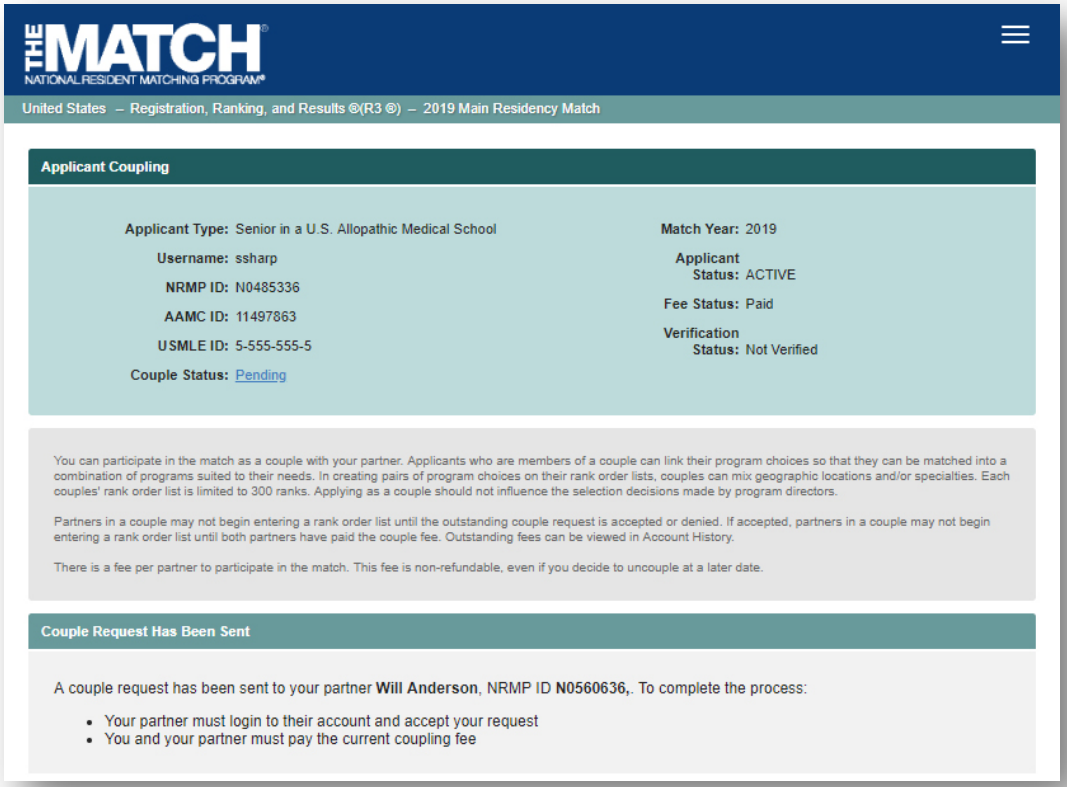
Applicant Coupling

Users:

- Main Residency Match Applicants
- Fellowship Match Applicants



Note: This Applicant Coupling guide explains how to complete this task using a mobile device. The menu options are the same whether using a mobile device or desktop.

Applicants who wish to participate in the Match as a couple:

- Can link their rank order lists to attempt to be matched into a pair of programs suited to their needs.
- Must be registered for the same Match and both pay the current couple fee.

This guide provides steps for both the requesting partner and receiving partner in the couple relationship. The requesting partner begins the process and the receiving partner will receive an invitation email and must accept the invitation and pay the couple fee.

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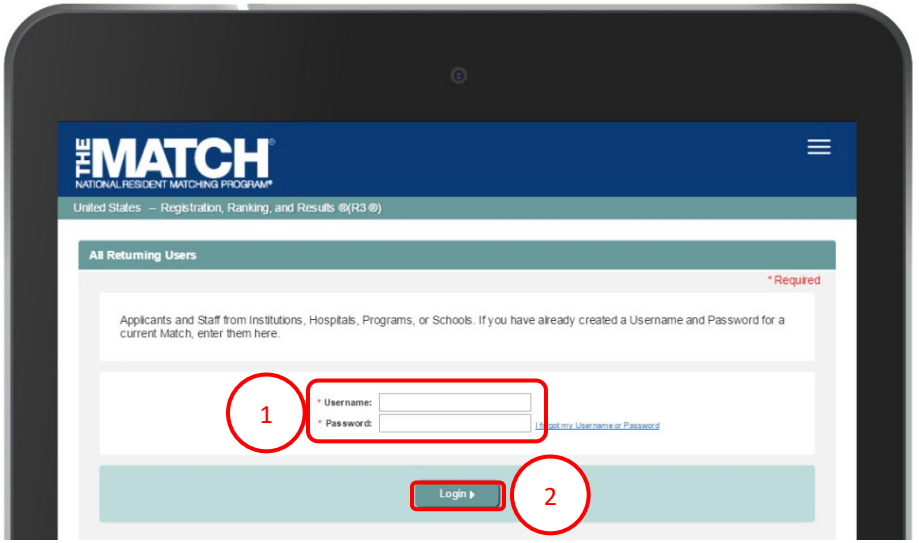
Login (Requesting Partner):

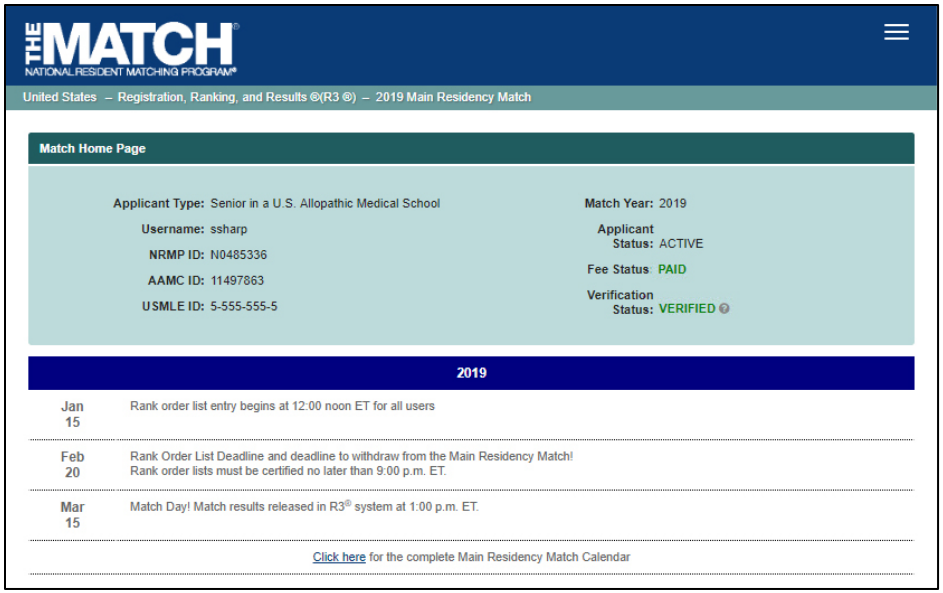
1. Enter the **Username** and **Password** you created for accessing the Registration, Ranking, and Results (R3®) system.

2. Click **Login**.



Requesting to participate in the Match as a Couple (Requesting Partner):

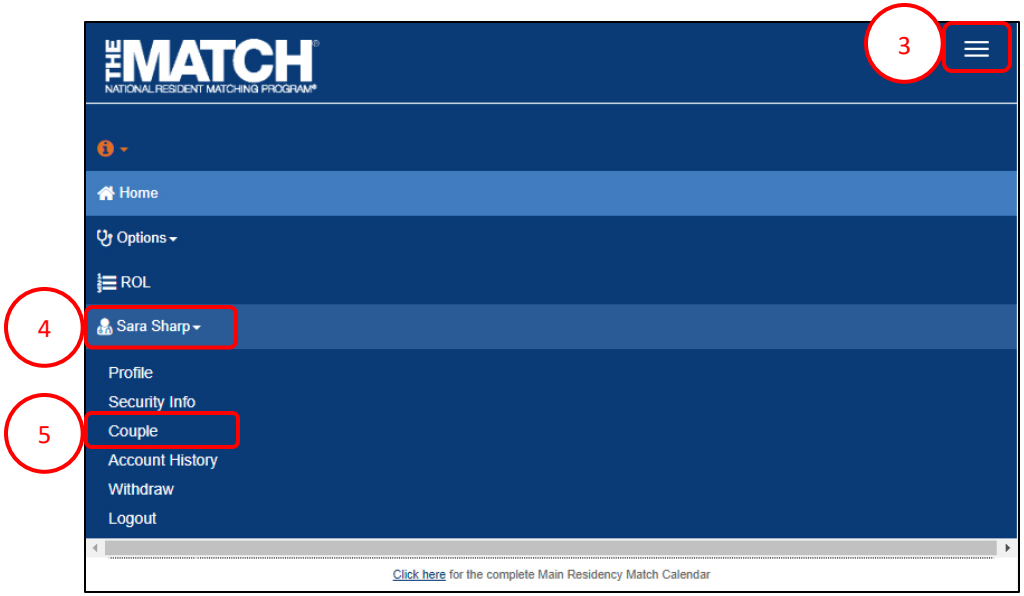
The **Match Home Page** displays for your registered Match.



3. Click the **Menu**.

4. Click the drop-down arrow next to your name.

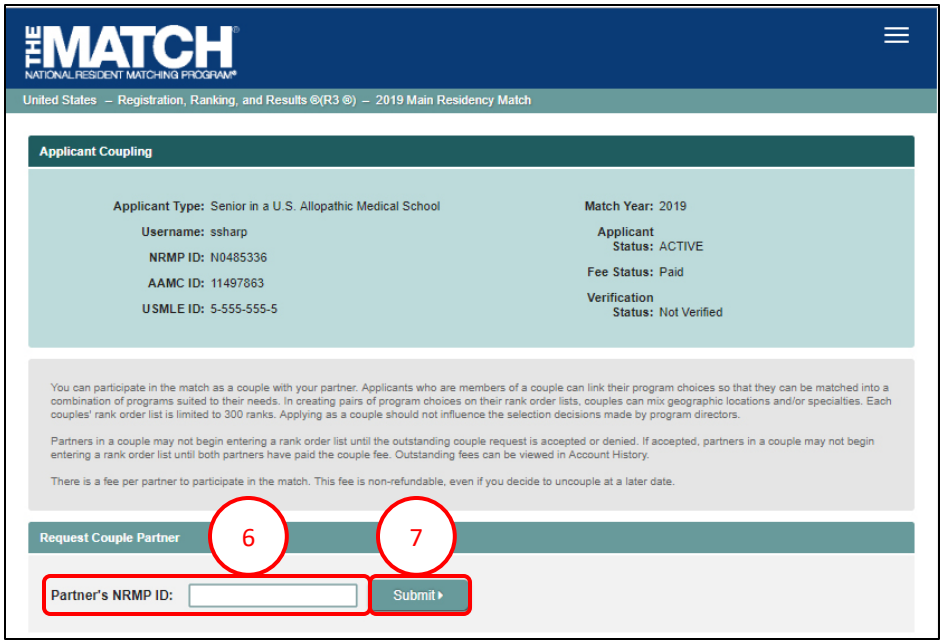
5. Click **Couple**.



The **Applicant Coupling** screen displays.

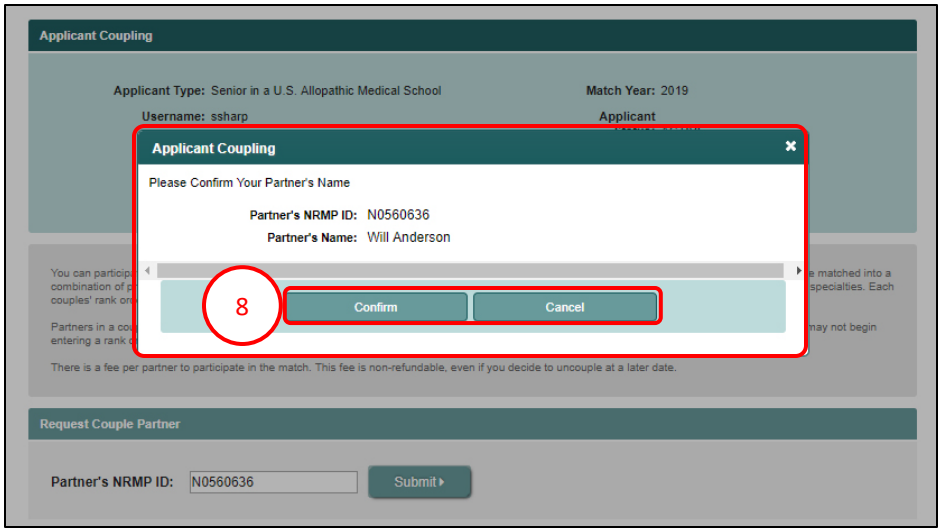
6. Enter your **Partner's NRMP ID** into the field.

7. Click **Submit**.



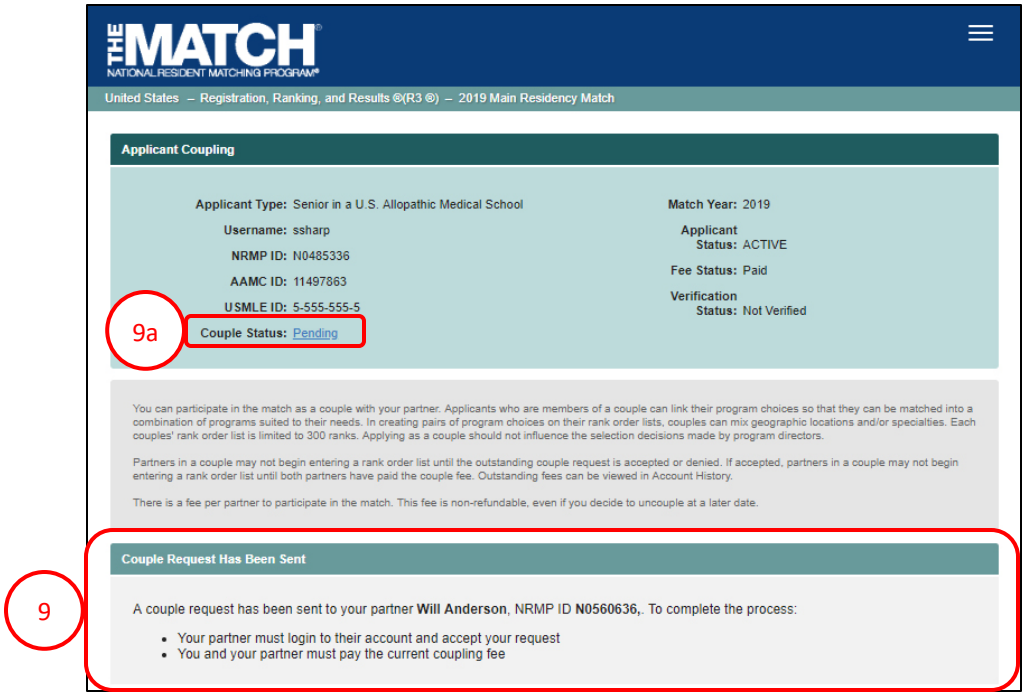
8. The **Applicant Coupling** pop-up displays with your partner's NRMP ID and name. Review this information to ensure it is correct.

    a. Click **Confirm** to continue.
    b. Click **Cancel** to return to the Applicant Coupling page.



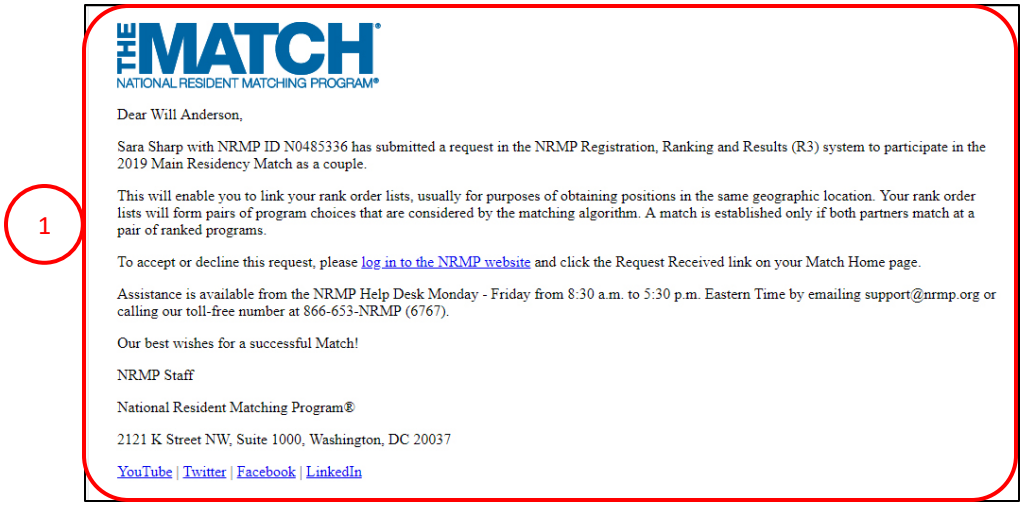
The **Applicant Coupling** screen displays.

9. A note indicates a **Couple Request** email has been sent with instructions to complete the process. The couple status will not be accepted by NRMP until your partner confirms your request. Once accepted, you and your partner must both pay the current coupling fee.
    a. Note the **Couple Status** is **Pending**.



Pending Request Acceptance (Receiving Partner):

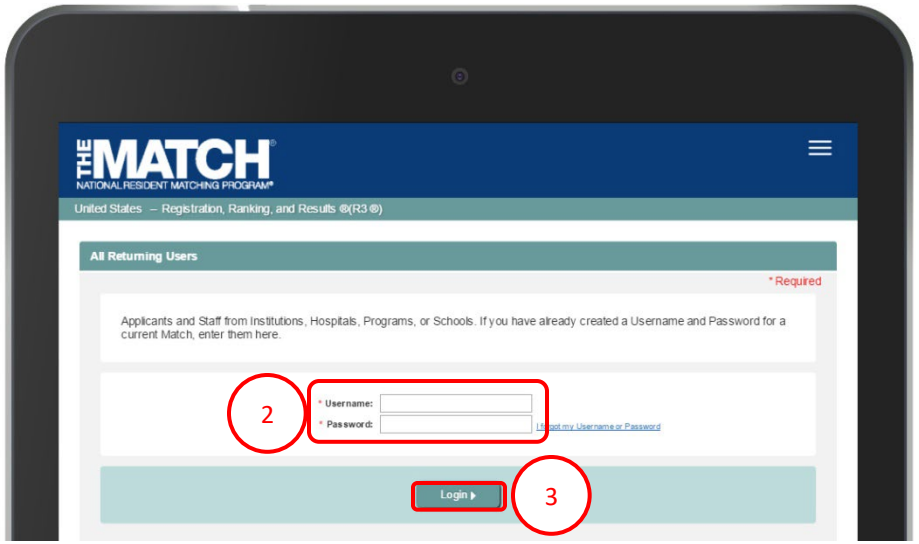
1. Your partner will receive an email from NRMP with your request to participate in the Match as a couple. Your partner must login and follow the steps below to accept the request.



Receiving Partner Login:

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

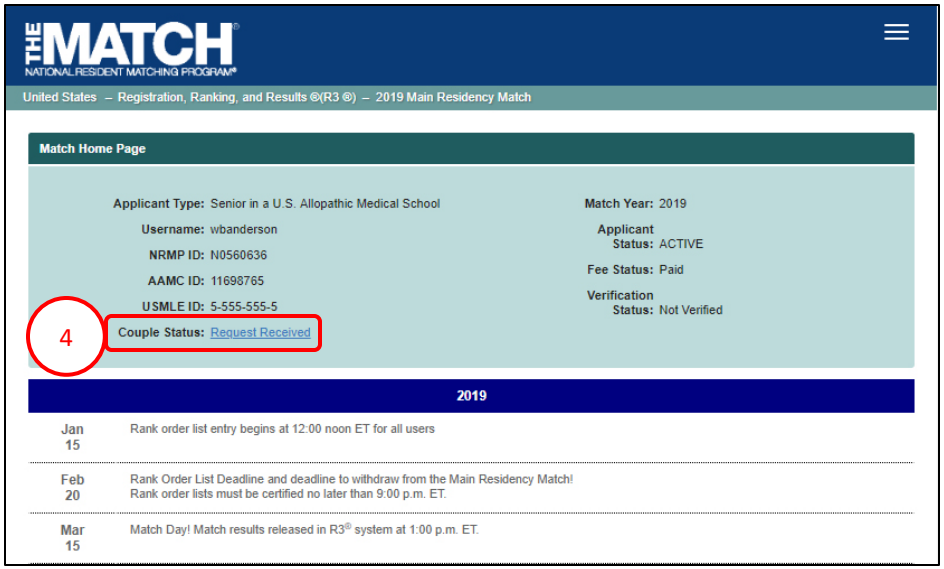
3. Click **Login**.



Receiving Partner Accept Couple Request:

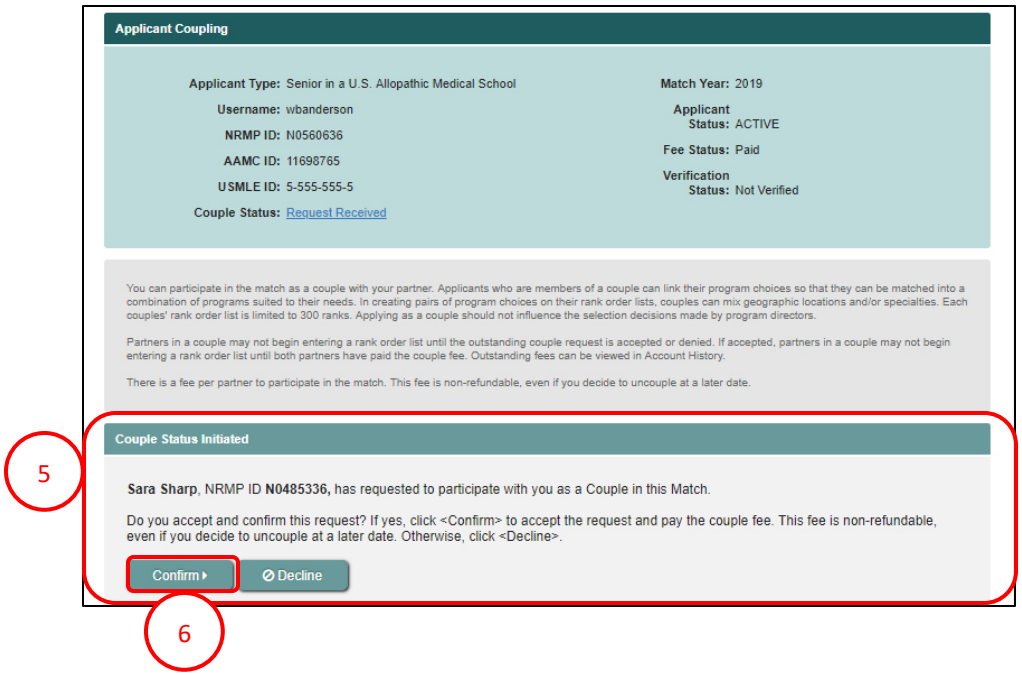
The **Match Home Page** displays for your registered Match.

4. Click the **Request Received** link.



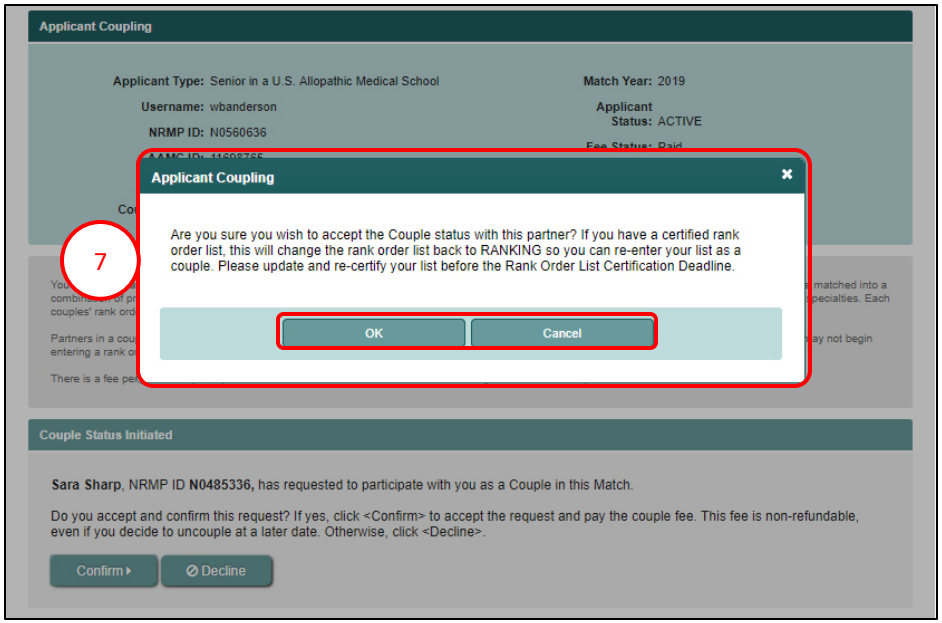
5. The **Applicant Coupling** screen displays and the **Couple Status Initiated** section provides the requesting partner details.

6. Click **Confirm** to continue.



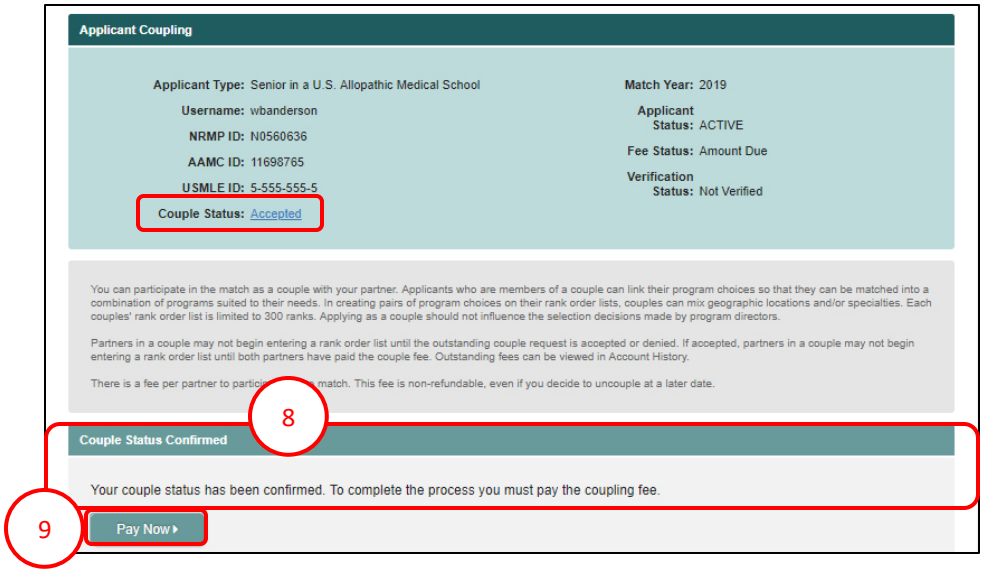
Receiving Partner Accept Couple Request, Continued:

7. The **Applicant Coupling** pop-up displays and asks if you wish to accept the Couple Relationship.
    a. Click **OK** to continue and accept the couple request.
    b. Click **Cancel** to return to the Applicant Coupling page.



8. After clicking **OK**, the **Couple Status** is confirmed. You must pay the coupling fee to complete the process.

9. Click **Pay Now**.

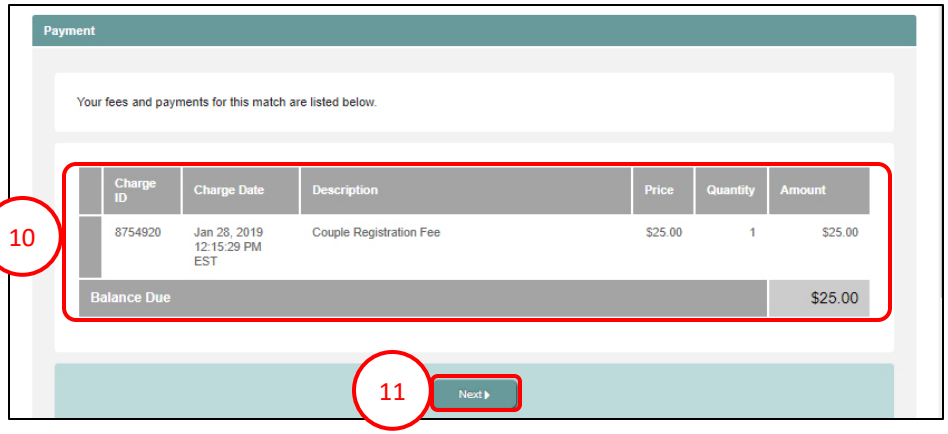


Receiving Partner Accept Couple Request, Continued:

10. The **Payment** screen displays the Couple Registration Fee. Note: the fee shown in the image may differ from the current fee displayed in the R3 system.

11. Click **Next**.

12. Choose one payment option:
    a. CREDIT CARD: Enter your credit card details in the appropriate fields and click **Authorize Payment**.
    b. MOBILE: Select **Apply Pay** or **PayPal**. Follow the steps within the mobile payment popup to complete payment.

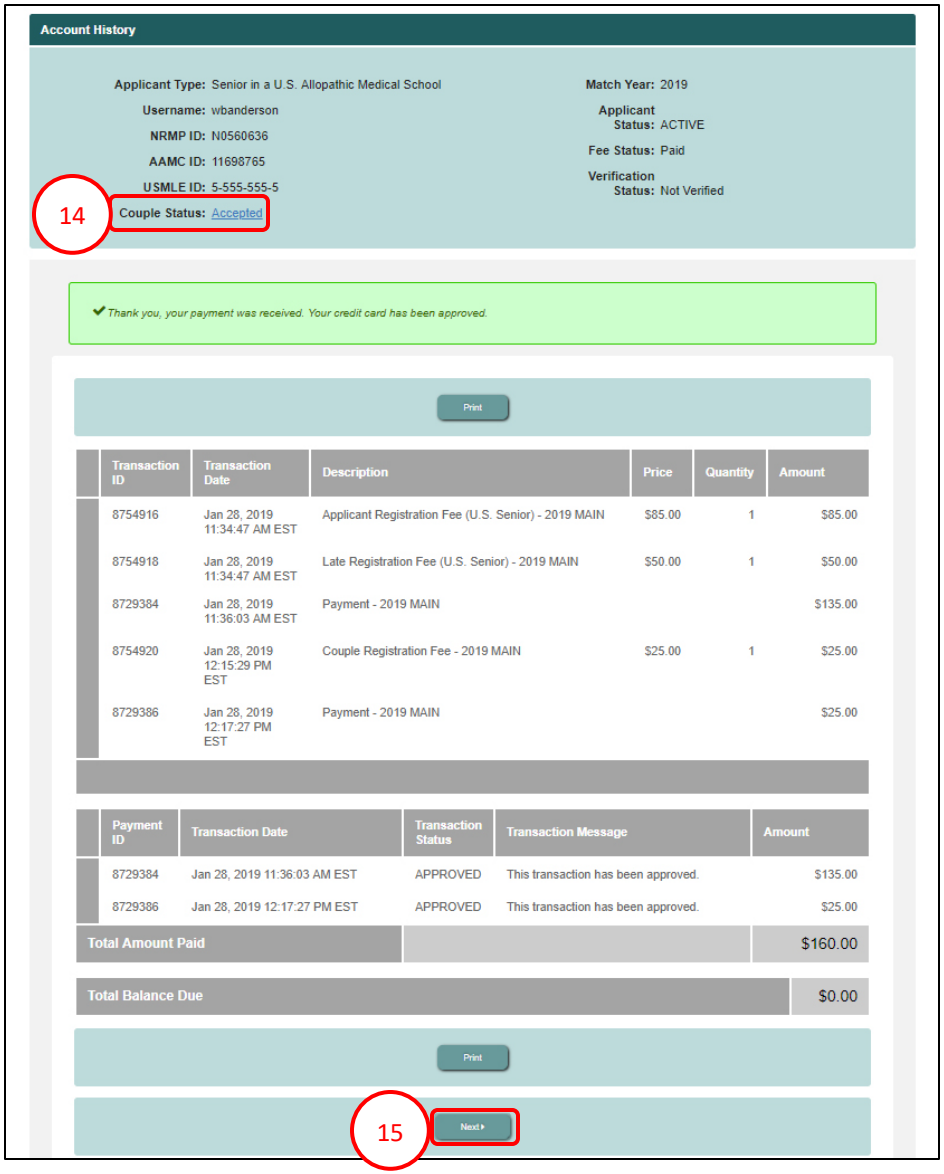


Receiving Partner Accept Couple Request, Continued:

Payment confirmation displays. You may print the page as a receipt.

14. Your **Account History** displays the Couple Status as **Accepted**.

15. Click **Next**.

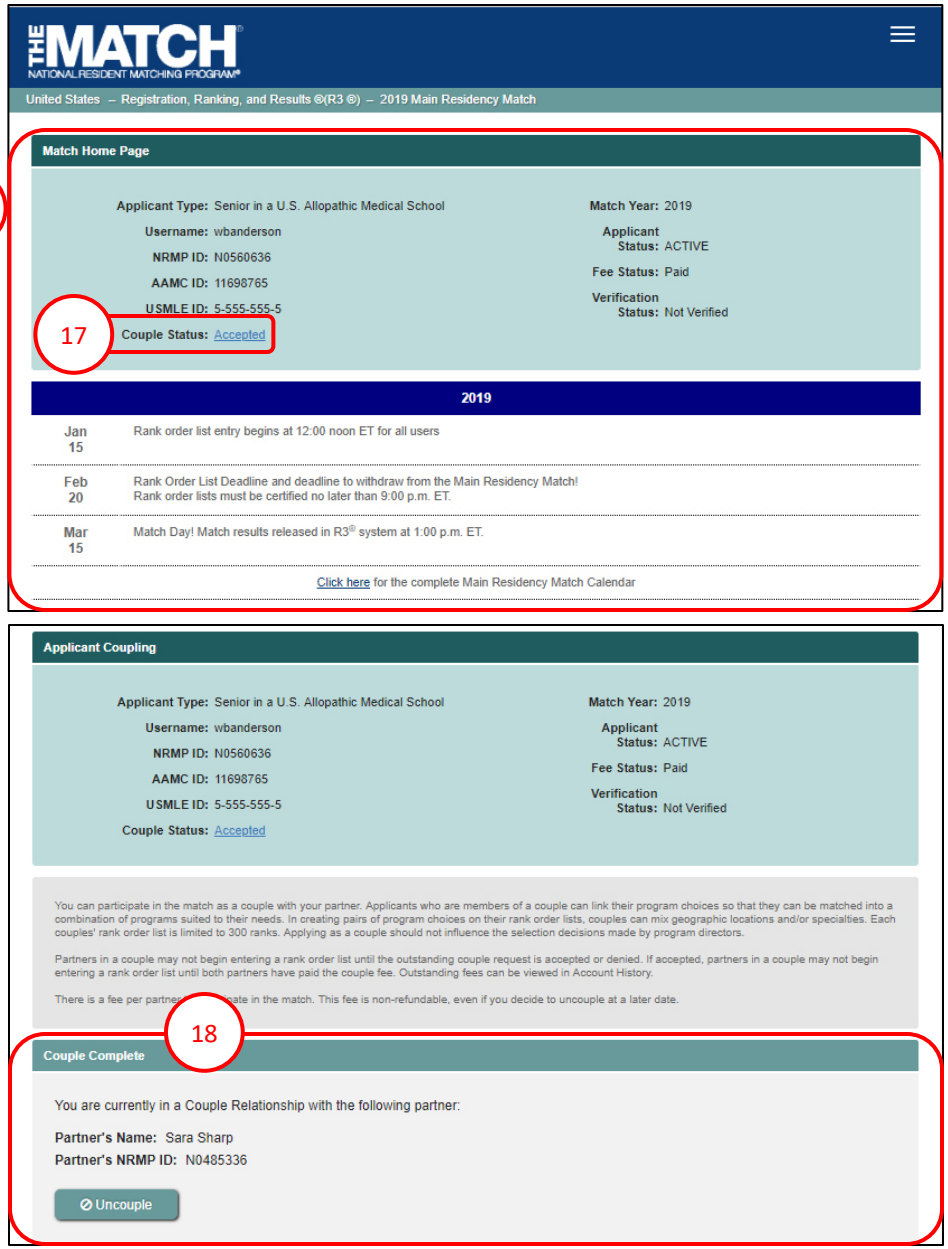


Receiving Partner Accept Couple Request, Continued:

16. The **Match Home Page** displays.

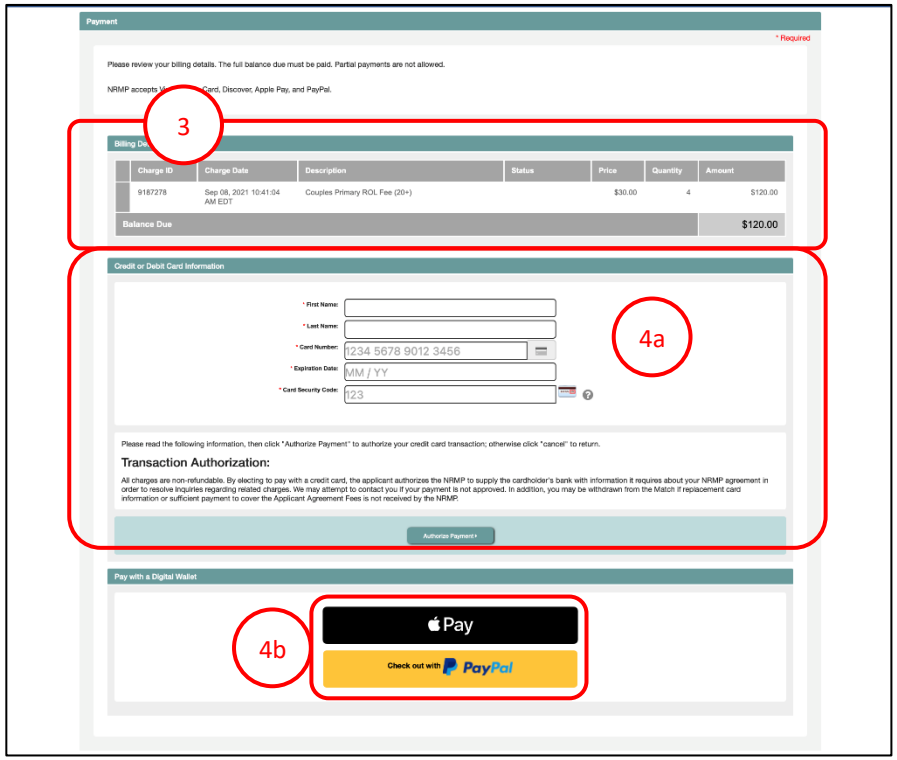
17. Click the **Accepted** link.

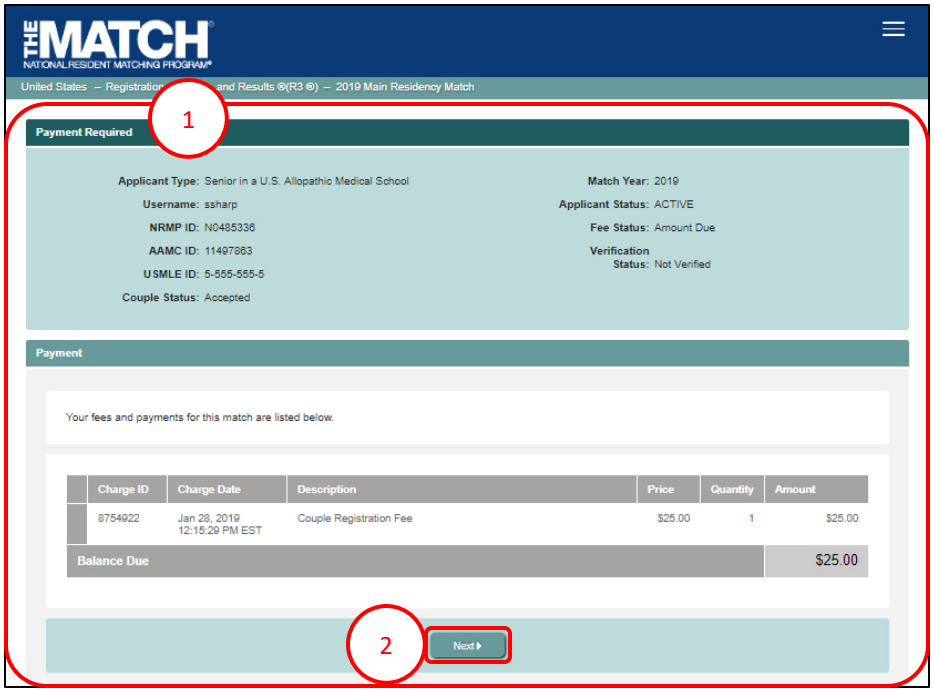
18. The **Couple Complete** section displays your partner details.



Requesting Partner Payment Steps:

1. Login to the R3 system.
2. The **Payment Requested** screen displays. Click **Next**.





3. The **Payment** screen displays the Couple Registration Fee. Note: the fee shown in the image may differ from the current fee displayed in the R3 system.

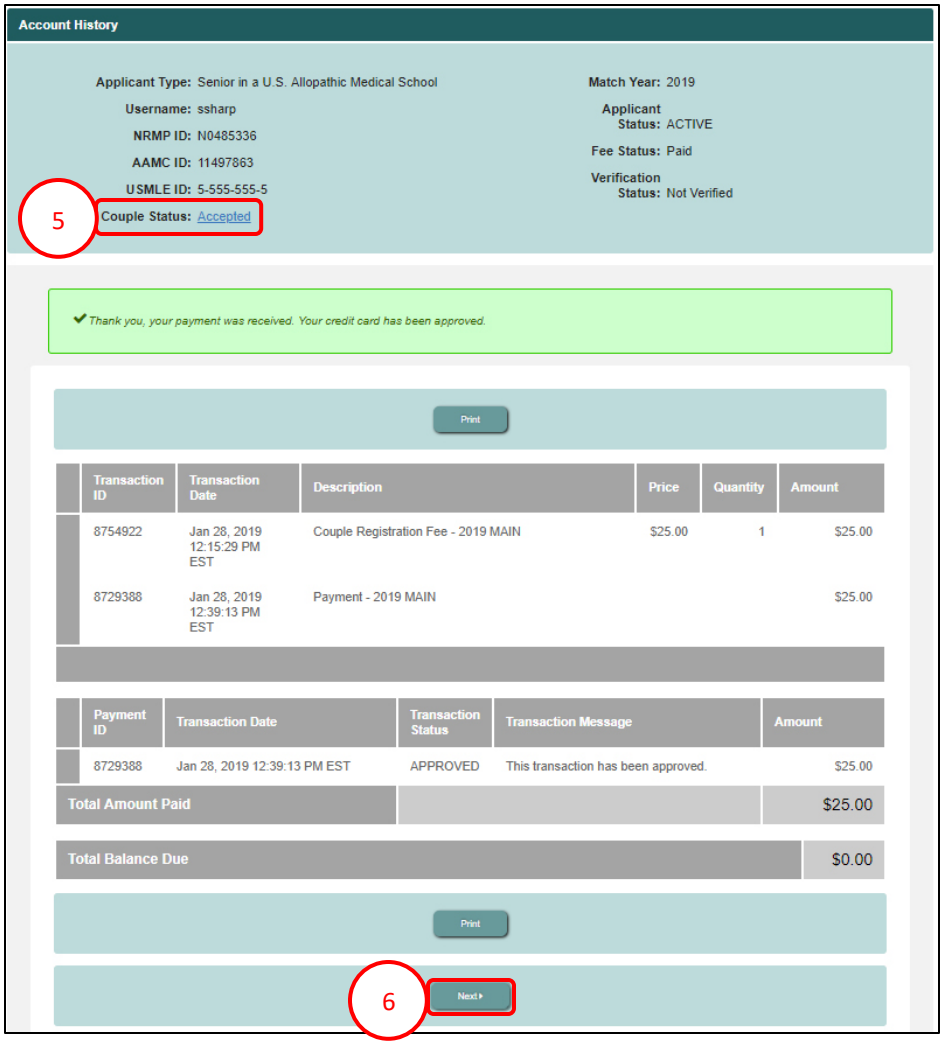
4. Choose one payment option:
   a. CREDIT CARD: Enter your credit card details in the appropriate fields and click **Authorize Payment**.
   b. MOBILE: Select **Apple Pay** or **PayPal**. Follow the steps within the mobile payment popup to complete payment.

Requesting Partner Payment Steps, Continued:

Payment confirmation displays. You may print the page as a receipt.

5. Your **Account History** displays the Couple Status as **Accepted**.

6. Click **Next**.

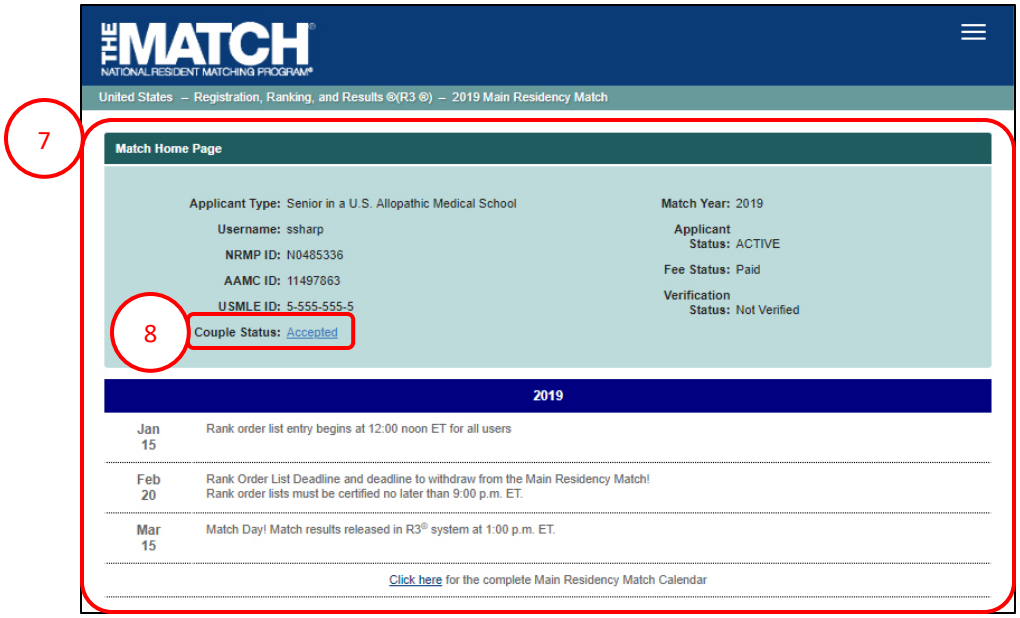


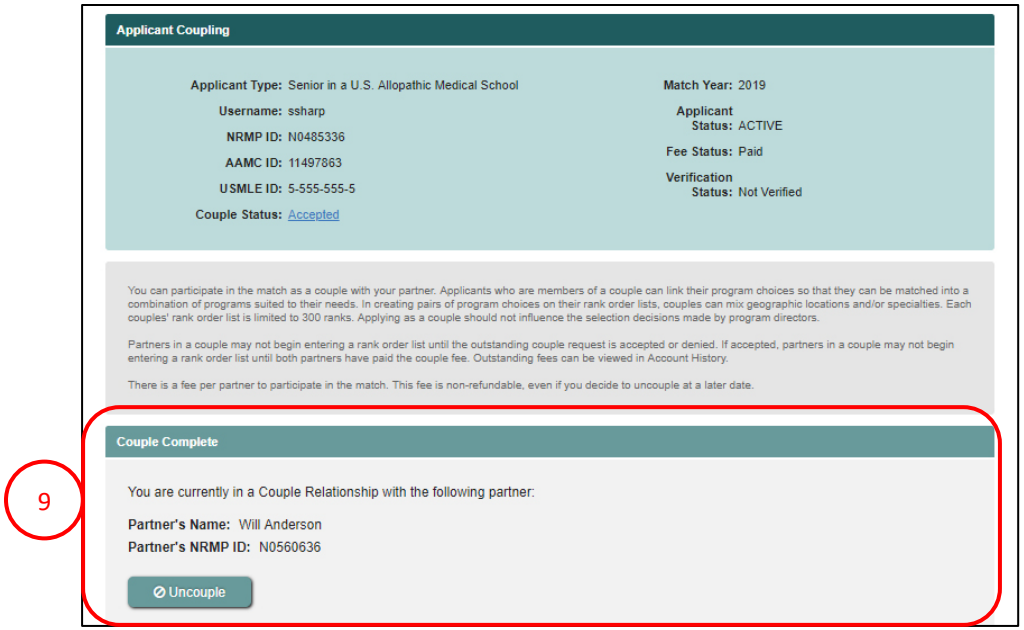
Requesting Partner Payment Steps, Continued:

7. The **Match Home Page** displays.

8. Click the **Accepted** link.

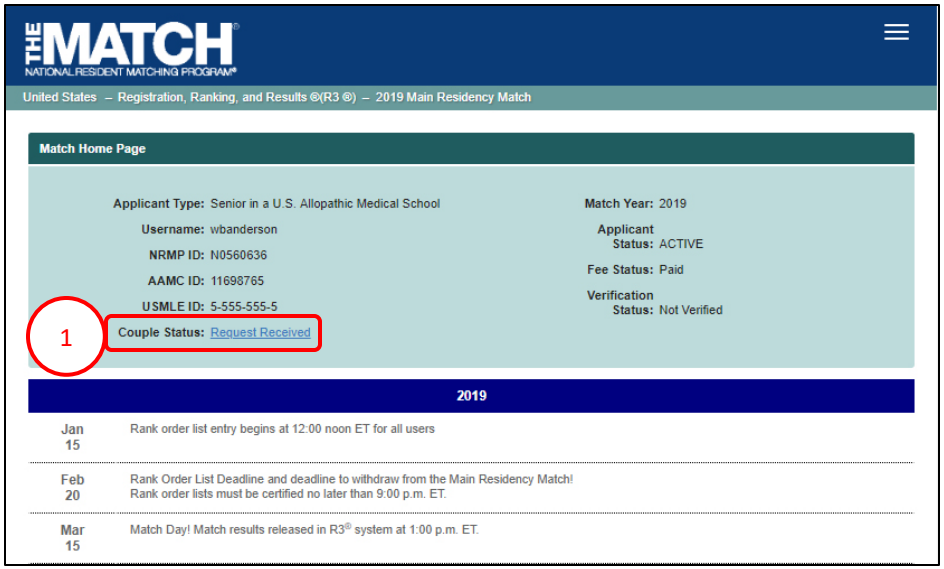
9. The **Couple Complete** section displays your partner details.





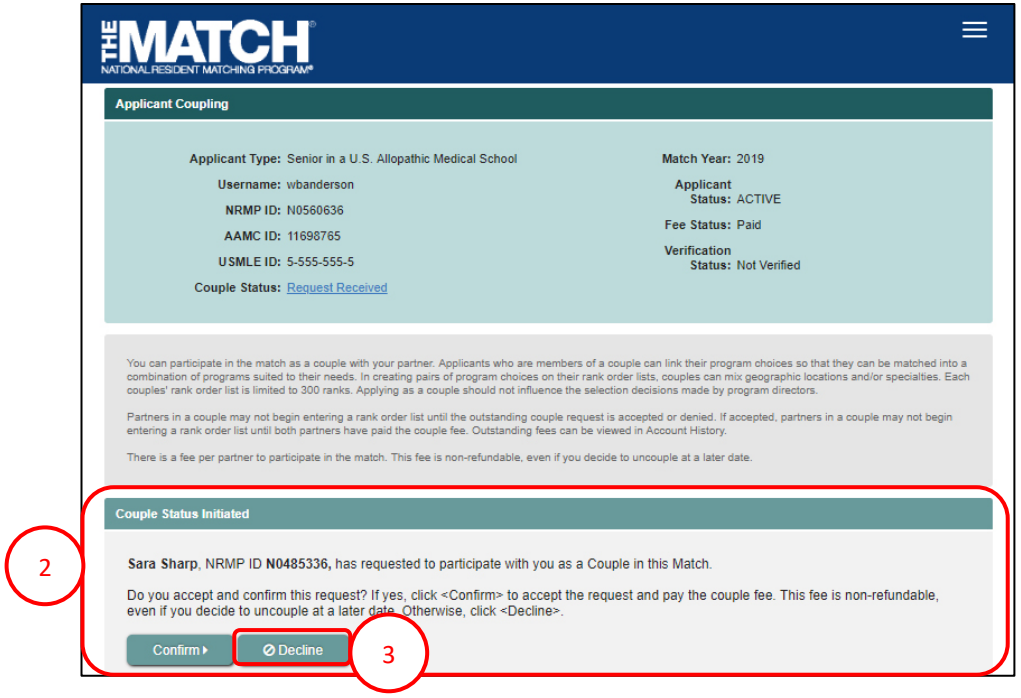
Reject Couple Request (Receiving Partner):

1. Click the **Request Received** link.



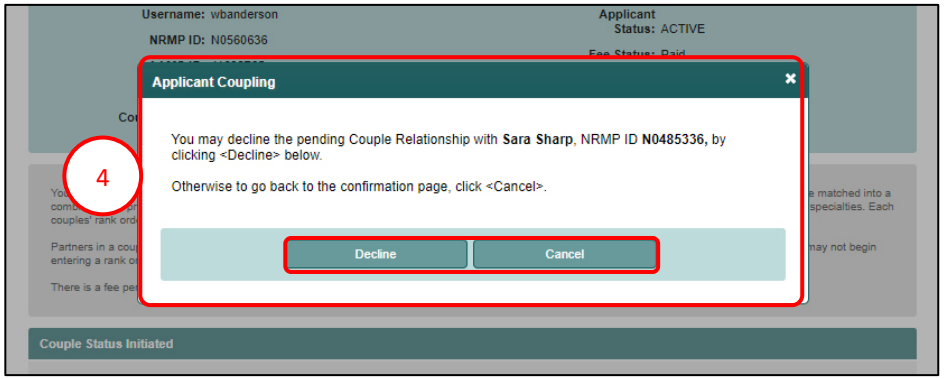
2. The **Applicant Coupling** screen displays and the **Couple Status Initiated** section provides the requesting partner details.

3. Click **Decline**.

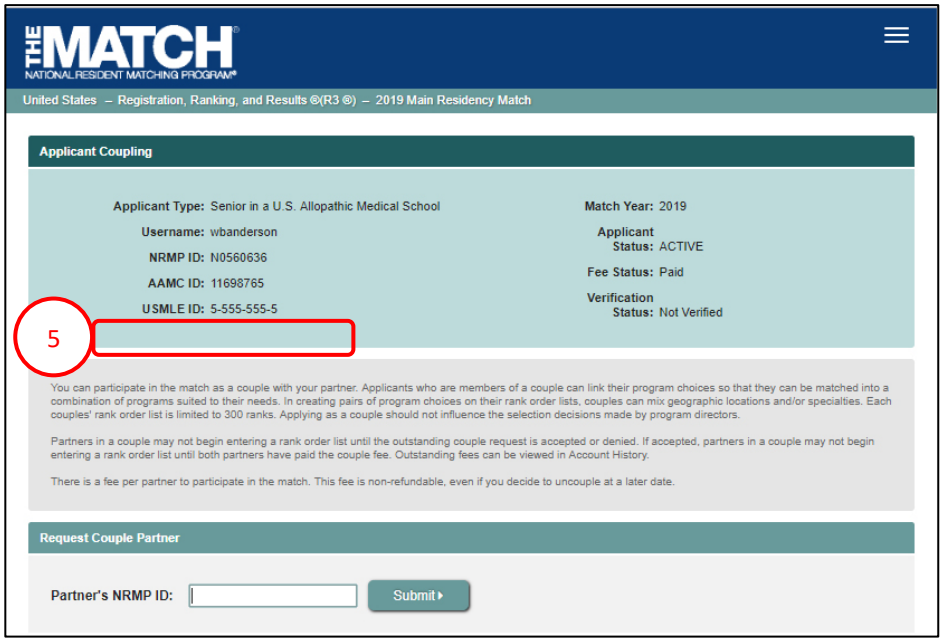


Reject Couple Request, Continued:

4. The **Applicant Coupling** pop-up displays.
    a. Click **Decline** to reject the couple request.
    b. Click **Cancel** to return to the Applicant Coupling page.



5. After clicking **Decline**, the **Applicant Coupling** screen displays and the **Couple Status** is no longer present.



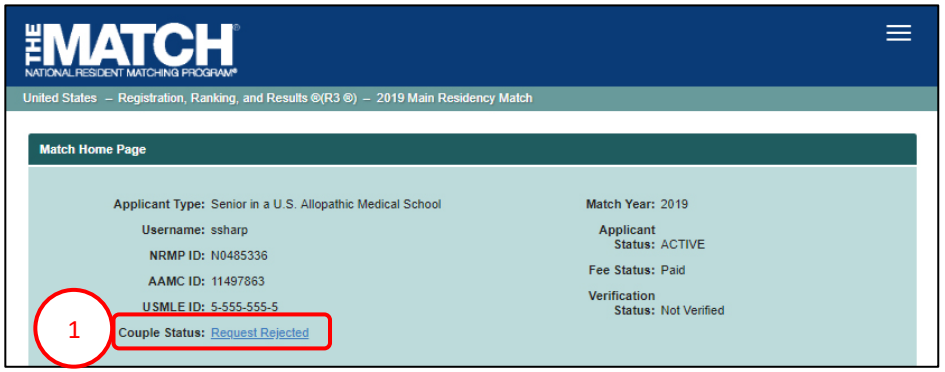
Your Couple Request is Rejected:

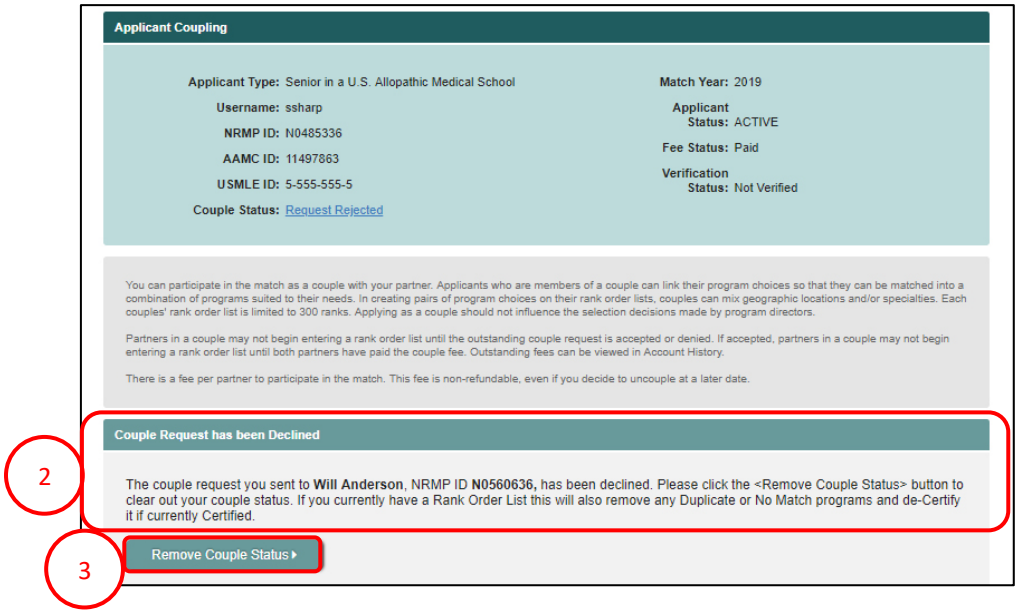
1. When a couple request has been rejected, it will display on the requesting partner's **Match Home Page** as **Request Rejected**. Click the link.

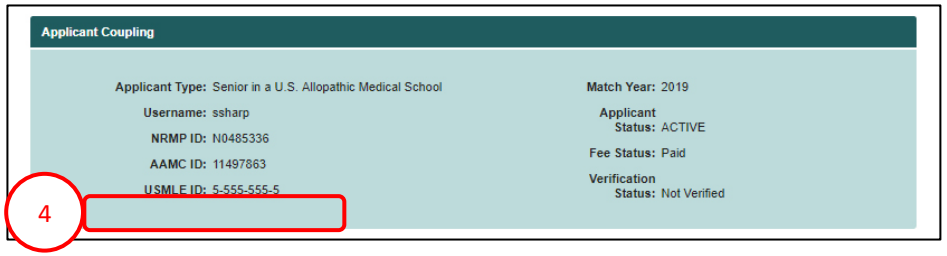
2. The **Applicant Coupling** screen displays and the **Couple Request has been Declined** section provides additional details.

3. Click **Remove Couple Status**.

4. The **Applicant Coupling** screen displays and the **Couple Status** is no longer present.







Uncoupling:

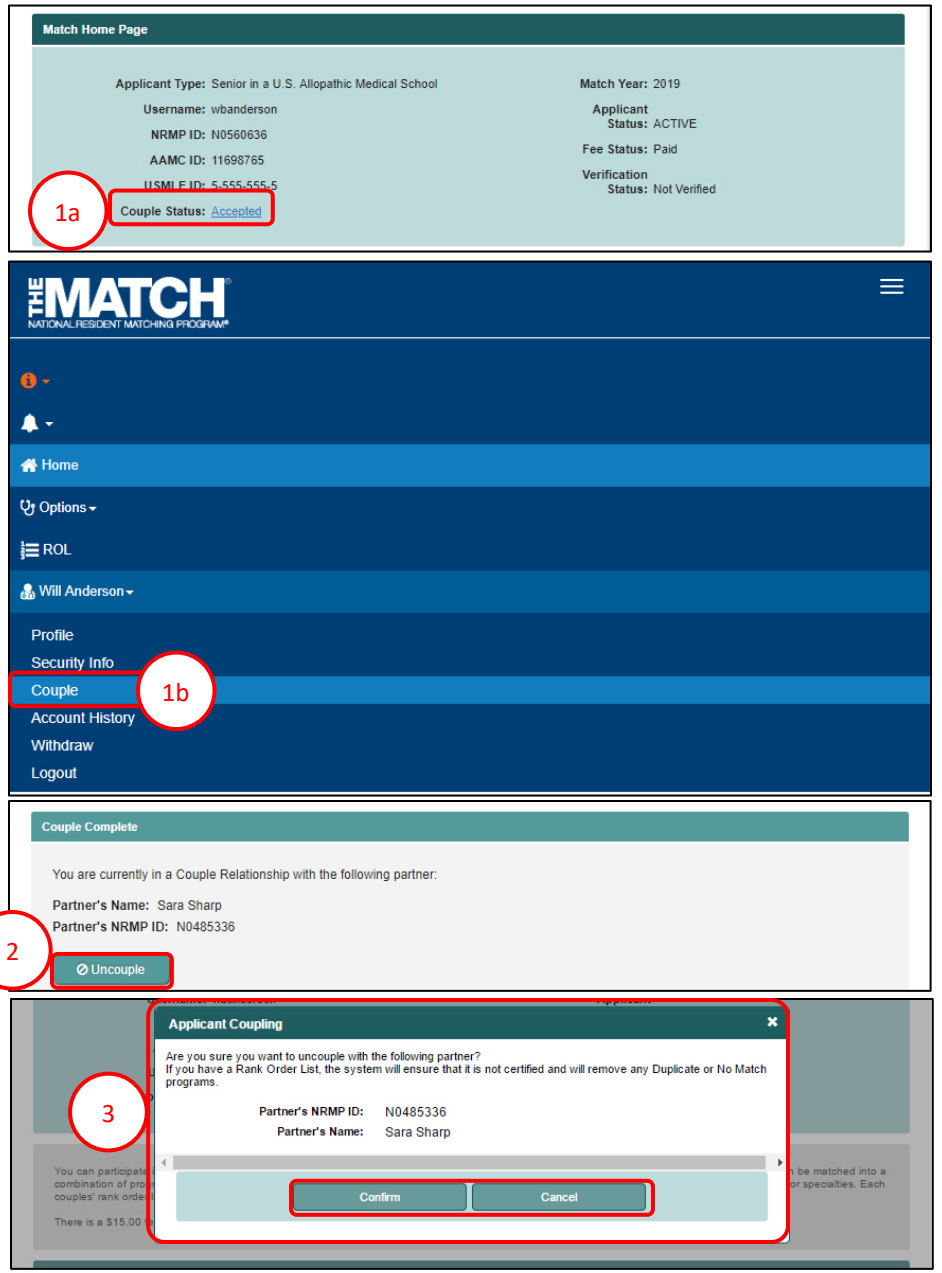
If at any time in the Match process prior to the Rank Order List Deadline an applicant with an **Accepted** couple status chooses not to participate as a member of a couple, both partners must complete the process of uncoupling.

After uncoupling, both partners must re-certify their rank order lists to be included in the Match. The per person couple fee is non-refundable.

1. From the **Match Home Page:**
    a. Click the **Accepted** link, or.
    b. Click your name and then the **Couple** link.

2. The **Applicant Coupling** page displays. Click the **Uncouple** button.

3. The **Applicant Coupling** pop-up displays.
    a. Click **Confirm** to uncouple.
    b. Click **Cancel** to return to the Applicant Coupling page.



Uncoupling, Continued:

4. After clicking **Confirm**, the **Applicant Coupling** screen displays and the **Couple Status** is no longer present. An email indicating that you have chosen not to participate in the Match as a couple will be sent to your partner.

   Note: If you have created or certified your rank order list, the R3 system will modify the list to:

   - Remove any duplicate programs
   - Remove any No Match programs
   - De-certify the list, requiring you to review and re-certify the list for use in the Match

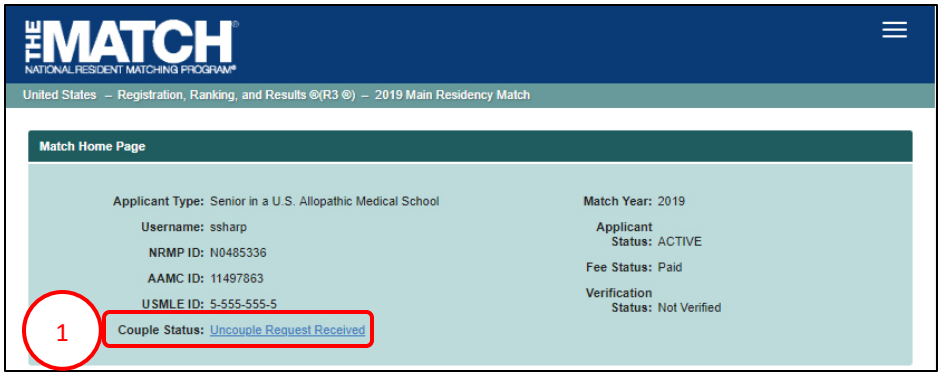
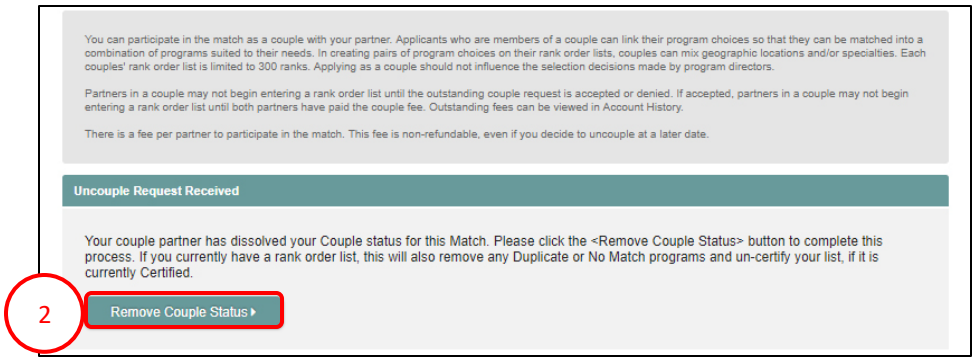
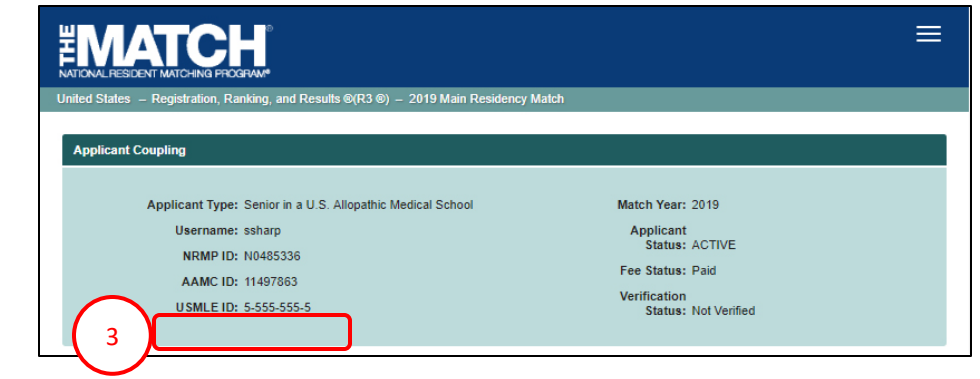
Uncouple Request Received:

If your partner has chosen not to participate in the Match as a couple, you will receive an email and the Couple Status will change on your Match Home Page.

1. Your **Match Home Page** displays the Couple Status as **Uncouple Request Received**. Click the link.

2. The **Applicant Coupling** page displays. The **Uncouple Request Received** section confirms your couple relationship has been dissolved. Click **Remove Couple Status**.

   Note: If you have created or certified your rank order list, the R3 system will modify the list to:

   - Remove any duplicate programs
   - Remove any No Match programs
   - De-certify the list, requiring you to review and re-certify the list for use in the Match

3. The **Applicant Coupling** screen displays and the **Couple Status** is no longer present.