

# SF Match 2011-2012

Plastic Surgery

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 Plastic Surgery 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:

- CAS Distribution choices & Payment (**On-line Submission**)
- Completed CAS application form (**On-line Submission**)
- Medical School Transcript(s)
- USMLE Scores or equivalent score reports
- ECFMG Certificate (applicable to International Graduates)
- Three (3) letters of reference
- A photocopy of the American Board of Plastic Surgery, Inc. ([www.abplsurg.org](http://www.abplsurg.org)) Resident Registration and Evaluation of Training Form Confirmation Letter.
- “Physician Information Profile” requested from Federal Credentials Verification Service (FCVS): <http://www.fsmb.org/fcvs.html>. Main phone: 888-275-3287

Applicants are strongly advised to include the following OPTIONAL documents (if applicable):

- AOA Election letter (*Only applicable to US applicants*)
- Foreign Specialty Program Certificate

Once the necessary documents have been assembled you will send all documents (except for online forms and FCVS which will be sent directly to our office by FSMB per your request) 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 your documents in **ONE PACKAGE** to:

### CAS Materials must be sent to:

SF Match – Plastic Surgery  
655 Beach Street  
San Francisco, CA 94109

**NOTE:** FAXED documents and email attachments will not be accepted.

## **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** dates:

◆ Central Application for Plastic Surgery → Wednesday, October 5th, 2011

## **PROGRAM DEADLINE DATES**

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.

## **COMPLETING THE 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.

## **DESCRIPTION OF REQUIRED DOCUMENTS**

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

### **MEDICAL SCHOOL TRANSCRIPT**

Please submit an official copy of the medical school transcript.

### **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, 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.

### **ECFMG CERTIFICATE (applicable to IMGs only)**

International Medical Graduates must have a valid ECFMG Certificate prior to starting any medical residency training in the U.S. If your ECFMG certificate is not available at the time when you submit your initial CAS application packet, you **MUST** include an explanation note instead. Address the explanation letter to “Dear Program Director” and explain the missing document. It is recommended that you list the exams you have taken, the dates of scheduled exams and when you expect to receive your certificate. Once you receive your ECFMG, submit it to us as soon as possible for distribution.

### **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”.

### **RESIDENT REGISTRATION AND EVALUATION**

Residents are required to complete an official Resident Registration and Evaluation of Training Form prior to the initiation of residency training in plastic surgery for residents in Independent Programs, and during the first year of residency for those in Integrated Plastic Surgery Programs. The Resident Registration and Evaluation of Training Form and instruction letter can be downloaded from the American Board of Plastic Surgery website:

[https://www.abplsurg.org/documents/Resident\\_Registration\\_and\\_Evaluation\\_of\\_Training\\_Form.pdf](https://www.abplsurg.org/documents/Resident_Registration_and_Evaluation_of_Training_Form.pdf)

A Board Confirmation Letter will be sent directly to the resident after review and approval of the prerequisite training or registration with the Board. Please include a **photocopy** of this letter.

### **CREDENTIALS VERIFICATION**

Applicants to the Plastic Surgery Match are required to submit a “Physician Information Profile” by applying through the Federal Credentials Verification Service (FCVS). The FCVS application is available online at: <http://www.fsmb.org/fcvs.html>. Main telephone number: 888-275-3287.

FCVS verifies: identity; medical education; postgraduate training; examination history; Board Action; AMBS certification.

**Please allow FCVS 60-90 days for completion of the credentials verification process.**

## **EXTRA SUPPORT DOCUMENTS**

Only the following additional documents are accepted:

- ECFMG
- AOA Election Letter
- 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.

## **APPLICANT EVALUATION STATUS LETTER IN CALIFORNIA (applicable to IMGs applying to programs in California only)**

Programs in California require that International Medical Graduates submit an Applicant Evaluation Status Letter issued by the Medical Board of California. Please note that submission of this letter is only applicable to programs in California and is not distributed by CAS. Applicants must send non-CAS documents directly to the programs.

## **EXAMPLE OF DOCUMENTS NOT DISTRIBUTED BY CAS**

These are other examples of documents not distributed by CAS:

- CVs and Resumes
- 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, state the reason on a separate sheet of paper. 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. 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 it. 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.

## SELECTING YOUR PROGRAMS

### Initial CAS Distribution List Forms and Fees

With your completed application materials, you must submit your online distribution list and the distribution fee. Initial distribution list and 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. 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.

### 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” - accessed by clicking “Shortcut to all Forms” button on the left navigation bar. There is a \$20 fee for this service (confidential letters of reference are not returned).

## 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 submitting your CAS package, be sure that you have all the following **REQUIRED** items:

- Completed CAS Application Form (**On-line Submission**)
- Distribution List (**On-line Submission**)
- USMLE Scores or equivalent score reports
- Three (3) letters of reference
- Medical School Transcript(s)
- ECFMG (applicable to International Graduates)
- A photocopy of the American Board of Plastic Surgery, Inc. Resident Registration and Evaluation of Training Form Confirmation Letter
- FCVS

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 CAS**

Phone: 415.447.0350  
help@sfmatch.org

SF Match  
655 Beach Street  
San Francisco, CA 94109