

SF Match 2011-2012

Pediatric Orthopaedic Surgery Fellowship Central Application Service (CAS) Instruction Manual

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OVERVIEW

The Central Application Service (CAS) is a service provided through the San Francisco Matching Program (SF Match) that distributes applications to training programs. Applicants pay an additional fee for this service. The use of CAS assures that applications are uniform, complete and distributed in an orderly fashion.

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

The use of CAS is mandatory when applying to the Pediatric Orthopaedic Surgery Fellowship Match.

REQUIRED DOCUMENTS

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

- Completed CAS Application Form (**On-line Submission**)
- CAS Distribution List & Payment (**On-line Submission**)
- Medical School Transcript(s)
- USMLE Scores or equivalent score reports
- ECFMG Certificate (applicable to International Graduates)
- Three (3) letters of reference
- Dean's/Medical School Performance Evaluation Letter
- Copies of Medical License(s).

Once the necessary documents have been gathered, send all documents to us in **ONE PACKAGE**. We then process and distribute your application to the programs listed on your CAS Distribution List. With the exception of forms submitted online, you must mail all documents in **ONE PACKAGE** to:

**SF MATCH –
CAS for PEDIATRIC ORTHOPAEDIC SURGERY
655 Beach Street, San Francisco, CA 94109**

PROCESSING TIME

During peak processing times, it takes up to three (3) weeks for your documents to be processed and distributed 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 have been received.

CAS TARGET DATES 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 the following TARGET date:

◆ Central Application for Pediatric Orthopaedic Surgery → Monday, October 3, 2011

Please note that this TARGET date is NOT A DEADLINE.

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). It is important to note, however, 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.

DESCRIPTION OF REQUIRED DOCUMENTS

<p>IMGs sections are for International Medical Graduates.</p>
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CAS APPLICATION FORM

The CAS form is available online in your SF Match account profile. Click the "CAS Application" link to find the form. The CAS application form is savable. Be certain to check your data prior to submitting the application form by selecting the "Preview" button. When the form has been completed, select the "Submit" button. Please note: After the form has been submitted, it will be converted to PDF format so programs can view the application in a standardized format. We include a recommended character limit listed next to each box. 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, or edit appropriately. You must communicate any mistakes you discover on your application after distribution to programs directly.

MEDICAL SCHOOL TRANSCRIPTS

Provide an official or a copy of your Medical School Transcript. If you have attended more than one medical school, include the additional transcripts with your application.

IMGs → You do not need to provide the original transcript if doing so is too difficult. A legible **8 1/2" x 11"** photocopy is acceptable. All transcripts must be submitted in English, translated copies must be professionally notarized. **DO NOT** send us copies of your non-translated transcript, as they cannot be distributed. If your school does not provide transcripts (list of all courses taken, grades and dates), you may submit a copy of your translated diploma.

USMLE SCORES & PERFORMANCE PROFILE

You will need to provide us with your USMLE Step I, Step 2 and Step 3 Score Reports/Transcripts.

If available, please include the performance profiles page listed on the back of the original score reports. A clear photocopy (8 ½” x 11”) of your original student score report with the performance profile is acceptable. If your original report is not available you will need to request a transcript from the USMLE (subsequent official transcript will not include the performance profiles and they are not required by CAS). If you did not take the USMLE, but previously passed an equivalent exam (i.e. NBME, Flex or VQE), include copies of these instead.

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 residency 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.

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 **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”.

DEAN’S LETTER/ CHAIR’S LETTER

U.S. Graduates should request the medical school Dean’s office to send **YOU** a signed, sealed copy of your Dean’s/MSPE letter to be included with your initial CAS package. Copies of Dean’s letters are acceptable and will be labeled as “COPY” by our office.

IMGs → Most international graduates are unable to obtain a Dean’s letter. In this case, submit an equivalent letter if at all possible. Otherwise, we will accept a fourth letter of recommendation in place of the Dean’s letter (e.g. from the Director of a pre-residency or foreign specialty program).

MEDICAL LICENSE

Submit copies of all your Medical Licenses.

Note: If you do not have a medical license, please include a letter of explanation.

ECFMG CERTIFICATE (applicable to IMGs only)

International Medical Graduates must provide copy of valid ECFMG certificate.

EXTRA SUPPORT DOCUMENTS

Only the following additional documents are accepted:

- Prior Residency Completion Certificate
- Foreign Specialty Program Certificate

OTHER EXTRA DOCUMENTS

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

EXAMPLE OF DOCUMENTS NOT DISTRIBUTED BY CAS

These are other examples of documents not distributed by CAS:

- Identification Cards/Documents (Green Card, Marriage Certificate, Driver’s Licenses)
- High School Diplomas
- Photos
- Additional letters of reference

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 document. Example: If your USMLE score report is not available when you submit your application, address a note to “Dear Program Director” and explain why the document is not being included and when the program can expect to receive the results. 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. 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.

SELECTING YOUR PROGRAMS

Initial CAS Distribution List Form and Fees

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

# of Distributions	Fees
1-10	\$60 total
10-20	\$10 per program
20-30	\$15 per program
30-40	\$20 per program
41+	\$35 per program

The program directory contains a list of participating programs in the match. It 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.

ADDING PROGRAMS

You may apply to additional 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 entire list once rather than adding programs later.**

PAYING YOUR CAS DISTRIBUTION FEES

Fees may be paid by credit card (Visa or MasterCard) or check (personal, cashier's check or money order). Checks must be mailed separately accompanied by check coupon to:

SF Match
c/o Wells Fargo Lockbox Services
SF Matching Program Dept #34059
3440 Walnut Ave., Bldg A, 2nd Floor
Fremont, CA 94538

Please make checks payable to: *_[Insert name of Specialty]_ Match.*

Please note: Credit card payments are applied immediately upon verification. Check payments take approximately five (5) business days to post to your account profile once received from our Wells Fargo lockbox.

RETURN OF ORIGINAL DOCUMENTS

CAS provides free storage for original application documents for one year only. **Paper documents will be destroyed after one year.** Digital copies will be stored in pdf format for 3 years. Applicants are strongly encouraged to fill out a "Return of CAS Document Form" available for download at www.sfmatch.org. There is a \$20 fee for this service (letters of reference are only returned if access is retained).

CONFIRMING RECEIPT OF YOUR CAS APPLICATION PACKAGE

Please log into your SF Match online profile to view the status of your documents. The status of each document will be marked as "received" in our system once we processed your materials. Please allow five (5) business days since the application materials were received by our office to be reflected as "received" in the system. 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. If **ALL** required documents have the "uploaded" status marked, the documents are available to the programs on your distribution list.

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**)
- Distribution List Form & Payment (**On-line Submission**)
- Medical School Transcript(s)
- USMLE Scores or equivalent score reports
- Three (3) letters of reference
- Dean's Letter
- Medical License(s)
- ECFMG (applicable to International Graduates)

CONTACT CAS

Phone: 415.447-0350 ext. "0"

Email: help@sfmatch.org