

2010 Introduction to CAS – Ophthalmology Fellowship

CAS Target Date – Wednesday, July 21, 2010

SERVICE DESCRIPTION

The Central Application Service (CAS) is a service provided through the San Francisco Matching Program (SF Match) that distributes applications to training programs. Applicants fill out one CAS application form and provide one set of support documents. The use of CAS assures that applications are uniform, complete and distributed in an orderly fashion.

All Ophthalmology Fellowship subspecialties, with the exception of Neuro-Ophthalmology and Pathology are required to receive CAS. For initial distribution, applicants are allowed to distribute up to 8 applications free of charge. A supplemental distribution fee applies to additional and/or subsequent distributions.

CAS is limited to distribution services. We do not evaluate your credentials nor do we determine eligibility to apply to participating programs.

REQUIRED DOCUMENTATION

The CAS procedure makes you (the applicant) responsible for assembling ALL support documents. You are **REQUIRED** to submit the following documents to consider your application **COMPLETE**:

- CAS Distribution List and Payment (On-line submission)
- Completed CAS Application Form (On-line submission)
- 3 letters of reference (one must be from a Chair and one from a Subspecialist)

Please note that some programs may request additional support documents not distributed by CAS. Additional non-CAS documents must be sent directly to the program.

Once the necessary documents have been assembled you will send all documents to us in ONE PACKAGE. We then process and distribute your application to the programs listed on your CAS Distribution List. You must mail all your documents in ONE PACKAGE to:

**SF Match
Ophthalmology Fellowship CAS
655 Beach Street
San Francisco, CA 94109**

NOTE: Faxed documents and email attachments will not be accepted.

PROCESSING AND DISTRIBUTION OF APPLICATIONS

During peak processing times, it takes up to three (3) weeks for your documents to be processed and shipped to the programs. **COMPLETE** applications will be processed and distributed in the order in which they are received. **INCOMPLETE** applications will be held until all required documents are submitted.

CAS DISTRIBUTION LIST

Your \$275 registration fee covers up to 8 programs for no additional fee ONLY on the first distribution list you submit. ALL supplemental distribution lists are charged \$35 for each program whether you listed less than 8 on the first list or not. The program directory contains a list of participating programs in the match. There is a two-step process to apply to programs. While viewing the 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 my programs” button, which will advance you to a page with the selected programs. From this list, choose the programs that you would like to apply to by selecting the check box in the “apply” column next to each program and click the “apply to programs” button. A confirmation page will appear and allow you to continue with payment.

Supplemental Distributions

You may apply to more programs after your initial CAS distribution list has been submitted. Supplemental Distribution fee is \$35 per program; therefore it is to your advantage to submit your list once rather than in stages.

CAS Distribution Fee Payment

If you are submitting an Initial Distribution List with more than 8 programs, or a supplemental distribution request, you must pay your CAS distribution fee. CAS fees can be paid by Visa/MasterCard, personal check, cashier’s check or money order. Check payments must be mailed with a check coupon to a separate mailing address. If you are paying by check, please indicate on your distribution list form, print the check coupon and mail it with your check to:

**SF Match
c/o Wells Fargo Lockbox Services
SF Match Dept #34059
3440 Walnut Avenue, Building A, 2nd Floor
Fremont, CA 94538**

Please make checks payable to Ophthalmology Fellowship Match and write your 5-digit registration number on your check.

CAS TARGET DATE AND DEADLINES

CAS does not set deadlines. We will process and distribute your application up until the match deadline. We do suggest, however, that you submit your application to our office before **Wednesday, July 21, 2010** as an attempt to meet most programs' deadlines.

Please note that the CAS TARGET date is NOT A DEADLINE.

It is the applicant's responsibility to contact each program for individual deadline dates and to submit materials to CAS at least 3 weeks prior to the anticipated deadlines. CAS does not stop processing applications once a program's deadline has passed; we will distribute your file to whichever programs you request no matter how late it arrives. It is important to note, however, that applications that arrive to the programs after their deadline may not receive the same attention from the programs' review committees as applications received on time. Most programs choose to list their deadlines in the online directory. If a program's deadline is not listed, please contact the program directly.

DESCRIPTION OF REQUIRED DOCUMENTS

CAS Application Form

The CAS form is available online in your SF Match account. Click the "CAS Application" link to find the form. You do not have to fill out the entire form at once. Save the form and be sure to check your data prior to submitting the application form. You may submit the form online once completed. No substitutions/corrections can be made once your application has been distributed to programs. Any mistakes on your application must be communicated to the programs directly.

Letters of Reference

You must submit three (3) ORIGINAL letters of reference for review by the programs. **No more, No less.** One letter must come from a Chair and one from a Subspecialist.

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.

IMGs → 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 **8 ½" x 11" or A4** paper. Translated copies must be professionally notarized.

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

MISSING DOCUMENTS

If you are unable to provide a required document, state the reason on a separate page. Without this note, your file is INCOMPLETE and will NOT BE DISTRIBUTED. This statement of explanation will be included in the distribution of your file to the training programs. There should be a separate explanation note for each missing document. You are encouraged to explain on your note why the document is not being included and when it is expected to be received. Once 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. Processing of a supplemental document may take up to three weeks to be processed. We strongly encourage you to submit a COMPLETE application to be processed to avoid delays. Some programs may not be able to review your file until all documents are received.

CAS CHECKLIST

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

- Completed CAS Application Form (On-line submission)
- Initial Distribution List and payment (On-line submission)
- Letter from a Chair
- Letter from a Subspecialist
- Third reference letter.

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.

Contact Us

Mailing address for CAS application

SF Match
Ophthalmology Fellowship CAS
655 Beach Street
San Francisco, CA 94109

Phone: 415-447-0350

Fax: 415-561-8535 fax

Email: help@sftmatch.org

Website: www.sftmatch.org

Mailing address for check payments

SF Match
c/o Wells Fargo Lockbox Services
SF Match Dept #34059
3440 Walnut Avenue, Building A, 2nd Floor
Fremont, CA 94538

(please write your 5-digit SFMatch registration number on your check and mail it with check coupon)