

# SF Match 2008-2009

Plastic Surgery

Central Application Service (CAS) Instruction Manual

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# **Introduction to CAS**

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## **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 pay an additional fee for this service. The use of CAS assures that applications are uniform, complete and distributed in an orderly fashion.

The CAS form is available online for download to your desktop in an editable PDF format. Save the form to your computer for completion. You do not have to be online and fill out the form at once. Please check your data prior to sending your application. Substitutions/corrections can not be made once your application has been scanned and/or distributed to the programs. Mistakes on your application must be communicated to the programs directly. **DO NOT** add pages to your CAS application as they will not be distributed.

The CAS application can be downloaded from the following page on the SF Match website:

[http://www.sfmatch.org/residency/plasticsurgery/central\\_application/cas\\_application.htm](http://www.sfmatch.org/residency/plasticsurgery/central_application/cas_application.htm)

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 (letters of reference are only returned if access is retained).

**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 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:

- Completed and signed CAS Application Forms
- CAS Distribution List & Payment
- 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/fevs.html>. Main phone: (817) 868-4000

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 FCVS) 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:

**CAS Materials must be sent to:**

SF Match  
655 Beach Street  
San Francisco, CA 94109

**Check Payments must be sent to:**

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

\*\* include check coupon

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

**PROCESSING AND DISTRIBUTION OF APPLICATIONS**

Processing and distribution of applications containing all required materials is generally completed within 14 - 21 days. COMPLETE APPLICATIONS (containing all required materials) containing all required materials will be processed and distributed in the order in which they are received. INCOMPLETE applications will be held until all required materials are received.

**Applications will receive an email confirmation when all required materials have been received.**

**CAS DISTRIBUTION LIST**

All applicants must complete a **Distribution List** specifying the programs to receive their application and materials. The form can be downloaded from:

[http://www.sfmatch.org/residency/plastic\\_surgery/central\\_application/about\\_cas\\_distributionlists.htm](http://www.sfmatch.org/residency/plastic_surgery/central_application/about_cas_distributionlists.htm)

Applicants can use Adobe Reader to fill out the form and submit it electronically. Programs on your distribution list do not have to be listed in the order of preference. Your application will be distributed simultaneously to the programs you select. Use your login information (the one sent with your Match Registration Confirmation) to access the online directory of available programs. Please do not use any materials that are not published by our office to fill out our forms.

Applications will receive an email confirmation including a list of programs and payment information upon processing of their distribution 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

**NOTE:** Applications will not be distributed until all required materials have been received. The SF Match system is set up to only accept one Initial Distribution List per applicant. Subsequent Initial Distribution Lists are automatically rejected by our system.

## **Supplemental Distributions**

Applicants who wish to apply to more programs after submission of their initial CAS distribution list, must use the Supplemental List Form and pay \$35 per program. It is therefore to your advantage not to submit your list in stages. **Applicants who desire to distribute applications to additional programs after submission of an initial distribution list should use the same form by checking the box that indicates you have previously submitted a distribution list.**

## **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      →      Mon., September 1, 2008

### **Please note that these TARGET dates are NOT DEADLINES.**

It is the applicant's responsibility to contact each program for individual deadline dates and to submit materials to CAS at least 2 weeks prior to 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. Some programs choose to list their deadlines in the online directory listing. If a program's deadline is not listed, please call the program directly.

## **CONTACT CAS**

Phone: 415.447.0350  
help@sfmatch.org

SF Match  
655 Beach Street  
San Francisco, CA 94109

## 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, 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: (817) 868-4000.

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

**NOTE:** Do not add pages to your 9-page CAS form as they will not be distributed.

## **MISSING DOCUMENTS**

If you are unable to provide a document, state the reason on a separate. 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.

## CAS CHECKLIST

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

- Completed and signed 9-page CAS Application Forms
- Distribution List Form & Payment- [http://www.sfmatch.org/forms/cas/PSdistribution\\_NEW\\_sup.pdf](http://www.sfmatch.org/forms/cas/PSdistribution_NEW_sup.pdf)
- 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.