged material. If you are not the intended recipient, you are hereby notified that any review, re-transmission, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please destroy and delete this message from any computer and contact us immediately by return e-mail.*

**Canceled Interview**

*Sent to any applicant that cancels their interview.*

We were sorry to learn that you had canceled your interview with the University of Minnesota Medical Center Family Medicine Residency Program.

If you would like to look for alternate dates, please contact me and I can place you on a wait list for dates that work for you.

If you have determined that you will not be pursuing an interview with our program we would welcome your feedback. We realize that not every program is a perfect fit for every applicant and understand if this is the case with you.

We wish you every success this interview season and in your future medical career!

Sincerely,

Bobbi Kruse, Program Administrator
University of Minnesota Medical Center Family Medicine Residency Program
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**Unresolved USMLE/COMLEX Attempt**

*Sent to anyone with a fail that doesn’t have a subsequent pass on their USMLE/COMLEX transcripts. We will consider an application that has a failure, but only if the failure is resolved. Applicants with unresolved attempts, will not be invited to interview.*

Greetings,

Thank you for your interest in the University of Minnesota Medical Center Program.  It was a pleasure to meet you through your application and gain an understanding of your passion in family medicine!

In the process of reviewing your application, we noticed that your USMLE/COMLEX transcript shows an unresolved unsuccessful attempt for \_\_\_\_\_\_\_.  Would it be possible for you to provide us with an understanding of your plans for retake?

It has been our practice to hold applications for final review and consideration for interview until unsuccessful USMLE/COMLEX attempts have been resolved.  If you feel that the circumstances of your situation should be reasons for us to reconsider our standard practice, we would welcome further information from you.

Feel free to let me know if you have any questions.

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**Application Received**

*Sent to all received applications, so we acknowledge their interest. This letter can often lessen the calls and emails received from applicants checking on their application. I also put a similar auto response on my email indicating that I am not able to respond to applicant inquiries for about a month after applications open.*

NAME,

Thank you for choosing the University of Minnesota Medical Center Program as one of your application sites.

It will take us several weeks to review all applications received, so please be patient.  We try very hard to communicate application status to all applicants, however, it often takes us many weeks.  If you have questions about the status of your application, you may email me at kruse244@umn.edu anytime after October 16, 2019.

Feel free to let me know if you have any questions.

Bobbi Kruse, Program Administrator
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**Missing Medical School Transcripts**

*Sent to applicants to attended more than one Medical School, but only uploaded transcripts from their current school. We require transcripts from all schools and have found some hidden red flags by requesting them.*

Greetings,

Thank you for selecting the University of Minnesota Medical Center Program as one of your application sites.

During the review of your application, we noted that your application indicated that your medical education was completed at more than one medical school, however, transcripts from all schools were not included in your application.

At this time, we have placed your application on hold pending receipt of transcripts from all medical schools attended.  They can be uploaded in ERAS or emailed to kruse244@umn.edu.  Please notify me if you elect to upload them to ERAS so that we can resume the review of your application.

We wish you the very best during this interview season.

Bobbi Kruse, Program Administrator
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**Incomplete Application**

*Sent to anyone that does not have a complete application. Items missing could be some or all of those listed below. Letter is adjusted based on the application to include only missing items.*

Greetings,

Thank you for selecting the University of Minnesota Medical Center Program as one of your application sites.

We have initiated the review of your application, however, the following item(s) were missing at the time of our review:

USMLE or COMLEX Transcripts
Medical School Transcripts
MSPE
3 Letters of Recommendation
Personal Statement

At this time, your application has been placed on hold pending upload of these item(s). Please notify us once your application has been updated so that we can resume our review of your application.

We wish you the very best during this interview season.

Bobbi Kruse, Program Administrator
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