

# SF Match 2011-2012

## Orthopaedic Sports Medicine 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 for the Orthopaedic Sports Medicine 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**)
- USMLE scores
- Four (4) letters of reference
- Updated CV (please see format)

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 Sports Medicine**  
**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.

## 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.

### CAS TARGET DATES AND DEADLINES

CAS does not set deadlines. We will process and distribute your application up until the rank list deadline. We do suggest, however, that you submit your application to our office before

**Wednesday, October 12, 2011.**

## **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**

**IMGs** sections are for International Medical Graduates.

## **USMLE SCORES & PERFORMANCE PROFILE**

You will need to provide us with your USMLE Step I Score Report or transcript. (You should also include Step 2 and Step 3 Score Reports/Transcripts if they have been taken and passed). If available, please include the performance profiles page listed on the back of the original score reports. A clear photocopy of your original student score report with the performance profile is acceptable, but the original is preferred. 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 four (4) ORIGINAL letters of reference for review by the programs. **No more, No less.** It is recommended that residency applicants provide one letter from your **Residency Training Program Director**. Letters of recommendation should come from professional references including a sports medicine surgeon. All letters of reference must be confidential. Please request the author to return the letter to you in a sealed envelope. **DO NOT** open the sealed envelopes.

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

## **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.

## **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.

**Curriculum Vitae**  
Name (in full), degree

**Date** (Month, Day, Year)

**Contact Information**

- Address
- Phone Number
- Fax Number
- Email
- Foreign Languages (native, fluent, proficient, or working knowledge)

**Education**

- List chronologically all undergraduate and graduate education
- Include name of degree, date awarded, name of institution, and major

**Post Graduate Education and Training**

- List chronologically all training positions (internships, residencies, post doctoral fellowships, etc...)
- Include date, institution and mentor (if applicable) for each position

**Certifications** (If applicable)

- List all board and/or specialty certifications with year received

**Medical Licensures**

- List all medical and/or other state/federal licensures with year issued and status (*active* or *inactive*).

**Military Service** (If applicable)

- Provide rank, location of service and dates

**Professional Society Memberships**

- Report years and type of membership for each professional society to which you currently belong or belonged to in the past.

**Honors and Awards**

- List chronologically the year received, name of each award and/or awarding institution, and nature of award if not apparent.

**Team Coverage Experience**

- List any team coverage experience

**Administrative Service**

- List all committees serviced or chaired and years; including: department committees, SOM committees, hospital committees, special assignments, etc...

**Local and National Service**

- List name of organization and years of service
- Examples: officer or committee member of a professional society, member on an editorial board; editor of symposia, text or journal; examiner of a professional organization; grant reviewer; journal manuscript reviewer; convener of symposia workshop, etc...)

**For example:**

2000 Member, Resident Leadership Committee, American Board of Orthopaedic Surgery  
2001 Resident Representative, *Accreditation Council for Graduate Medical Education*.

**Grant Support**

- List grants chronologically in separate sections whether they are currently active, submitted or completed

**Publications**

- Include last names and initials of all authors and underline or bold own name in each reference
- Provide complete bibliographic information (title, name of source, volume, page numbers, year, etc.)
- Publications should be numbered within each section, **single-spaced** and listed in **chronological** order
- Separate publications according to the following headings:

**Peer-Reviewed Publications**

**Non-Peer Reviewed Publications**

**Web based journal articles**

**Books & Book Chapters**

**Abstracts and/or Proceedings**

**Other Brief Communications**

**Published Multimedia**

## **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**)
- USMLE Scores
- Four (4) letters of reference
- CV

## **CONTACT CAS**

Phone: 415.447-0350 ext. “0”

Email: [help@sfnmatch.org](mailto:help@sfnmatch.org)