Central Application Service (CAS)
Applicant Instructions
Abdominal Transplant Surgery Fellowship Match

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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.

SF Match requires applicants to manage their online account information and be responsible for monitoring the status of all required documents. Track the status of your application and required documents frequently.

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:

Applicant Category	Description
US-MD	Applicants from U.S. allopathic medical schools
US-DO	Applicants from U.S. osteopathic medical schools
CAN	Applicants from Canadian medical schools
IMG	Applicants from medical schools outside U.S. or Canada



Submitting Documents

Instructions for US-MD applicants

Online instructions: Applicants have the ability to have *all of the documents for their CAS application submission uploaded electronically. **Please refer to the "Document Submission" table below for each specific upload source.**

Mail instructions: If the letter writer prefers not to upload the letter and it is confidential, please collect the letter of reference from them in their individual sealed and signed envelope. Any documents which are not uploaded should be mailed together to the SF Match office at one time in a single package.

Please be sure to include your 5--digit applicant ID and specialty match name on 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-MD applicants	
Documents	**Upload by**
Personal Info	Applicant (completes online)
Required Supplemental Form	Applicant (completes and submits form online)
Personal Statement	Applicant (completes and assigns online)
Curriculum Vitae	Applicant (online submission)
3 Letters of recommendation	Letter writer (online submission) (applicant assigns)

Instructions for US-DO applicants

Online instructions: Applicants have the ability to have *all of the documents for their CAS application submission uploaded electronically. **Please refer to the "Document Submission" table below for each specific upload source.**

Mail instructions: If the letter writer prefers not to upload the letter and it is confidential, please collect the letter of reference from them in their individual sealed and signed envelope. Any documents which are not uploaded should be mailed together to the SF Match office at one time in a single package.

Please be sure to include your 5--digit applicant ID and specialty match name on 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	
Documents	**Upload by**
Personal Info	Applicant (completes online)
Required Supplemental Form	Applicant (completes and submits form online)
Personal Statement	Applicant (completes and assigns online)
Curriculum Vitae	Applicant (online submission)
3 Letters of recommendation	Letter writer (online submission) (applicant assigns)

Instructions for Canadian applicants

Online instructions: Applicants have the ability to have *all of the documents for their CAS application submission uploaded electronically. **Please refer to the "Document Submission" table below for each specific upload source.**

Mail instructions: If the letter writer prefers not to upload the letter and it is confidential, please collect the letter of reference from them in their individual sealed and signed envelope. Any documents which are not uploaded should be mailed together to the SF Match office at one time in a single package.

Please be sure to include your 5--digit applicant ID and specialty match name on 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 Canadian applicants**	
Documents	**Upload by**
Personal Info	Applicant (completes online)
Required Supplemental Form	Applicant (completes and submits form online)
Personal Statement	Applicant (completes and assigns online)
Curriculum Vitae	Applicant (online submission)
3 Letters of recommendation	Letter writer (online submission) (applicant assigns)

Instructions for IMGs

Online instructions: Applicants have the ability to have *all of the documents for their CAS application submission uploaded electronically. **Please refer to the "Document Submission" table below for each specific upload source.**

Mail instructions: If the letter writer prefers not to upload the letter and it is confidential, please collect the letter of reference from them in their individual sealed and signed envelope. Any documents which are not uploaded should be mailed together to the SF Match office at one time in a single package.

Please be sure to include your 5--digit applicant ID and specialty match name on 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 IMG applicants	
Documents	**Upload by**
Personal Info	Applicant (completes online)
Required Supplemental Form	Applicant (completes and submits form online)
Personal Statement	Applicant (completes and assigns online)
Curriculum Vitae	Applicant (online submission)
ECFMG Certificate	Applicant (online submission)
3 Letters of recommendation	Letter writer (online submission) (applicant assigns)

Photos

A photo can be uploaded through your SF Match account. On the Summary tab, click the button next to "Upload Profile Image" on your task list. Programs you apply to will have access to your photo after you have been invited to an interview.

Message Inbox

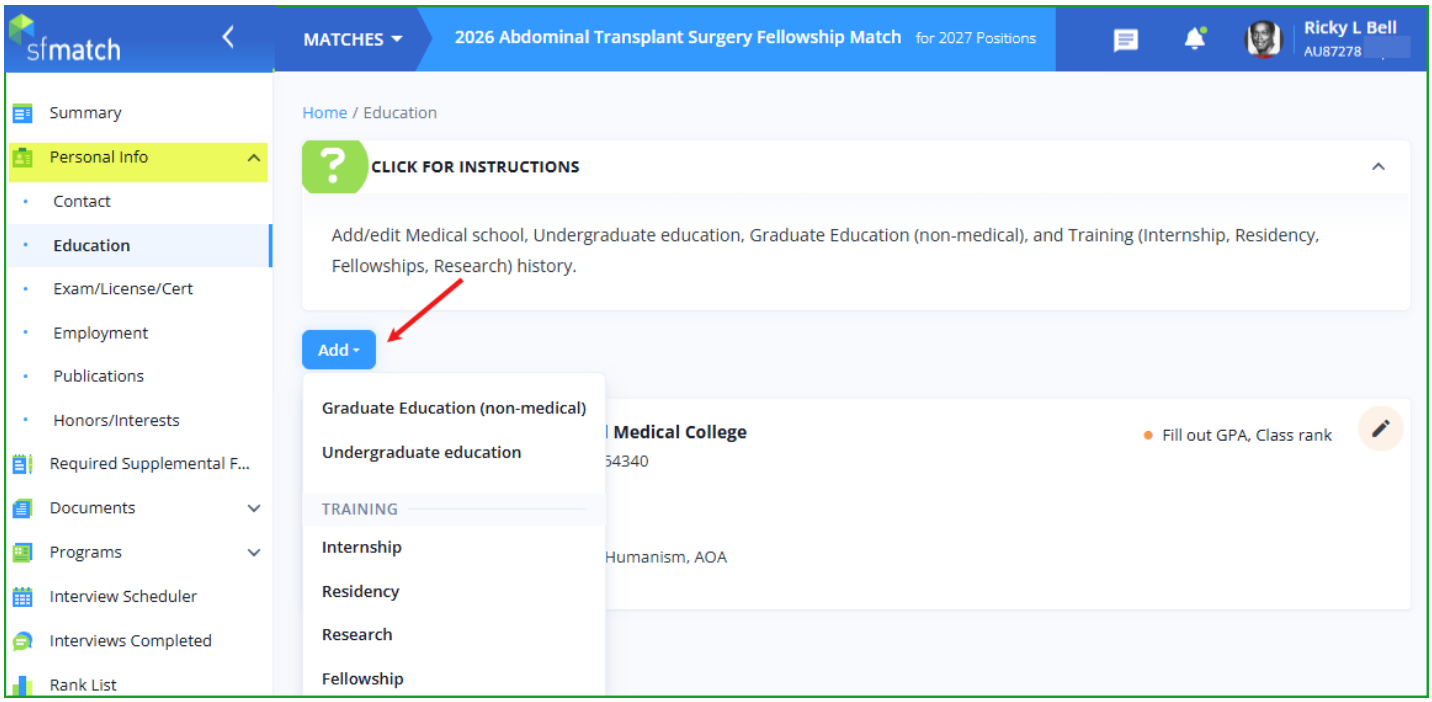
Programs may send a message to you through the SF Match system. This is optional for programs, not required. If a program sends a message through the SF Match system, you should receive an e-mail (to your user name account) as well as receive the message in your SF Match account inbox. To view messages,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

NOTE: Many e-mail domains have high security settings and may block messages sent from the SF Match domain. The messages are duplicated in your SF Match account. **It is imperative that you remember to login to your SF Match account frequently to ensure no messages are missed and go unread.**

Personal Info:

- Contact – Enter main address and permanent address (if different from main)
- Exams/Licenses/Certs - Input exam history, licenses and ECFMG certificate (IMGs) info
- Education – Enter all medical school, undergraduate, graduate (non-medical), internship, residency, and fellowship history.
- Employment - Add employment history.
- Publications – Select publication type and enter required info.
- Honors/Interests – Add Honors, awards, achievements, other research activities, hobbies and interests.

NOTE: Your Personal Info can be dynamically updated anytime during the match cycle.

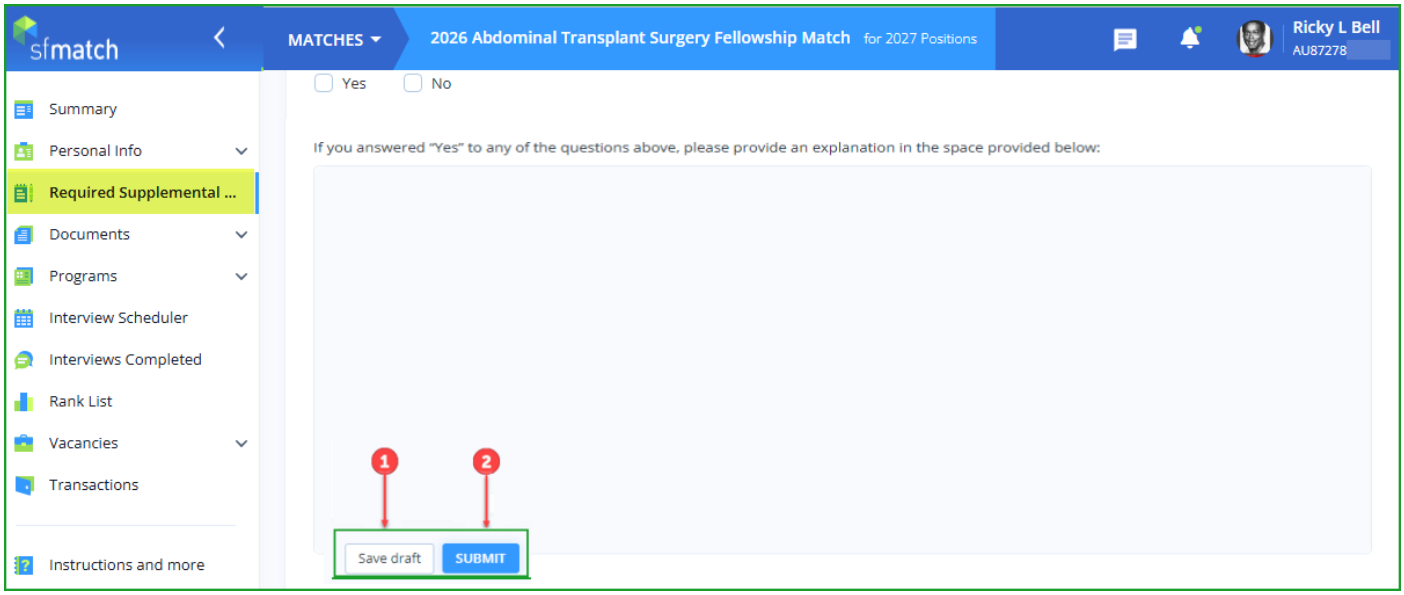


Required Supplemental Form:

You must submit your required supplemental form before your application is considered complete. Be sure you take the time to carefully review your information **prior** to submitting the form. Submit only after you have thoroughly reviewed your completed application form and are satisfied with the formatting and content. Once submitted, the form is converted into a Portable Document Format (PDF) so programs can view the application in a standardized format in this **final and uneditable** version.

NOTE: No substitutions/corrections can be made after your required supplemental form has been distributed to the programs. Any mistakes you discover on your required supplemental form after distribution has occurred cannot be reversed and must be communicated by you to programs directly.

HELPFUL HINT: You are not required to fill out the entire application at one time. Use the "Save" **(1)** button frequently when you are logged in. **IMPORTANT**: Remember to submit" **(2)** after carefully reviewing your answers. Your application will be considered "incomplete" unless you **"submit"** your required supplemental form.



Description of Documents:

Global - Global documents are seen by every program that you apply to. Click the "Upload" button and choose the appropriate file to upload. **The documents should fit within the frame of the preview screen prior to confirming upload.** If it does not fit within the preview frame, please re-scan to a smaller size. The documents that you have permissions to upload will be presented to programs exactly in the size as your view displays. Documents uploaded should be 8 ½ x 11 format (not legal sized/oversized formats). Every document you upload must be scanned into an unsecured pdf file. MS Word documents will not be accepted and must be converted by you into an unsecured pdf document prior to upload. The file must not be password protected or exceed 5mb in size.

NOTE: Once your document has been submitted to a program, no substitutions or corrections can be made. If you discover any mistakes after applying to a program you will need to contact the program(s) directly.

Helpful tip: Do not use your smart phone to take pictures of your documents and upload them. Remember, 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 present professional, clean documents.

The following Global documents are required to be received before your application is considered complete:

Curriculum Vitae (C.V.):

Provide a copy of your updated C.V. in .pdf format only. Do NOT attach photo with C.V.

Personal Statement(s):

The personal statement is an autobiographical sketch or summary of your life, who are and your aspirations. You can create multiple personal statements (if desired). One personal statement must be assigned to each program that you apply to. **The personal statement should not exceed 1,000 words.**

NOTE: You can create multiple personal statements. Save each personal statement you create and refer to the file name when assigning the statement to programs.

HELPFUL TIP: If you intend to copy and paste your Personal Statement or other information created from a word processing application, use plain text ONLY. The online application form will NOT recognize nor convert special formatting features (e.g. bold, italics, different font size, etc.) that are created in MS Word (or other similar applications), and then copied and pasted onto the Application Form. Instead, after your copied data has been pasted in **plain text**, these text formatting special features such as bold, italics and underline can be used **within** the online form.

Letters of recommendation (LOR):

Three (3) letters of recommendation are required for review by the programs. **No more, no less**.

Letters must be less than two years old, and it is recommended that one letter be from your current program director or chair of surgery.

You may request your letter writers to upload the letters of recommendation directly into the SF Match system. Go to the "Documents" tab in your SF Match account and select "LOR". Enter the letter writer's contact information to submit the request. An e-mail will be sent from SF Match to the author including a hyperlink that allows them to upload the letter of reference in .pdf format into the SF Match system. After you have submitted the request to the authors, make sure you remember to follow-up with them directly to ensure they have received the e-mail from SF Match and are able to upload the letter.

NOTE: There is no limit to how many letters of recommendation you can request, however you can only assign three letters to each program you apply to.

Additional/Expected documents

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

- ECFMG certificate (applicable to international graduates) is not a required document but should be provided to SF Match as soon as it becomes available.

Program Deadlines

Most training program deadlines are listed in the program directory, however, please be aware that CAS does NOT set program application deadlines or requirements. In addition, CAS is not always notified of program changes, therefore we always recommend that you contact the program directly to confirm this information. For best results, submit the complete CAS application one (1) week prior to the earliest deadline you would like to meet.

NOTE: 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). Please be aware that applications which arrive to the programs after their deadline may not receive the same priority from the programs' review committees as applications received on time.

Applying to Programs

The program directory contains a list of participating programs in the match. While viewing the program directory, select the "Save" button for each program that is of interest. After choosing the program, the program will be added to "Saved" tab. When you have chosen the programs to apply with, select the "Apply to Selected" button to continue with confirmation and 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.

Application Fees

Initial CAS distribution fees

After submitting your completed application materials, you must submit your online distribution list and pay the appropriate fees.

Distribution fees increase progressively as follows:

Number of Distributions Fees:

Number of Distribution	Cost
1-10	$60 (flat fee)
11-20	$10 per program
21-30	$15 per program
31-40	$20 per program
41+	$35 per program

Applying to additional programs

You may apply to additional programs after your initial CAS distribution list has been submitted, but please keep in mind that the supplemental distribution fee increases to $35 per program (after your first initial list has been submitted, even if it only includes 1 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.

Assigning Documents

Assign three letters of recommendation and one personal statement to each program you apply to.

Instructions for Assigning Personal Statements and Letters of Reference

By individual program:

- Click on the **Assign Documents to Program** button for the individual program then click on **Assign Documents** after making your selection(s).

In Bulk:

- Select the programs you wish to assign the same personal statement and/or same letter of reference(s) by checking the boxes next to each program ID and Name.
- Click on **Assign to Selected**, then click on **Assign Documents** after selections are made.

Interview Scheduler

When you are notified of an interview invitation, go to the Interview Scheduler page. You will see the calendar dates available to accept a date to interview at a program. You can accept or decline an interview invitation.

WHAT MAKES YOUR APPLICATION COMPLETE?

Complete Your Personal Information

Try to complete your Personal Information sections before applying to programs. Your personal information is displayed to the program after you apply.

Submit Required Supplemental Form

You can save your required supplemental form but you must submit your required supplemental form before your application is considered complete.

Upload All Required Documents

Upload all of your required documents. Please note that some documents may need to be uploaded by your Medical School. Please refer to your Global Documents page.

Assign Personal Statements and LORs

You may assign different personal statements and LOR's to each program. You must assign the required amount to each program for your application to be complete for that program.

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 can also look at the programs listed under the Completed section on your Programs page, Applied tab.

Contact SF Match

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

Monday – Fridays 8:30 AM – 5:00 PM (Pacific Time)