

(MAY 2026)

Ranking Period and Match Results Information Guide



Table of contents

Contents

About the Ranking Period.....	3
Ranking Guidelines.....	3
Rank Order Lists	3
Option 1: How to rank applicants directly in CaRMS Online	3
Option 2: How to rank applicants using a CSV file.....	4
Option 3: How to rank multiple programs with the same discipline	6
3a: How to rank multiple program sites using the CaRMS integrated template	6
3b: How to rank multiple program sites using your own file.....	8
How to approve a Rank Order List.....	9
Frequently asked questions about Rank Order Lists.....	10
Program Quota.....	11
How to complete quota approval.....	11
Reversions.....	12
How to complete reversions	12
Reversion instruction methods	13
Match Results.....	13
How to access match results	13
For Quebec Programs only: Unranked Applicant Forms	14
How to create the Unranked Applicant Forms for a single applicant.....	14
Frequently asked questions about Unranked Applicant Forms	18
Additional resources.....	18



About the Ranking Period

The ranking period begins at the end of the interview period. Ranking is the last stage in the match cycle and is essential to match applicants to your program.

Your program will rank the applicants you want to train in order of preference (from most preferred to least preferred). You are under no obligation to rank all applicants who have applied to your program.

Applicants also rank their preferred programs, excluding any programs they applied to but do not wish to train with.

These rank order lists (ROLs) are the only true determinants of a match outcome. Rank order lists are confidential, which means applicants will not know if they were ranked by a program, and programs will not know if an applicant has ranked them.

Ranking Guidelines

- ❖ Do not rank any applicants you are not willing to train. Match results are binding. This means you must accept any applicant with whom you are matched. Failure to honour this commitment will be a violation of the Services Contract between the AFMC and CaRMS, which could result in a complaint in accordance with the Match Violations Policy.
- ❖ Rank order lists are the decision makers in the match – any conversations with applicants regarding mutual interest are not official, or binding, and should not affect your decisions.
- ❖ Your rank order list is not finalized until it has been approved by your postgraduate office (PGME).
- ❖ You must enter and submit your program's Rank Order List by the [CaRMS deadline](#).

Rank Order Lists

Once the ranking period is open, your primary task is to complete your rank order list within CaRMS Online and submit it to your postgraduate office (PGME) for approval.

Depending on how many program sites you have, or how many applicants you must rank, there are several options available to you to complete this task.

Option 1: How to rank applicants directly in CaRMS Online

This option is helpful for programs with smaller applicant pools.

1. Under the Match menu, go to **Ranking - Rank order list (ROL)**.

2025 MEDICINE SUBSPECIALTY MATCH - FIRST ITERATION ▼			
Set-Up	Reports	File Review	Ranking
Program Descriptions	Match results	View	Rank order list (ROL)
File Review Users		Print	
Filters		Export application data	
		Interview Offer Status	

- Find the row of the program for which you wish to submit a rank order list and click on the pencil icon  in the **Actions** column.
- Your list of applicants will appear. Rank applicants by entering a number next to their name, in order of preference. If you wish to leave an applicant off your rank order list, leave the box empty.

Note: you cannot rank multiple applicants with the same rank number.

TIP: You can drag & drop applicants to move them around in your list rather than manually enter numbers into the rank box. To drag & drop: click on the name, and without letting go, move it (drag it) where you would like this candidate to go in your rank order list.

- Once you complete ranking the applicants, click **SAVE DRAFT**.

If you wish to remove a ranked applicant from your list, click on the trash can  icon in the **Remove** column.

- Click **SAVE & SUBMIT**.
- Review your rank order list once more and then click **SUBMIT**. Your rank order list is now with your postgraduate office (PGME) for approval.

Option 2: How to rank applicants using a CSV file

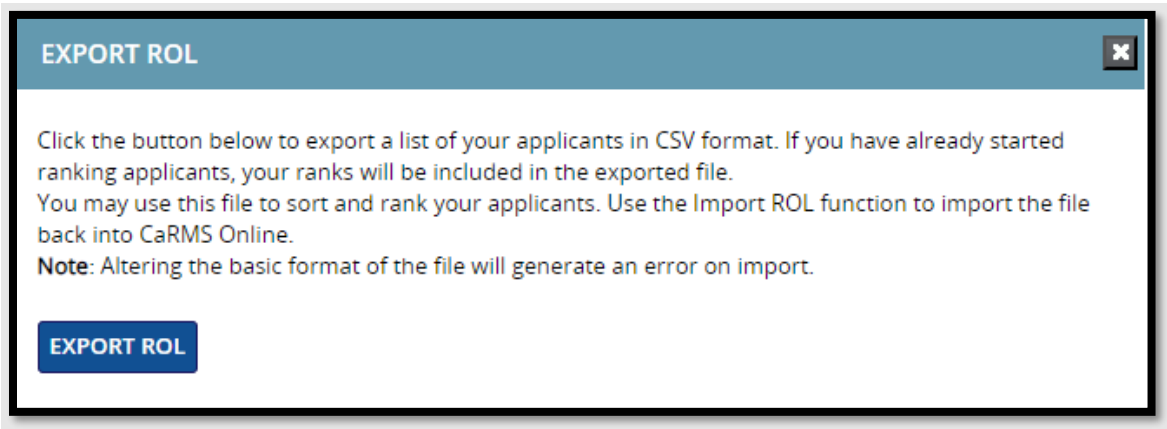
This option is useful if you have a larger applicant pool.

- Under the Match menu, go to **Ranking - Rank order list (ROL)**.

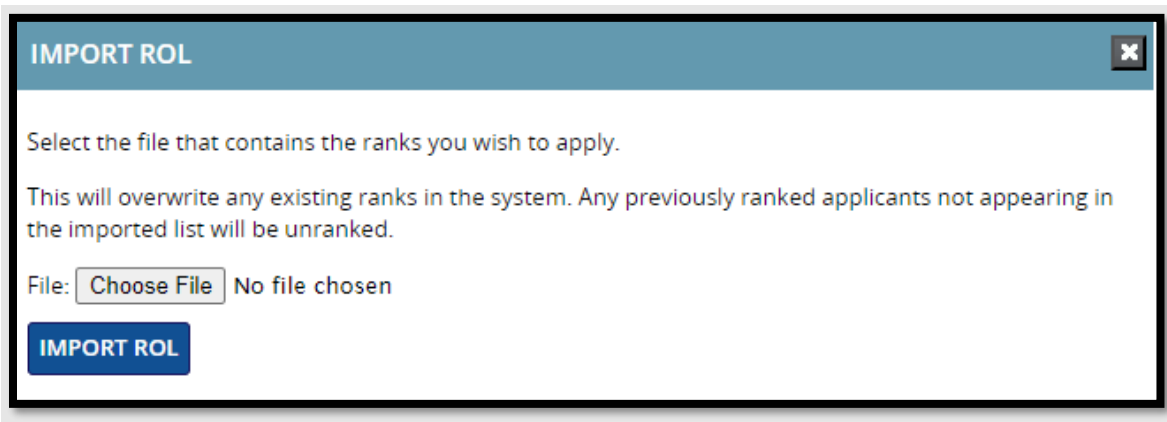
2025 MEDICINE SUBSPECIALTY MATCH - FIRST ITERATION ▼			
Set-Up	Reports	File Review	Ranking
Program Descriptions	Match results	View	Rank order list (ROL)
File Review Users		Print	
Filters		Export application data	
		Interview Offer Status	

2. Find the row of the program for which you wish to submit a rank order list and click on the pencil icon  in the **Actions** column.
3. Your list of applicants will appear. Click **EXPORT ROL** to export your list of applicants into a downloadable Microsoft Excel CSV file.

A window will pop up. Click **EXPORT ROL** to download the CSV file. Retrieve the downloaded document from your computer downloads.



4. Enter your rankings into the exported list in Microsoft Excel. Do not alter the basic format of the excel file or you will receive an error when you re-upload it into CaRMS Online.
5. Once you have entered your ranks, import your ROL by clicking **IMPORT ROL**. A window will pop up prompting you upload your completed ROL CSV file. Upload the saved ROL and click **IMPORT ROL**.



6. Click **SAVE & SUBMIT**.
7. Review your rank order list once more and then click **SUBMIT**. Your rank order list is now with your postgraduate office (PGME) for approval.

Option 3: How to rank multiple program sites with the same discipline

If you have multiple program sites for which you must complete rank order lists, completing the ranking for multiple sites at once may be a better option because many of the same applicants apply to each site.

NOTE: This option is only applicable to sites within one discipline where the applicants are preferred in the same order. If you are completing rank order lists for multiple disciplines, with multiple sites, we recommend completing these steps per discipline.

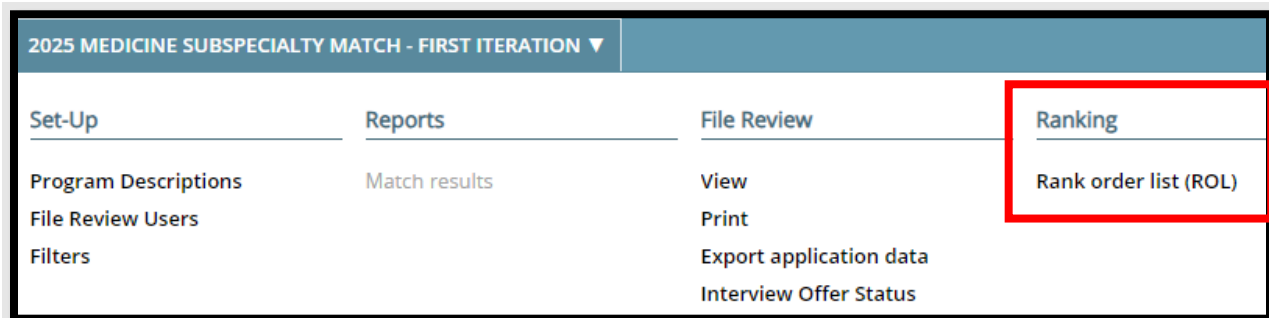
This centralized approach uses one spreadsheet to assess applicants competitively, then rank them at the program level, rather than at the site level. The following table is an example of a program ranking the applicants for two sites:

DISCIPLINE: Family Medicine		
Program Site A applicants	Program Site B applicants	Final discipline level rank list
Ryan	Ryan	1. Jane
Sarah	Sarah	2. Ryan
Peter	Jane	3. Harper
Robin	Robin	4. Peter
David	Harper	5. Sarah

In this example, the program considers Jane the top applicant, followed by Ryan, then Harper, Peter and finally Sarah. Robin and David have not been ranked. You will note that the ranked applicants didn't apply to both program sites.

3a: How to rank multiple program sites using the CaRMS integrated template

1. Under the Match menu, go to **Ranking - Rank order list (ROL)**.



2. A list of your programs will appear. Identify which programs you would like to populate into the integrated rank order list template by clicking on each relevant program row.

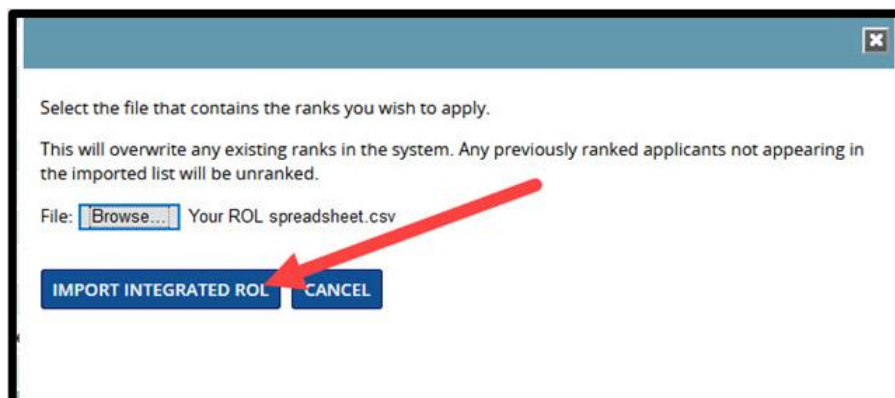
☐	Diagnostic Radiology
☐	Emergency Medicine
☐	Emergency Medicine
☒	Family Medicine /
☒	Family Medicine /
☒	Family Medicine /
☒	Family Medicine /
☒	Family Medicine /
☒	Family Medicine /
☐	General Surgery /
☐	General Surgery /
☐	Hematological Pathology
☐	Hematological Pathology

Note: Regardless of how many sites the applicants have applied to, they will only be listed once on the integrated CSV spreadsheet.

- Click **DOWNLOAD INTEGRATED ROL TEMPLATE**. This will allow you to download (export) a CSV file to your computer which lists all applicants who applied to the selected programs.



- Open the downloaded CSV file and save it to your computer. Assign each applicant their respective rank. For applicants you do not wish to rank, either leave the rank empty or delete the applicant from the file.
- Once you have finished the rank assignments, this CSV ROL template can be imported to any program. To import the ROL template, click the programs you wish to update followed by **IMPORT INTEGRATED ROL**, then re-import your file.



6. Click **SAVE & SUBMIT**.

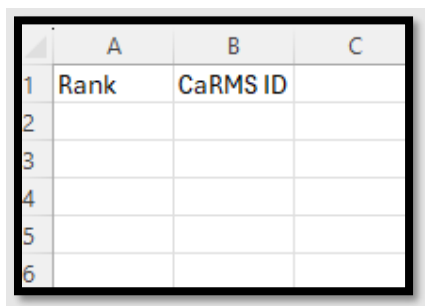
7. Review your rank order list once more and then click **SUBMIT**. Your rank order list is now with your postgraduate office (PGME) for approval.

3b: How to rank multiple program sites using your own file

You are also able to use your own CSV file if you already have been using a spreadsheet throughout the match year.

For CaRMS Online to be able to read your document successfully, it will require the following formatting:

- Column 1 A - your ranking column, with the column header labelled **Rank**
- Column 1 B - a column with the CaRMS ID, with the column header labelled **CaRMS ID**



	A	B	C
1	Rank	CaRMS ID	
2			
3			
4			
5			
6			

CaRMS Online will ignore all other information in your file as long as these two columns are included and labelled properly.

To import your own ranking spreadsheet:

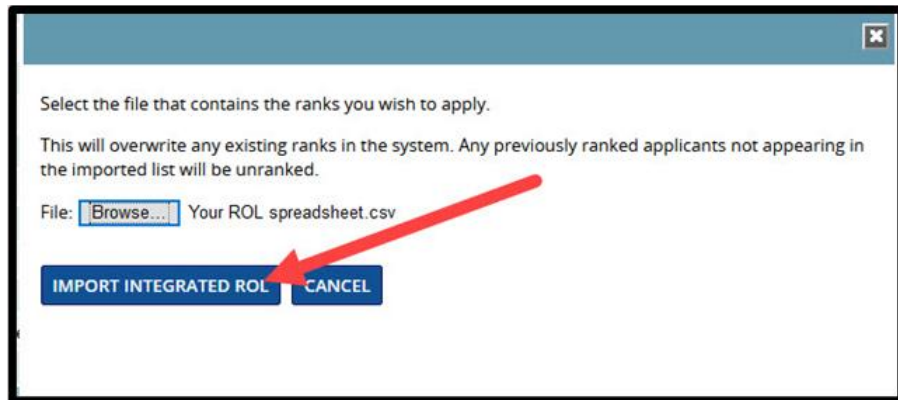
1. Under the Match menu, go to **Ranking - Rank order list (ROL)**.



2. A list of your programs will appear. Identify which programs you would like to rank by clicking on each relevant program row.

☐	Diagnostic Radiology
☐	Emergency Medicine
☐	Emergency Medicine
☒	Family Medicine /
☒	Family Medicine /
☒	Family Medicine /
☒	Family Medicine /
☒	Family Medicine /
☒	Family Medicine /
☐	General Surgery /
☐	General Surgery /
☐	Hematological Pathology
☐	Hematological Pathology

3. Click **IMPORT INTEGRATED ROL** and upload your spreadsheet.



4. Click **SAVE & SUBMIT**.
5. Review your rank order list once more and then click **SUBMIT**. Your rank order list is now with your postgraduate office (PGME) for approval.

How to approve a Rank Order List

This task can only be completed by the Postgraduate Office (PGME) once a program has submitted its rank order list for approval.

1. Log into [CaRMS Online](#). Under the match menu go to **Program Management - Rank order list (ROL) management**.



A list of your programs will appear. From this page, you can click on the list  icon to **VIEW ROL** for each program or click on the pencil icon  to **EDIT ROL** if need be.

- Find the program (row) for which you would like to approve the rank order list and click the checkmark  icon in the Actions column.

NOTE: this checkmark will only appear if the program's rank order list has been submitted for approval.

- The rank order list is now approved, and the program status will update to 'Approved'.

If the program [rank order list deadline](#) has not yet passed, you can click on the  **RETURN ROL TO PROGRAM** if you require the program to make any changes.

At the bottom of the page, there is a **DOWNLOAD INTEGRATED ROL TEMPLATE** button. This button will allow you to download (export) a CSV file which lists all candidates that have applied to the selected program. Selecting multiple programs at once will export a CSV file that includes all candidates that have applied to these programs, integrated in the same spreadsheet; regardless of how many sites the applicants have applied to, they will only be listed once on the integrated spreadsheet.

Frequently asked questions about Rank Order Lists

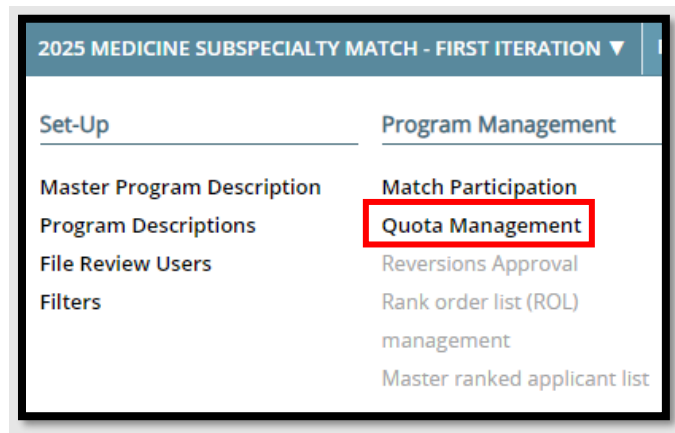
- [Do we have to remove Withdrawn candidates from our Rank Order List?](#)
- [My program did not receive any applications. Do we still need to submit a Rank Order List?](#)
- [How do I submit a rank order list without ranking any applicants?](#)
- [What do I do if I have a concern about my program's rank order list or match results?](#)
- [What is the Master ranked applicant list?](#)
- [How do I use the master applicant ranked list?](#)

Program Quota

In addition to submitting rank order lists, the postgraduate office (PGME) is also required to submit program quota for each participating program. Quota is the number of allocated positions in a program. The deadline by which to finalize program quota is set out in the [match timelines](#).

How to complete quota approval

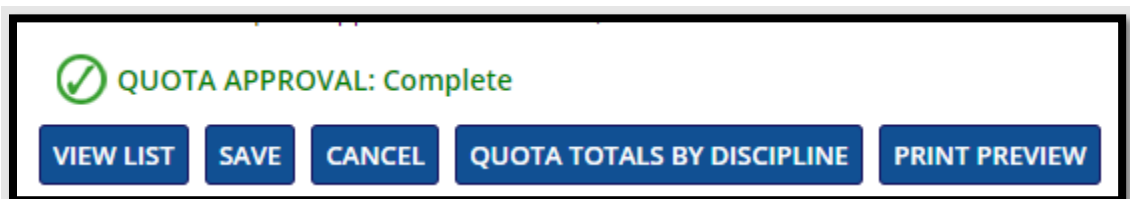
1. Log into [CaRMS Online](#) and go to the match menu go to **Program Management - Quota Management**.



2. Your list of available programs will be displayed. Review the quota under each available application stream. To review your quota report, click **QUOTA TOTALS BY DISCIPLINE**.

If you need to modify the quota, you can do so from the drop-down menus for each program. If you make a modification, do not forget to click on the **SAVE** button.

3. Select **QUOTA APPROVAL** to approve the entered quota.
4. Click on **APPROVE QUOTA** and then **OK** to finalize this step. Your program quota is now approved.



Reversions

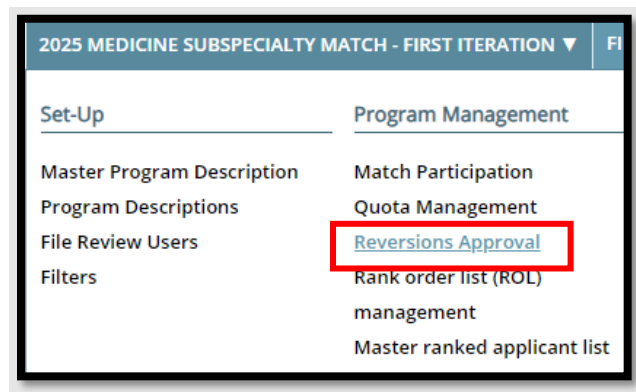
Reversions allow the postgraduate office (PGME) an opportunity to transfer unfilled quota (positions) from one program to another program that has extra training capacity with the goal of maximizing outcomes.

Positions can only be transferred from a program to another program during the running of the match if it has positions that have not been filled.

The deadline by which to finalize program reversions is set out in the [match timelines](#).

How to complete reversions

1. Log into [CaRMS Online](#). Under the match menu go to **Program Management – Reversion Approval**.



2. Respond YES or NO to **Step 1: Does your university require reversions (quota transfers) for any of your programs?**
 - a) If you choose NO, click **SAVE**. There is no further action required.
 - b) If you choose YES, steps 2-4 will appear. Complete the steps and click **SAVE**.

Reversion approval

Reversions (quota transfers) allow you to transfer potentially unfilled positions from one program to another during the match. Quota will only be transferred from a program if it is unfilled.

⊗ Reversion approval: Incomplete

Step 1: Does your university require reversions (quota transfers) for any of your programs?

☒ Yes ☐ No

Step 2: Download the [reversion sheet \(Microsoft Word Document\)](#). This document includes instructions for entering reversions (quota transfers).

Step 3: Fill out the form.

Step 4: Submit the completed and signed form to CaRMS by the postgraduate approval deadline.

⚠ You have indicated that your university requires reversions (quota transfers). Please submit a completed reversion form by the postgraduate approval deadline.

Choose File No file chosen

Step 5: Click SAVE.

SAVE

Reversion instruction methods

PGME offices can list an instruction to transfer any number of potentially unfilled positions (quota) from one program to another program through any of the below methods.

1. Transfer unfilled positions to another program

PGME offices can list an instruction to transfer any number of potentially unfilled positions (quota) directly from one program to another program.

Example, if your Gastroenterology program does not match the number of positions allotted, the instruction can be for CaRMS to transfer a potential unfilled position from the Gastroenterology program to the Neonatal program during the running of the match.

2. Transfer unfilled positions to a pool

PGME offices can list the programs for which they wish to transfer unfilled positions to a pool. In the pool, each line represents one unfilled position transferred to a program. During the match, unfilled positions will be transferred to the pool, then transferred to the programs in the specified sequence. Each line represents one unfilled position reverted to the pool.

3. **For Fall Subspecialty Residency Match and Spring Subspecialty Residency Match only** **Custom transfer (reversion) instructions**

If you choose this option, we recommend discussing your instructions with CaRMS before uploading a copy of your detailed instructions in CaRMS Online, prior to the postgraduate office's rank order list deadline.

Match Results

Once rank order lists are submitted by programs and applicants, the final phase of the match is running the match algorithm and pulling the match results.

Once the match is complete, the retention of applicant personal information now falls under your faculty/hospital's policies and you should discard all unmatched application packages (paper and electronic) in accordance with such policies.

How to access match results

Match results will become available to both programs and applicants in CaRMS Online at 12:00 noon on [match day](#). Match results are final and binding. You must contact matched applicants within 30 days.

1. Log into [CaRMS Online](#). Under the Match menu, go to **Reports - Match Results**.

2025 MEDICINE SUBSPECIALTY MATCH - FIRST ITERATION ▼		FILE TRANSFER ▼
Set-Up	Program Management	Reports
Master Program Description	Match Participation	Rank order list (ROL) reports
Program Descriptions	Quota Management	Match results
File Review Users	Reversions Approval	
Filters	Rank order list (ROL) management	
	Master ranked applicant list	

2. Access your program's match results in PDF and Excel format and download your matched applicant files.
3. Click **Print** under **FILE REVIEW** to print.
4. Select the applications to download on the left-hand side and click **DOWNLOAD**.

NOTE: The Postgraduate Dean and Postgraduate Manager have access to back-up match results in the Nextcloud platform in the event CaRMS Online is unavailable on match day.

- [How does CaRMS ensure Postgraduate offices can successfully access match day results?](#)
- [Can our program access match results from a previous match year?](#)

For Quebec Programs only: Unranked Applicant Forms

Unranked Applicant Forms are for Quebec faculty use only, and detail why an applicant was not included on the program's rank order list. The forms can be submitted any time after file review opens and must be completed by the [Rank Order List deadline](#).

How to create the Unranked Applicant Forms for a single applicant

1. Log into [CaRMS Online](#). Under the Match menu, go to **File Review – Unranked applicant forms**.

2025 MEDICINE SUBSPECIALTY MATCH - FIRST ITERATION ▼		
Set-Up	Reports	File Review
Program Descriptions	Match results	View
File Review Users		Print
Filters		Export application data
		Interview Offer Status
		Unranked applicant forms

2. Select the pencil  icon in the Actions column on the Unranked applicant forms page.

Show 25 entries			
Status	Last updated	Updated by	Action
	02/03/2021 09:14:18 ET		  
	01/15/2021 06:50:10 ET		 

Previous 1 Next

This will bring you to the **Reason applicant was not ranked** page.

Match: 2021 R-1 Main Residency Match - first iteration
Applicant: ROGERS, Steve
Program: Université de Sherbrooke / Anato-mo-pathologie / Sherbrooke / Regular Stream
Type: CMG

Interview selection
Has applicant been selected for an interview? ☐ Yes ☐ No **1**

Reasons related to applicant's eligibility
☐ 1. Applicant ineligible for the residency program **2**

Reasons related to applicant's overall file
☒ 2. Unsatisfactory Dean's letter / Medical Student Performance Record (MSPR)
Details:

☐ 3. Academic record deemed uncompetitive
☐ 4. Incomplete file
☐ 5. Prior medical training not relevant
☐ 6. Applicant has not taken sufficient measures to upgrade knowledge
☐ 7. Unsatisfactory personal letter
☐ 8. Unsatisfactory references
☐ 9. Applicant does not meet academic admission criteria for program
☐ 10. Residency or significant medical practice dating back more than four years
☐ 11. Insufficient proof of language proficiency
☐ 12. Other

Reasons related to the interview
☐ 13. Poor performance in interview
☐ 14. Insufficient mastery of French language
☐ 15. Lack of motivation for program
☐ 16. Applicant did not attend interview
☐ 17. Other

Other reasons
☐ 18. Other

* Main reason: **2. Unsatisfactory Dean's letter / Medical Student Performance Record (MSPR)** **3**

☐ Case discussed by committee **4**

SAVE **SUBMIT** **CANCEL**

3. Here, you will need to select:

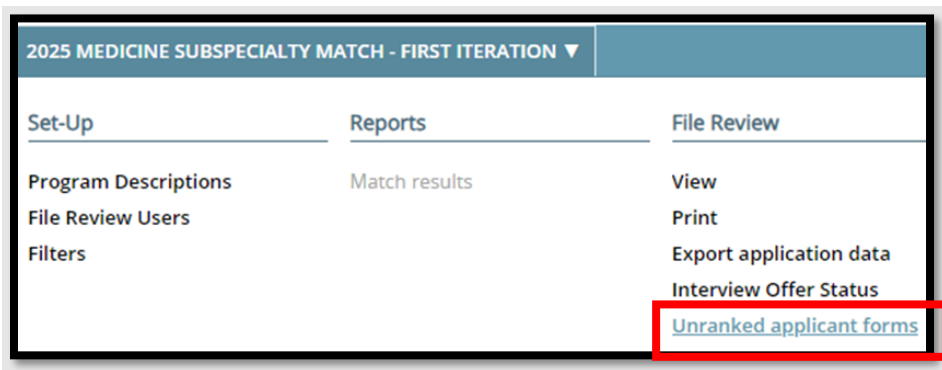
- I. Whether the applicant was selected for an interview or not.
 - II. Reason(s) why the applicant was not ranked. You can specify or provide details for the reason in a box provided.
 - III. Select the main reason why the applicant was not ranked. If only one reason was chosen in Step 2, the main reason will default to the selected reason.
 - IV. Add a checkmark to indicate whether the case was discussed by committee.
4. Once you have completed the above steps, click **SAVE** and **SUBMIT** the form. This change will be applied to all applicants you selected.

You will be able to view the [status](#) of each form, whether saved or submitted, from the Unranked Applicant Form page.

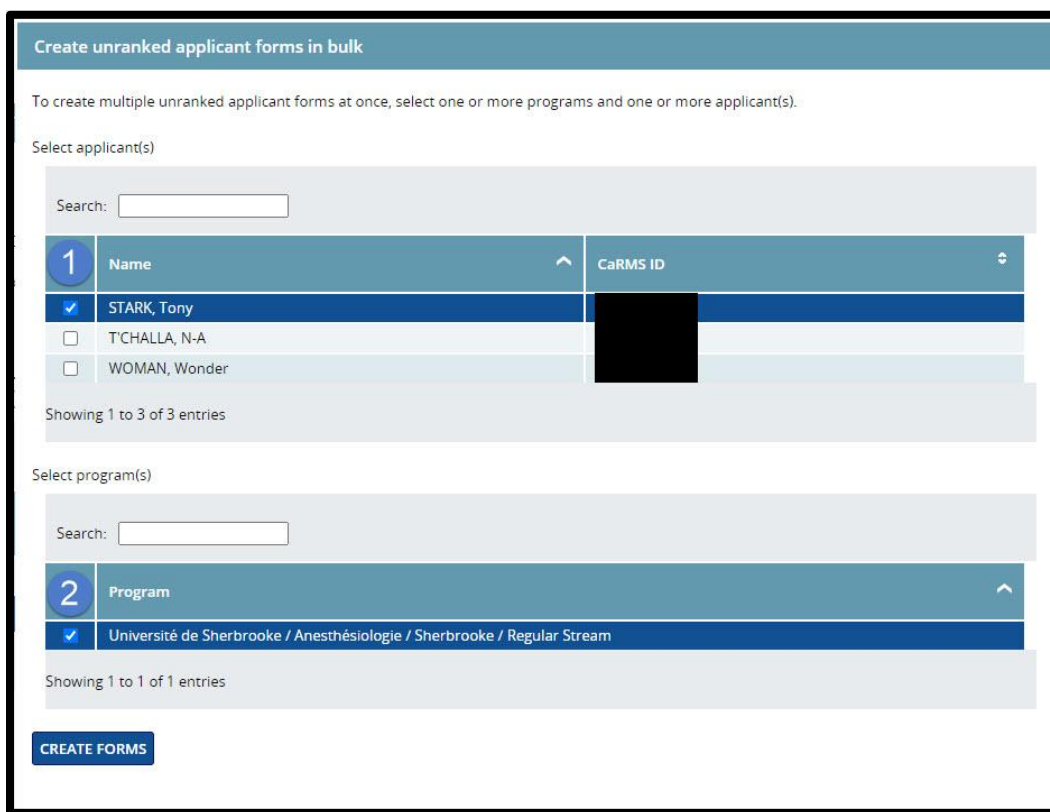
If you have a **SAVED** Unranked Applicant Form, you can **SUBMIT** it from the Unranked Applicant Forms main page. To do so, select the check box for the applicant that you want to submit, and then click **SUBMIT FORM(S)**.

How to create the Unranked Applicant Forms for multiple applicants

1. Log into [CaRMS Online](#). Under the Match menu, go to **File Review – Unranked applicant forms**.



2. Go to the **Unranked Applicant Forms** page and click **CREATE FORMS IN BULK**.



Create unranked applicant forms in bulk

To create multiple unranked applicant forms at once, select one or more programs and one or more applicant(s).

Select applicant(s)

Search:

1	Name	CaRMS ID
☒	STARK, Tony	
☐	T'CHALLA, N-A	
☐	WOMAN, Wonder	

Showing 1 to 3 of 3 entries

Select program(s)

Search:

2	Program
☒	Université de Sherbrooke / Anesthésiologie / Sherbrooke / Regular Stream

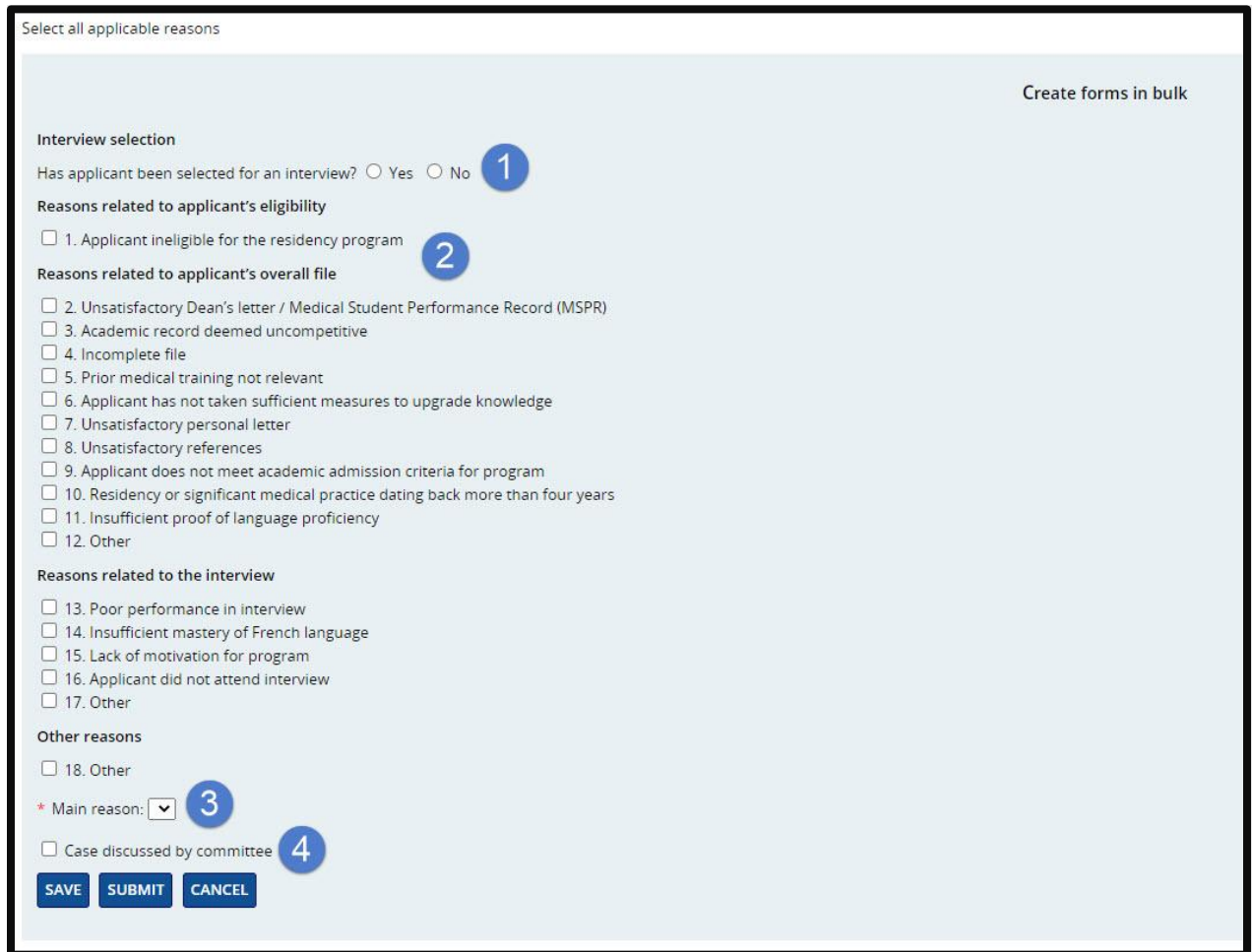
Showing 1 to 1 of 1 entries

CREATE FORMS

3. A window will pop up. Select both:
 - I. the applicants and
 - II. the applicants' program(s) that you wish to create this form for.

NOTE: Only programs that are assigned to you will appear in this list.

4. Once you have selected both the applicants and their program(s), click **CREATE FORMS**. The **Create forms in bulk** page will appear.



Select all applicable reasons

Create forms in bulk

Interview selection

Has applicant been selected for an interview? ☐ Yes ☐ No

Reasons related to applicant's eligibility

☐ 1. Applicant ineligible for the residency program

Reasons related to applicant's overall file

☐ 2. Unsatisfactory Dean's letter / Medical Student Performance Record (MSPR)

☐ 3. Academic record deemed uncompetitive

☐ 4. Incomplete file

☐ 5. Prior medical training not relevant

☐ 6. Applicant has not taken sufficient measures to upgrade knowledge

☐ 7. Unsatisfactory personal letter

☐ 8. Unsatisfactory references

☐ 9. Applicant does not meet academic admission criteria for program

☐ 10. Residency or significant medical practice dating back more than four years

☐ 11. Insufficient proof of language proficiency

☐ 12. Other

Reasons related to the interview

☐ 13. Poor performance in interview

☐ 14. Insufficient mastery of French language

☐ 15. Lack of motivation for program

☐ 16. Applicant did not attend interview

☐ 17. Other

Other reasons

☐ 18. Other

* Main reason:

☐ Case discussed by committee

SAVE SUBMIT CANCEL

Select:

- I. Whether the applicants were selected for an interview or not.
 - II. Reason(s) why the applicants were not ranked. You can specify or provide details for the reason in a box provided.
 - III. Select the main reason why the applicants were not ranked. If only one reason was chosen in Step 2, the main reason will default to the selected reason.
 - IV. Add a checkmark to indicate whether the case was discussed by committee.
5. Once you have completed the above steps, click **SAVE** and **SUBMIT** the form. This change will be applied to all applicants you selected.



You will be able to view the [status](#) of each form, whether saved or submitted, from the Unranked Applicant Form page.

If you have a **SAVED** Unranked Applicant Form, you can **SUBMIT** it from the Unranked Applicant Forms main page. To do so, select the check box for the applicant that you want to submit, and then click **SUBMIT FORM(S)**.

Frequently asked questions about Unranked Applicant Forms

- [Can I complete unranked applicant forms before I submit the rank order list \(ROL\)?](#)
- [When do the unranked forms need to be completed?](#)
- [What do the statuses mean on the Unranked applicant forms page?](#)

Additional resources

Need additional support? Connect with us through the following methods:

- Check out our self-serve Help Center for:
 - [Program directors and administrators](#)
 - [Postgraduate medical education offices](#)
- Send us an email at communication@carms.ca
- Call us at 1 (877) 227-6742
- Live chat is available from within CaRMS Online during regular business hours.