Central Application Service (CAS)
Applicant Instructions
Orthopaedic Shoulder and Elbow Fellowship Match

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Orthopaedic Shoulder and Elbow Fellowship

CAS Instructions

Overview
The Central Application Service (CAS) is a service provided through the SF Match office that distributes applications to training programs. The use of CAS is mandatory, and assures that applications are uniform, complete, and distributed in an orderly fashion.

The CAS does not evaluate applicants’ credentials or eligibility to apply to any of the participating programs.

Update “My Profile” and “Academic Information”
Once registered, login to your SF Match account to review and update “My Profile” and “Academic Information”. It is critical that you input these data as training programs are able run searches based on this information. You must remember to update your account when new information becomes available.
The Applicant's Responsibility
The CAS requires applicants to manage their online account information and be responsible for the status of all required documents. Applications are only distributed when they are deemed complete.

Requirements for Uploading Documents Online

Applicants have the ability to upload many documents for their CAS application submission. Each document must be clear and legible. For example, Do NOT take pictures of your documents and submit this as a supporting document. Poor quality scans will be rejected and delay your CAS application processing time. Remember that the programs reviewing your application receive the exact version of the digital file that you upload and often print out these documents. Therefore, it’s in your best interest to furnish professional clean documents. **Every document we receive MUST be in an unsecured PDF format. Microsoft Word documents and other formats will NOT be accepted “as is”, and must first be converted by you to an unsecured .pdf document prior to upload.

Required documents
The requirements for a complete application are listed below:

1. Completed CAS Application Form
2. Current Curriculum Vitae
3. Three (3) letters of reference
4. CAS Distribution list and payment

Applicant Categories
The SF Match system groups applicants into 4 different categories. Check your applicant category and review the instructions for submitting supporting documents to complete your application:

<table>
<thead>
<tr>
<th>Applicant Category</th>
<th>Description</th>
<th>Instructions for document submission on page</th>
</tr>
</thead>
<tbody>
<tr>
<td>US-MD</td>
<td>Applicants from US allopathic medical schools</td>
<td>Page 4</td>
</tr>
<tr>
<td>US-DO</td>
<td>Applicants from US osteopathic medical schools</td>
<td>Page 4</td>
</tr>
<tr>
<td>CAN</td>
<td>Applicants from Canadian medical schools</td>
<td>Page 5</td>
</tr>
<tr>
<td>IMG</td>
<td>Applicants from medical schools outside US or Canada</td>
<td>Page 5</td>
</tr>
</tbody>
</table>

All digital documents must be in unsecured .pdf format
Submitting Documents

**Instructions for US-MD applicants**
You may upload all documents except for the three required letters of reference. These letters should be mailed together in a single package to SF Match’s CAS office.

If the letters are confidential, please submit the letters in their individual sealed and signed envelopes. Please be sure to include your 5-digit applicant ID and specialty match name in all correspondences with SF Match.

Mail package to:
SF Match – CAS department
655 Beach Street
San Francisco, CA 94109
*(No weekends/holidays delivery)*
Phone: 415-447-0350

Below is a list of documents and upload source for each:

<table>
<thead>
<tr>
<th>Documents</th>
<th>Upload by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed CAS application form</td>
<td>Applicant (completes and submits form online)</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>Applicant (online submission)</td>
</tr>
<tr>
<td>Letters of reference</td>
<td>Mail hardcopy to SF Match’s CAS office</td>
</tr>
</tbody>
</table>

**Instructions for US-DO applicants**
You may upload all documents except for the three required letters of reference. These letters should be mailed together in a single package to SF Match’s CAS office.

If the letters are confidential, please submit the letters in their individual sealed and signed envelopes. Please be sure to include your 5-digit applicant ID and specialty match name in all correspondences with SF Match.

Mail package to:
SF Match – CAS department
655 Beach Street
San Francisco, CA 94109
*(No weekends/holidays delivery)*
Phone: 415-447-0350
Below is a list of documents and upload source for each:

**Document Submission for US-DO applicants**

<table>
<thead>
<tr>
<th>Documents</th>
<th>Upload by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed CAS application form</td>
<td>Applicant (completes and submits form online)</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>Applicant (online submission)</td>
</tr>
<tr>
<td>Letters of reference</td>
<td>Mail hardcopy to SF Match’ CAS office</td>
</tr>
</tbody>
</table>

**Instructions for Canadian applicants**

Applicants from Canadian medical schools may upload all documents except for the three required letters of. These letters should be mailed together in a single package to SF Match’s CAS office. If the letters are confidential, please submit the letters in their individual sealed and signed envelopes. Please be sure to include your 5-digit applicant ID and specialty match name in all correspondences with SF Match. Mail package to:

SF Match – CAS department  
655 Beach Street  
San Francisco, CA 94109  
*(No weekends/holidays delivery)*  
Phone: 415-447-0350

**Document Submission for Canadian applicants**

<table>
<thead>
<tr>
<th>Documents</th>
<th>Upload by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed CAS application form</td>
<td>Applicant (completes and submits form online)</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>Applicant (online submission)</td>
</tr>
<tr>
<td>Letters of reference</td>
<td>Mail hardcopy to SF Match’ CAS office</td>
</tr>
</tbody>
</table>

**Instructions for IMGs**

Graduates from medical schools outside US and Canada may upload all documents except for the three required letters of reference. These letters should be mailed together in a single package to SF Match’s CAS office. If the letters are confidential, please submit the letters in their individual sealed and signed envelopes. Please be sure to include your 5-digit applicant ID and specialty match name in all correspondences with SF Match and mail package to:

SF Match – CAS department  
655 Beach Street  
San Francisco, CA 94109  
*(No weekends/holidays delivery)*  
Phone: 415-447-0350
Document Submission for IMG applicants

<table>
<thead>
<tr>
<th>Documents</th>
<th>Upload by/Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed CAS application form</td>
<td>Applicant (completes and submits form online)</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>Applicant (online submission)</td>
</tr>
<tr>
<td>Letters of reference</td>
<td>Mail by Applicant to SF Match’ CAS office</td>
</tr>
<tr>
<td>ECFMG certificate</td>
<td>Applicant (online submission)</td>
</tr>
</tbody>
</table>

Description of Documents

All digital documents must be in unsecured .pdf format

CAS application form

The CAS application form must be completed and submitted prior to uploading any documents into your SF Match account.

To edit your CAS form, login to your SF Match account and go to the “Application” tab, then click on the red “View/Edit” button in the “CAS Application Form” box. You are not required to fill out the entire application at one time. Use the “Save” button for the CAS application form frequently when you are logged in. If you are copying and pasting information from a word processing application, use only plain text. Once your data has been copied in plain text, text formatting such as bold, italics and underline can be used within the CAS Application form. Prior to submitting the application form, be certain to review your data input by selecting the “Preview” button. When the form has been completed, select the “Submit” button (located on Research Activities tab).

Once submitted, the CAS form is converted into PDF format so programs can view the application in a standardized format. **No substitutions/corrections can be made once your application has been distributed to programs.** Because the data is transferred to PDF, there is also a line limitation. Please use the “Preview” button to ensure no text is omitted.
Any mistakes you discover on your application after distribution has occurred must be communicated to programs directly.

Curriculum Vitae (C.V.)

Provide a copy of your updated C.V. and upload in .pdf format. DO not attach photo with C.V.

Letters of reference

Three (3) letters of reference are required for review by the programs. **No more, no less.** Submit one (1) letter from your department chair and one (1) letter from your program director (if they are different).

If you have requested a confidential letter, indicate so on your CAS application form and ask the author to return the letter to you in a sealed envelope. **DO NOT** open the sealed envelopes. Letter writers can address their letters to either “Dear Program Director” or “Dear Review Committee”.

Mail your package to:

SF Match – CAS department
655 Beach Street, San Francisco, CA 94109
Phone: 415-447-0350

Note to International Medical Graduates (IMGs): It is understood 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 8½” x 11” paper. Translated copies must be professionally notarized.

Missing documents

If you are unable to provide a required 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. For example, if your medical school transcript 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 document. Once you receive the document, contact the SF Match office and we will forward you a link to upload the file 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.

Selecting Training Programs

The program directory contains a list of participating programs in the match. While viewing the program
directory, select the check box in the upper left hand corner of each program that is of interest. After choosing the program, the program will be added to “Your Cart”. When you have chosen the programs to apply with, select the “Your Cart” button to checkout and continue with payment.

We strongly encourage applicants to contact each program prior to applying in order to be certain that the program eligibility requirements can be met.

**CAS Fees**

Initial CAS distribution list fees

After submitting your completed application materials, you must submit your online distribution list and the appropriate distribution fee. Distribution fees increase progressively as follows:

<table>
<thead>
<tr>
<th>Number Of Distributions</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>$60 (flat fee)</td>
</tr>
<tr>
<td>11-20</td>
<td>$10 per program</td>
</tr>
<tr>
<td>21-30</td>
<td>$15 per program</td>
</tr>
<tr>
<td>31-40</td>
<td>$20 per program</td>
</tr>
<tr>
<td>41+</td>
<td>$35 per program</td>
</tr>
</tbody>
</table>

**Adding more programs**

You may apply to additional programs after your initial CAS distribution list has been submitted. The 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 for CAS distribution fees**

Distribution fees may be paid only by a Visa or a MasterCard.

**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). However, it is important to note 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.

**Processing time**

Distribution of your complete application may take up to 2 weeks from the time your application is deemed complete. COMPLETE applications will be processed and distributed in the order in which they are received. INCOMPLETE applications are held until all required documents have been received.

**CAS target date**

CAS does not set deadlines. We will process and distribute your application until the rank list deadline. We do suggest, however, that you submit your application to our office before the following TARGET date: **Wednesday, October 11, 2017**

The target date is not a deadline. Submitting your complete CAS application to our office by the suggested target date does not guarantee that you will meet all of the individual deadlines set by each
of the programs. We include the target date in order for you to assess when to submit your application in order to meet MOST of the programs’ deadlines.

**Message inbox**

Programs may send a message to you through the SF Match system. This is optional for programs, and not required. If a program sends a message through the SF Match system, you should receive an e-mail (to your user name account) as well as receive the message in your SF Match account inbox. To view messages, select the envelope icon located on the top right hand sided of the page next to your user name. The messages are view only. To reply, log into your e-mail account and reply.

**Photos**

Photos are optional and can be uploaded through your SF Match account.

In the “My Profile” box in your account click the “Edit Profile Picture” link. Then click “Choose File” and select your photo. The photo will be displayed once it has been uploaded. Programs will have access to your photo after you have been invited to an interview.

**Checking applications status**

Please log into your SF Match online account to view the status of your documents in the “Application” tab. The status of each document will be marked with a date in the “Received” column. Please allow five (5) business days from the time the application materials are received by our office, to show as “Received” in your profile. 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. In the “Application” Tab, under the status column, “Distributed” will appear next to each document that programs have access to.

**Contact SF Match**

SF Match
655 Beach Street
San Francisco, CA 94109
Phone: 415-447-0350
Fax: 415-561-8535
Email: help@sfmatch.org
www.sfmatch.org

Monday – Fridays 8:30 AM – 5:00 PM