

# 2008 Introduction to CAS – Ophthalmology Fellowship

## CAS Target Date – Wednesday, July 23, 2008

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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 fill out one CAS application form and provide one set of support documents. The use of CAS assures that applications are uniform, complete and distributed in an orderly fashion.

All Ophthalmology Fellowship subspecialties, except for Neuro-Ophthalmology and Pathology are setup to receive CAS. For initial distribution, applicants are allowed to distribute up to 8 applications free of charge. A supplemental distribution fee applies to additional and/or subsequent distributions.

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

### 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 and Payment
- 3 letters of reference (one must be from a Chair and one from a Subspecialist)

Please note that some programs may request additional support documents not distributed by CAS. Additional non-CAS documents must be sent directly to the program.

Once the necessary documents have been assembled you will send all documents 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:

**SF Match  
Ophthalmology Fellowship CAS  
655 Beach Street  
San Francisco, CA 94109**

**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) will be processed and distributed in the order in which they are received. INCOMPLETE applications will be held until all required materials are received.

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

## CAS DISTRIBUTION LIST

You may download the Distribution List from our website by selecting the form from the “Shortcut to all Forms” button on the left navigation bar.

The Distribution list is in editable PDF format. 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. You will need to fill out your distribution list using the program’s 5-digit registration number and name as it appears in the directory. An email confirmation will be sent to you once we have entered your distribution choices in our system.

You are allowed to request distributions up to 8 programs at no cost. Please note that the free distributions only apply to INITIAL DISTRIBUTION (first time your list is submitted). Additional programs cost \$35 per program regardless of how many programs you had on your first distribution.

**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. You can submit additional programs at a later time and the form will allow you to indicate a supplemental distribution outlined below.

### Supplemental Distributions

Applicants who wish to apply to more programs after submission of their initial CAS distribution list will need to 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 must use the Supplemental Distribution List.**

### CAS Distribution Fee Payment

If you are submitting an Initial Distribution List with more than 8 programs, or a supplemental distribution request, you must pay your CAS distribution fee. CAS fees can be paid by Visa/MasterCard, personal check, cashier’s check or money order. To pay your fee using your Visa/MasterCard, provide your credit card information on your Distribution List form. You will be charged when your distribution list is entered in our system. Check payments must be mailed with a check coupon to a separate mailing address. If you are paying by check, please indicate on your distribution list form, print the check coupon and mail it with your check to:

**SF Match  
c/o Wells Fargo Lockbox Services  
SF Match Dept #34059  
3440 Walnut Avenue, Building A, 2<sup>nd</sup> Floor  
Fremont, CA 94538**

Please make checks payable to Ophthalmology Fellowship Match and write your 5-digit registration number on your check.

## CAS TARGET DATE 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 **Wednesday, July 23, 2008** as an attempt to meet most programs' deadlines.

**Please note that the CAS TARGET date is NOT A DEADLINE.**

It is the applicant's responsibility to contact each program for individual deadline dates and to submit materials to CAS at least 3 weeks prior to the 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. Most programs choose to list their deadlines in the online directory. If a program's deadline is not listed, please call the program directly.

## DESCRIPTION OF REQUIRED DOCUMENTS

### 6-page CAS Application Form

The CAS application form is available for download at [www.sfmatch.org](http://www.sfmatch.org). The 6-page CAS application form is in editable PDF format which allows users with free Adobe edit the form while with an Internet connection. Please note that due to limitations of the free Adobe Reader, you will not able to save the form unless you have the full version of the Adobe Acrobat installed on your computer. More information about Adobe products, please visit their website at [www.adobe.com](http://www.adobe.com).

NOTE: Before mailing your CAS application package to our office, make sure all your data is correct as it is not possible to make corrections to an application after we begin to process it. Do not attach additional pages to the CAS application as they will not be distributed.

### Letters of Reference

You must submit three (3) ORIGINAL letters of reference for review by the programs. **No more, No less.** One letter must come from a Chair and one from a Subspecialist.

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 **8 ½" x 11" or A4** paper. Translated copies must be professionally notarized.

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

## MISSING DOCUMENTS

If you are unable to provide a document, state the reason on a separate page. 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. You are encouraged to explain on your note 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 6-page CAS Application Forms
- Initial Distribution List Form and payment
- Letter from a Chair
- Letter from a Subspecialist
- Third reference letter.

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 Us

### Mailing address for CAS application

SF Match  
Ophthalmology Fellowship CAS  
655 Beach Street  
San Francisco, CA 94109

**Phone:** 415-447-0350

**Fax:** 415-561-8535 fax

**Email:** help@sftmatch.org

**Website:** www.sftmatch.org

### Mailing address for check payments

SF Match  
c/o Wells Fargo Lockbox Services  
SF Match Dept #34059  
3440 Walnut Avenue, Building A, 2<sup>nd</sup> Floor  
Fremont, CA 94538

*(please write your 5-digit SFMatch registration number on your check and mail it with check coupon)*