# Central Application Service (CAS)
# Applicant Instructions
# Pediatric Anesthesiology Fellowship

## 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 |


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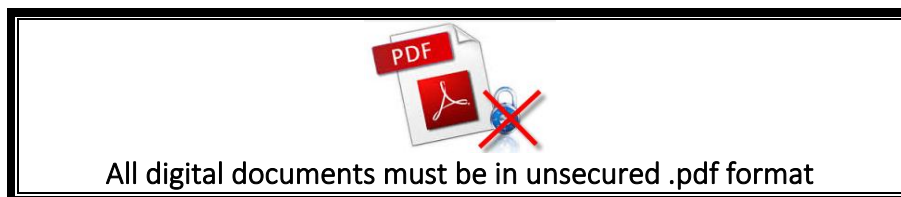
## Submitting Documents

**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) |
| Medical School Transcript(s) | Applicant or Medical School (online submission) |
| USMLE Steps 1, 2 and 3 (or equivalent) | Applicant (online submission) |
| ABA BASIC Exam Scores | Applicant (online submission) |
| MSPE | Applicant or Medical School (online submission) |
| 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) |
| Medical School Transcript(s) | Applicant or Medical School (online submission) |
| COMLEX Steps 1, 2 and 3 (or equivalent) | Applicant (online submission) |
| ABA BASIC Exam Scores | Applicant (online submission) |
| MSPE | Applicant or Medical School (online submission) |
| 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) |
| Medical School Transcript(s) | Applicant (online submission) |
| MCCQE 1 (or equivalent) | Applicant (online submission) |
| MSPE | Applicant (online submission) |
| 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) |
| Medical School Transcript(s) | Applicant (online submission) |
| USMLE Steps 1, 2 and 3 (or equivalent) | Applicant (online submission) |
| MSPE | Applicant (online submission) |
| ECFMG Certificate | Applicant (online submission) |
| 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)
- Education – Enter all medical school, undergraduate, graduate (non-medical), internship, residency, and fellowship history.
- Exams/Licenses/Certs - Input exam history, licenses and ECFMG certificate (IMGs) info
- 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 draft" **(1)** button (frequently when you are logged in. **IMPORTANT**: Remember to submit" **(2)** after reviewing your answers. Your application is considered "incomplete" unless you press "submit".

## 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:

**Personal Statement(s)**: **(3 required components)**

> **For your personal statement, please answer question #1 then select 2 of 4  (2a - 2d) of the essay questions below and limit each answer to 300 words.**

**Question 1:** What particular personal qualifications and characteristics will allow you to become an effective consultant in pediatric anesthesiology, and why is it important to you to become a pediatric anesthesiologist.

**Question 2:** Please choose two of the following questions and answer each one. Please be sure to copy and paste the question you have chosen to answer just above each response.

**2a**. How will the completion of a pediatric anesthesiology fellowship allow you to further your goals?
**2b.** Describe what you consider to be your most significant contribution or achievement, including the impact you made.
**2c.** Being a part of hospital leadership should be important to anesthesiologists. What role do you think you might take within the leadership structure of your future hospital?
**2d.** Describe a challenging situation in your life or career and what you learned from it.

**PRO TIPS FOR COMPLIANCE:**

**TIP 1**: Each Personal Statement you create must contain all three mandatory essay components on one document (3 essay questions) and should be saved as one file. DO NOT make the mistake of creating 3 separate files for each essay question. The system will only allow you to assign 1 personal statement document to each program you apply to.

**TIP 2**: Remember to copy and paste the three essay questions you'll answer onto the same personal statement document.

**TIP 3**: You can create and save multiple personal statements; however, you can only assign one version to each program you apply to. Save each personal statement you create with an identifiable file name and refer to this file name when assigning the statement to programs.

**TIP 4**: Once you have applied to a program with an assigned personal statement, you may NOT make any substitutions after it has been successfully delivered through the SF Match system. IMPORTANT: Double-check your list before you press apply to ensure you have assigned the correct personalized statement to the desired corresponding program.

**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.

## Medical School Transcript(s):

**If you have a copy of your medical school transcript**: You may upload it into your online application account.

**If you do not have a copy of your medical school transcript**: You may request your Dean's office upload it into your online application account **(U.S. medical schools only)**.

**IMPORTANT: If you choose this option, there is a 2-step process**

1. You pass online document control to your Medical School by selecting the check box shown in the diagram further down below ("request") on page 11.

2. **Contact your medical school Dean's office directly to formally make this request**. (This is NOT something they will automatically transmit to us unless you contact their office and authorize them to submit it to our office on your behalf.)

Official transcripts are not required, as we do accept student issued transcripts for the application. Upload digital file in .pdf format. If you no longer have a copy of your transcript, our system allows you to send a request your medical school to upload it to your profile.

Special Note to International Medical Graduates(IMGs) IMGs: A legible 8 ½ x 11" photocopy of the medical school transcript is acceptable. All transcripts must be submitted in English, translated copies must be professionally notarized. DO NOT submit copies of the non-translated transcript, as they cannot be distributed. If your school does not provide transcripts (list of all courses taken, grades and dates), you may submit a copy of your translated diploma. Upload digital file in .pdf format.

## Medical licensing exams:
Applicants from US allopathic schools and international schools are required to upload all required USMLE report/transcript(s) as part of the initial application.

Applicants from US osteopathic schools must upload all required COMLEX 1 report/transcript(s).

Canadian applicants must upload English version of MCCQE 1 report/transcript(s).

International medical graduates must upload all required medical licensing exam score reports or transcripts, including an ECFMG certificate.

## ABA BASIC Exam Scores:

You may upload your score report into your online application account.

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

## One Letter of Reference must come from the anesthesiology residency program director.

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.

## Medical School Performance Evaluation (MSPE or Dean's Letter):

**Instructions for U.S. Graduates:**

**If you have a copy of your MSPE or medical school transcript**: You may upload it into your online application account.

**If you do not have a copy of your MSPE or medical school transcript**: You may request your Dean's office upload it into your online application account.



**IMPORTANT: If you choose this option, there is a 2-step process**

1. You pass online document control to your Medical School by selecting the check box shown in the diagram below ("request").

2. Contact your medical school Dean's office directly to formally make this request.

(This is NOT something they will automatically transmit to us unless you contact their office and authorize them to submit it to our office on your behalf.)

### Additional documents

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

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

• Additional documents which are not required for Canadians and IMG's but should be provided to SF Match as soon as it becomes available (if applicable) include ABA BASIC Exams Scores and ITE Scores.

## 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.

**PLEASE NOTE: 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 your first list submission 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.

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### 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 <u>must</u> 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.

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## 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)