**MSPE REQUEST FORM :**

 **Graduation Date : (mm/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Residency Application or Fellowship application** (*Please select*)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **ERAS (US) \_\_\_ CaRMS (Canada)\_\_\_\_ Both\_\_\_\_**

**For Fellowship applications, have you previously had a MSPE letter written for US/Canadian residency application in the past? Yes \_\_\_\_ No \_\_\_\_\_ If yes, state year of Match: \_\_\_\_\_\_\_**

**Surname\***:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **First name(s)\***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\* name should match name noted on your degree/student registration/residency application

**Date of Birth**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student Number (if known)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TCD email add**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Entry to TCD Medicine (mm/yyyy):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**(or contact email add if you are a graduate)**

**Prior Qualification(s) obtained** (before starting medicine in TCD):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Diploma(s) Awarded** (*eg BA/BSc/Ms*) | **Specialty** (if applicable)*Eg. In Biology / Analytical Chemistry etc…)* | **Date Obtained (mm/yyyy)** | **Institute Name & location** *eg. University of Toronto, Ontario, Canada / University of Harvard, Boton, MASS, USA* |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

**Q.1.** Were you granted permission to be off books for any academic year? Yes No

**Q.1(a)** If Yes, When? ( *eg Academic Year 2011-2012, third medical year*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q.1.(b)** If Yes, Why? (*eg. Academic Reasons such as Intercalated Masters , repeat year, or financial reasons, personal/health reasons)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q.2.** Which Specialty/ies will you apply to for your Residency?­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q.2 (a)** If you are applying to only one specialty, do you want this specialty emphasised in your MSPE ? Yes No

**Q.3. Languages** : If applicable, note any language(s) you speak fluently (besides English) here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* **1. Full CV** (Format Word Doc) Attached
* **2. List of Rotations** (See format required Pg 2) Attached
* **3. List of electives** (See format required Pg 2) Attached
* **4. Reference letters/Email**\* (x2) **PDF/JPEG** Attached
* **5. Brief Summary/List of your Unique Characterisations\*\*** Attached

**NOTES ON REQUIRED DOCUMENTS AND SOME ADVICE!**

**PLEASE READ THE FOLLOWING CAREFULLY**

**MSPE REQUESTS WILL BE PROCESSED STRICTLY IN ORDER OF RECEIPT. ONLY COMPLETE APPLICATIONS CONTAINING ALL OF THE REQUIRED DOCUMENTS IN THE CORRECT FORMAT WILL BE PROCESSED. IF ANYTHING IS MISSING OR SUBMITTED IN THE WRONG FORMAT, YOUR APPLICATION WILL BE PUT TO THE END OF THE LIST UNTIL IT IS COMPLETE.**

**IMPORTANT INFORMATION REGARDING THE DOCUMENTS REQUIRED:**

**1. Full CV : (in WORD DOC)**CV should include your Educational History including any professional diplomas already obtained, Work Experience, Awards & Achievements (Academic and Extracurricular), Interests and Hobbies etc… **NB. Include Dates**

**2. List of Rotations (in WORD DOC)**

 Full list of your clinical rotations from 3rd & 4th Med in the following format:

Attachment 1:   01.01.10 – 28.02.10 Paediatrics               Tallaght Hospital
Attachment 2:   01.03.10 – 30.04.10 Infectious Disease    SJH
Attachment 3:   01.05.10 – 30.06.10 Psychiatry                St. Patrick’s
Etc.

NB. Please list your rotations in above format in **chronological order starting with the oldest** all the way through to your most recent rotations completed up to end June 2016.

**PLEASE Do NOT split the list into each of your medical years** .

**3. List of electives (in WORD DOC)**

Full details of your electives in the following format:

Elective 1:            01.07.10 – 31.07.10
University Hospital Galway, Galway, Ireland
Paediatric Surgery (Dr. X)

Electives should be listed in the above format in **chronological order starting with the oldest and ending with the most recent up to 4th Med summer 2015**. Again **PLEASE do NOT split your list into each of your medical years**.

**4. REFERENCE LETTERS (scanned copy in PDF/JPEG ) or email to** **keaneri@tcd.ie** **directly from referee writer**

\* **Reference** letters can be from Electives / Rotations/TCD academic,consultant) – ideally someone who supervised you.

 **NOTE**: The reference letters required for MSPE preparation are NOT necessarily the same “blind” LoR you will be uploading for your residency application. In fact, I think it is better to provide separate letters or copies of your Elective Evaluation Forms as I will be quoting from these letters in your MSPE to back up your character, how you performed academically or clinically so it’s best if they are from an academic/consultant who has worked with you/supervised you. It is also possible to provide a character reference letter from one of your extra-curricular activities if you feel it is strong enough to be included.

**NB**. I can ONLY accept scanned copies on **signed letter-head** by e-mail (PDF or JPEG) OR references sent to me by email directly from referee writer if they write from their **work e-mail address** (NOT hotmail/gmail/yahoo emails etc as it must stand up as authentic if audited) (PDF format is fine for reference letters)

**NB: If your letter writer is submitting their reference to me directly, please state this clearly in your cover email. Otherwise your MSPE request will be noted as INCOMPLETE and will go back to end of the queue**. Please also ask your referee to put your full name as the suject heading in their email ; *eg. “ Reference letter for John Smith”*

**5.\*\* SUMMARY/LIST OF YOUR UNIQUE CHARACTERISATIONS (Word Doc format):**

Please prepare **brief** summary/list highlighting some of the following facts which you would like mentioned about **YOU** in your MSPE . **This may be written in bullet points or in paragraph text (a few lines is fine)** and may includevolunteer experience, extracurricular activities, hobbies and interests.

**Awards and Achievements during your time in TCD** : (NB. Back-up document required such as copy of award, email/letter from academic staff mentioning this). **Please note dates obtained**.

Awards/achievements can be academic and/or extracurricular if obtained during your time in TCD Eg. Research Projects / Presentations / Awards/ Distictions/ Volunteering/Competitions / Prizes /Conference Presentations / Publications

For info, your full transcript will be copied into the MSPE for the “Academic” Section. **I will request a transcript for current Final Med students on your behalf.**

**Clubs and Societies you joined in Trinity**:

Roles of Responsibility/ Leadership roles in TCD and also outside: eg. Class Rep, Team leaders/captains. How active a member were you in any clubs/societies?

**Personal extracurriclar activities/hobbies/interests** : eg. Music, Dance, Sport, Reading, Cultural, Other (**noting frequency of activity and level of participation** – eg. If at competition level, any achievements). If you note “Travel” and would like it mentioned in your MSPE – please list some places you have been to and their significant relevance.

**Other skills / qualities** you would like emphasised in your MSPE which relate to **YOU** and can be backed-up by your academic/clinical record in TCD and/or extra-curricular activities: eg. Organisational skills, Communication, Computers ( if high level), Problem solving , Commitment, Interpersonal, Languages,Leadership, etc..– anything that makes **YOU** stand out from others.
**NB.** Back-up is required for everything and will make your letter stronger as well as more personal and authentic. **It is possible to mention some achievements/awards received prior to entering TCD if you feel they are important to highlight but the emphasis should be on your time as a medical student here in Trinity.**