Search Current Match Applicants

Main Residency Match and Specialties Matching Service

Users:
- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)
Note: The Search Current Match Applicants guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.

- Perform this task to search for applicants you have interviewed:
  - Prior to creating a program Rank Order List (ROL).
  - To ensure the applicant(s) has registered for the Match.
- NOTE: applicants can register up until the last day of the ranking period, so the results of this search will change over time.
- This task is not the same as searching the “Applicant Match History”. Refer to the Using Applicant Match History guide to learn more.

Login:
1. Enter the **Username** and **Password** you created for accessing the Registration, Ranking, and Results (R3®) system.
2. Click **Login**.

Matches and Roles Page:
3. If your institution or program participates in more than one Match, the role and Match combinations for your account are displayed.
4. Click on your **Role & Institution Name** for the appropriate Match.
The **Match Home Page** displays for the Match you selected. An example from both Matches is shown on this page.

**Main Residency Match Home Page:**

5. Your institution, role, username, and Match year display.

6. The programs for which you are registered will display, along with each program’s NRMP program code, status, director, reversions, and quota number.

7. Main Residency Match Event dates display.

**Fellowship Match Home Page:**

5. Your institution, role, username, Match year, and appointment year display.

6. The programs for which you are registered will display, along with each program’s NRMP code, status, director, reversions, and quota number.

7. Fellowship Match event dates display.
Search for Current Match Applicants using Applicant Search Criteria:

1. Click the **Options** menu.

2. Click **Current Match Applicants**.

The **Search Applicants Currently Registered for this Match** page displays.

3. Enter available search criteria into the appropriate fields. **NOTE:** Not all fields are required to conduct a search. The more information entered, the more refined the search results will be.

4. Click **Search**.

5. Click **Reset** to clear the search fields.
Search for Current Match Applicants using Applicant Search Criteria, continued:

6. Search results display. If more than one name appears, click the applicable name.

7. The Applicant Details pop-up window opens. Review the information.

8. Click Close to return to the search results.
Search for Current Match Applicants using School Name:

1. Click the **Click to Find School** button.

2. The **School Lookup** section opens. Select the applicable search criteria using the drop-down menus.

3. Click **Search**.

4. School results display.

5. Click the applicable school name.

6. The school appears in the **School Name** field.

7. Click **Search**. NOTE: enter applicant details, if known, into the appropriate fields to narrow the search results.
Search for Current Match Applicants using School Name, Continued:

All applicants currently registered from the selected school display.

8. Review the list and click the name of the applicable applicant.
   a. If the applicant is not listed on the screen, click the applicable navigation button at the bottom of the screen to continue searching.

9. The Applicant Details pop-up window opens. Review the information.

10. Click Close to return to the Search Applicants Currently Registered for this Match page.