SF MATCH

Adult Cardiothoracic Anesthesiology Fellowship Central Application Service (CAS) Instruction Manual

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OVERVIEW

The Central Application Service (CAS) is a service provided through the SF Match office that distributes applications to training programs. The use of CAS is mandatory, and assures that applications are uniform, complete, and distributed in an orderly fashion.

Please note CAS is a distribution service. We do not evaluate your credentials, nor do we determine an applicant's eligibility to apply to any of the participating programs.

THE APPLICANT'S RESPONSIBILITY

The CAS requires you to manage your online account information and be responsible for assembling and mailing all support documents. You are required to submit the following documents to consider your application complete:

- ➢ CAS Distribution List (On-line Submission)
- ➢ Completed CAS application form (On-line Submission)
- ➢ Three (3) letters of reference

Once the necessary documents have been gathered, send all documents to our office in **ONE PACKAGE**. With the exception of forms submitted online, you must mail all documents in **ONE PACKAGE** to our office.

MAILING YOUR COMPLETE CAS PACKAGE

CAS – SF Match
655 Beach Street
San Francisco, CA 94109

Note: To ensure delivery of your CAS application materials, we suggest using a form of mail that you can track (FedEx, UPS, etc.).

PROCESSING TIME

Distribution of your complete application may take up to 2 weeks from the time your application is deemed complete. **COMPLETE** applications will be processed and distributed in the order in which they are received. **INCOMPLETE** applications are held until all required documents have been received.

SELECTING YOUR PROGRAMS

The program directory contains a list of participating programs in the match. While viewing the program directory, select the check box in the upper left hand corner of each program that is of interest. After choosing the program(s), click the "Add to programs" button, which will advance you to a page with the selected programs. A confirmation page will appear and allow you to continue with payment.

INITIAL CAS DISTRIBUTION LIST FEES

With your completed application materials, you must submit your online distribution list and the appropriate distribution fee. Distribution fees increase progressively as follows:

Number of Distributions	**Fees**
1-10	$60
11-20	$10 per program
21-30	$15 per program
31-40	$20 per program
41+	$35 per program

ADDING MORE PROGRAMS

You may apply to additional programs after your initial CAS distribution list has been submitted. The supplemental distribution fee is $35 per program; **therefore, it is to your advantage to submit your entire list once rather than adding programs later.**

PAYING YOUR CAS DISTRIBUTION FEES

Distribution fees may be paid only by a Visa or a MasterCard.

PROGRAM DEADLINES

Most training program deadlines are listed in the program directory. If a program's deadline is unlisted, please contact the program directly. For best results, submit the complete CAS application three (3) weeks prior to the earliest deadline you would like to meet. CAS does not stop processing applications because a program's deadline has passed. A complete CAS application will be distributed to all programs you request no matter how late it arrives (prior to rank list deadline). However, it is important to note that applications that arrive to the programs after their deadline may not receive the same priority from the programs' review committees as applications received on time.

UPDATE MY PROFILE AND ACADEMIC INFORMATION

Your online account has two boxes near the top of the page "My Profile" and "Academic Information". Be certain to fill out the details relating as training programs are able run searches based on your information. Update your account when new information becomes available.

CAS APPLICATION FORM

The CAS form is available online in your SF Match account profile. Go to the "Application" tab and click the "View/Edit" button in the "CAS Application Form" box. You are able to save the CAS application form while working on it. Prior to submitting the application form, be certain to check your data by selecting the "Preview" button. When the form has been completed, select the "Submit" button (located on the Interests and Abilities Tab?).

After the form has been submitted, it will be converted to PDF format so programs can view the application in a standardized format. Because the data is transferred to PDF, there is also a line limitation. No substitutions/corrections can be made once your application has been distributed to programs. Please use the "Preview" button to ensure no text is omitted and edit appropriately.

You must submit the CAS application form before we can continue processing your supporting documents that you have mailed to the SF Match office.

Any mistakes you discover on your application after distribution has occurred must be communicated to programs directly.

Note: The CAS Application form is supported on Internet Explorer (IE9) and up. It is strongly recommended that you use a supported browser to avoid encountering access and display issues.

REQUIRED DOCUMENTS DESCRIPTION:

LETTERS OF REFERENCE

You must submit three (3) ORIGINAL letters of reference for review by the programs. **No more, No less**. It is recommended that applicants provide one letter from a **Residency Training Program Director**. If you have requested a confidential letter, please indicate so on your CAS application and ask the author to return the letter to you in a sealed envelope. **DO NOT** open the sealed envelopes. Non-confidential letters can be included in your application open faced.

International Medical Graduates: We understand that, at times, it is very difficult to obtain original letters of reference from overseas. For this reason, we do accept photocopies of the original letters. Photocopied letters will be marked as "copy" and may need to be explained at an interview. All letters must be submitted in English on **A4 or 8 ½" x 11"** paper. Translated copies must be professionally notarized.

NOTE: Letter writers can address their letters to either "Dear Program Director" or "Dear Review Committee".

PHOTOS

You have the ability to upload a photo of yourself in our system. In the "My Profile" box in your account click the "Edit Profile Picture" link. Then click "Choose File" and select your photo. The photo will be displayed once it has been uploaded. A program will only have access to your photo after you have been invited to an interview.

OTHER DOCUMENTS

If a particular program requests that you provide them with an additional document, send it directly to the program.

MISSING DOCUMENTS

If you are unable to provide a document, write a note stating the reason on a separate page. Without this note, your file is **INCOMPLETE** and **WILL NOT BE DISTRIBUTED**. This letter of explanation will be included in the page file available to the training programs. There should be a separate explanation note for each missing documentOnce you receive the document, forward it to CAS to be distributed as a supplemental document to all programs listed on your CAS distribution list.

All materials received by CAS are processed in the order in which they are received. A supplemental document may take up to three weeks to be processed. We strongly encourage you to submit a **COMPLETE** application to avoid delays. Some programs may choose not to review applications until all documents are received despite included letters of explanation.

CONFIRMING RECEIPT OF YOUR CAS APPLICATION PACKAGE

Please log into your SF Match online profile to view the status of your documents in the "Application" tab. The status of each document will be marked with a date in the "Received" column. Please allow five (5) business days from the time the application materials are received by our office, to show as "Received" in your profile. If your application materials have not been logged into the system after five

(5) business days, feel free to contact our office to check the status of your documents.

CONFIRMING DISTRIBUTION OF YOUR CAS APPLICATION

A confirmation E-mail is sent to you when your CAS application has been distributed to the programs on your distribution list. You may also view the status of your application in your SF Match profile online. In the "Application" Tab, under the status column, "Distributed" will appear next to each document that programs have access to.

CONTACT CAS

Email: help@sfmatch.org
Phone: 415.447.0350
Fax: 415.561.8535

CAS – SF Match
655 Beach Street
San Francisco, CA 94109

COMPLETE CAS APPLICATION CHECKLIST

Before mailing your CAS package, be sure that you have included all the following REQUIRED items:

- ➢ CAS Distribution List (On-line Submission)

- ➢ Completed CAS application form (On-line Submission)

- ➢ Three (3) letters of reference

If you are missing documents and would like your application to be distributed to programs as is, be sure to write an explanation note for each missing document, otherwise your application will be placed on hold until your missing document arrives.