

Central Application Service (CAS)
Applicant Instructions
PGY-2 Ophthalmology Residency Match

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Ophthalmology Residency 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, input and update “My Profile” and “Academic Information”. It is critical that you input these data as training programs are able run search queries based on this information. You must also remember to update your account when new information becomes available.

sfmatch
Residency and Fellowship Matching Services

jane.smith@abc.edu | Contact SF Match | Logout

My Profile

Jane Smith (ID 33345)
655 Beach Street
San Francisco, CA, 94109, United States
Phone: 4154470350
Email: careofdinawong@yahoo.com
Medical School: U California San Francisco
Year of Graduation: 2017

PHOTO NOT AVAILABLE

Edit Profile Picture

Edit

Academic Information

USMLE # 464646546

Date 3-digit Score

Step 1

Step 2 (Clinical Knowledge)

Step 2 (Clinical Skills)

Step 3

Degree Completed/In Progress

Edit

Register For Another Match

2020 Ophthalmology Residency

Summary | Instructions | Program Directory | Program Selection | Application | Interviews | Rank List/Match Result | Transactions

2020 Ophthalmology Residency Match for 2021 positions

Overview | Timetable | Announcements | Vacancies | Statistics | Helpful Links | FAQs

This is a summary of your current participation in the 2020 Ophthalmology Residency Match. Navigate through the tabs to view additional details.

Summary			
SF Match ID:	33345	Applicant:	Jane Smith
Program Selection:	1	Account Balance:	\$0
Application Status:	Complete	Pending Documents:	0

The Applicant's Responsibility

The CAS requires applicants to manage their online account information and be responsible for monitoring the status of all required documents. **Applications are distributed only when they are deemed complete.**

Requirements for Uploading Documents Online

Applicants have the option to have all of the documents for their CAS application submission uploaded electronically. Each document scanned should be clear and legible. Poor quality scans will be rejected and delay your CAS application processing time. For example, **Do NOT** use your smartphone to take pictures of your documents and submit this as a supporting document. 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 furnish professional clean documents.

HELPFUL TIPS: Every document you upload **MUST** be scanned into an *unsecured* Portable Document Format (PDF). 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. The file must **NOT** be password protected or exceed 1MB in size.

Required documents

The requirements for a complete application are listed below:

1. Completed CAS Application Form (Online Submission)
2. College Transcript(s) (Online submission)
3. Medical School Transcript(s) (Online submission)
4. USMLE/COMLEX/MCCQE Step 1 score reports/transcripts (Online submission)
5. Three (3) letters of reference (Online submission)
6. CAS Distribution list and payment (Online submission)

Expected documents

Medical School Performance Evaluation (MSPE or Dean's Letters) are not required to be part of the initial application but are expected by programs beginning October 1st. *International graduates who do not have an MSPE letter may submit a 4th reference letter instead.*

ECFMG 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

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

- Alpha Omega Alpha (AOA) election letter (applicable only to US MD applicants)
- Sigma Sigma Phi (applicable only to US DO applicants)

2020 Ophthalmology Residency

2020 Ophthalmology Residency Match for 2021 positions

CAS only distributes complete applications to programs. Your application is considered complete when your CAS application form has been submitted and all required documents received.

Click on "Letters of Reference" to enter your selected letter writers' information and submit email requests to upload your reference letters directly into your account.

Click on "CAS Application Form" to edit and submit your online CAS application form.

Click on "Required Documents" to view the status of all your support documents.

Letters of Reference: Pending Requests: 3 of 3

CAS Application Form: Status: Pending

Required Documents: Pending: 7, Received: 0

Document	Upload	Received	Source	Status	By Med School	Delete
CAS Application	online submission					
College Transcript	upload					N/A
Med School Transcript	upload					N/A
USMLE Step 1	upload					N/A
Letter of Reference 1	N/A					N/A
Letter of Reference 2	N/A					N/A
Letter of Reference 3	N/A					N/A

Expected Documents:

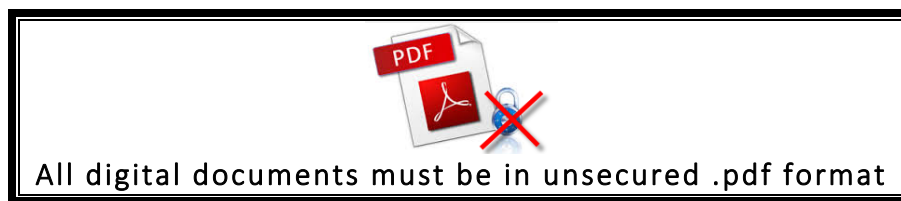
Document	Upload	Received	Source	Status	By Med School	Delete
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To view a complete list of other acceptable documents for distribution, please login to your SF Match account, go to the “Application” tab and click on “Additional Documents”.

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	Instructions for document submission on page
US-MD	Applicants from U.S. allopathic medical schools	Page 4
US-DO	Applicants from U.S. osteopathic medical schools	Page 5
CAN	Applicants from Canadian medical schools	Page 6
IMG	Applicants from medical schools outside U.S. or Canada	Page 6



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
Completed CAS application form	Applicant (completes and submits form online)
College Transcript(s)	Applicant (online submission)
USMLE Step I	Applicant (online submission)
Medical School Transcript(s)	Medical school (online submission)
Letters of reference	Letter writer (online submission)
Updated versions of medical school transcript(s)	Medical school (online submission)
MSPE Letters*	Medical school (online submission)
Additional documents approved by CAS (login to your SF Match account to view the complete list in the "Application" tab)	Applicant (online submission)

* To comply with the AAMC rules, please note that MSPE letters for seniors will only be distributed beginning October 1st.

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
Completed CAS application form	Applicant (completes and submits form online)
College Transcript(s)	Applicant (online submission)
COMLEX I	Applicant (online submission)
Medical School Transcript(s)	Medical school (online submission)
Letters of reference	Letter writer (online submission)
Updated versions of medical school transcript(s)	Medical school (online submission)
MSPE Letters*	Medical school (online submission)
Additional documents approved by CAS (login to your SF Match account to view the complete list in the "Application" tab)	Applicant (online submission)

* To comply with the AAMC rules, please note that MSPE letters for seniors will only be distributed beginning October 1st.

Instructions for Canadian applicants

Online instructions: All application documents, *except* your “MSPE (Dean’s Letter)”, may be uploaded online 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/Mail
Completed CAS application form	Applicant (completes and submits form online)
College Transcript(s)	Applicant (online submission)
MCCQE 1	Applicant (online submission)
Medical School Transcript(s)	Applicant (online submission)
Letters of reference	Letter writer (online submission)
MSPE Letters*	Applicant (Mail hardcopy to SF Match CAS office)
Additional documents approved by CAS (login to your SF Match account to view the complete list in the “Application” tab)	Applicant (online submission)

* May submit a 4th letter of reference if MSPE letter is not available.

Instructions for IMGs

Online instructions: All application documents, *except* your “MSPE (Dean’s Letter)”, may be uploaded online 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:

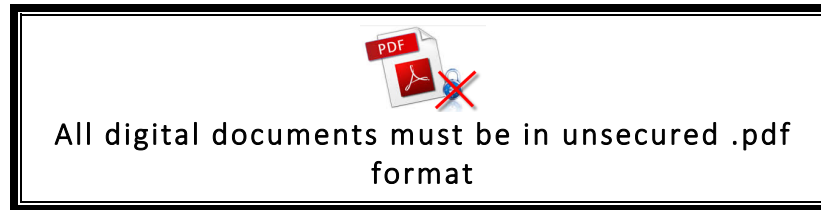
* Document Submission for IMG applicants	
Documents	Upload by/Mail
Completed CAS application form	Applicant (completes and submits form online)
College Transcript(s)	Applicant (online submission)
USMLE Step 1	Applicant (online submission)
Medical School Transcript(s)	Applicant (online submission)
Letters of reference	Letter writer (online submission)
MSPE Letters or 4 th letter if MSPE is not available*	Applicant (Mail hardcopy to SF Match CAS office)
ECFMG certificate	Applicant (online submission)
Additional documents approved by CAS (login to your SF Match account to view the complete list in the "Application" tab.)	Applicant (online submission)

* May submit a 4th letter of reference if MSPE letter is not available.

A few international schools have medical school offices in the U.S. and have access to the SF Match Medical School Portal. If you are an IMG from one of the schools listed below, contact your medical school dean's office so they can upload your **updated medical school transcripts and MSPE letter**:

- [Ross University School of Medicine, Dominica](#)
- [Sackler School of Medicine-New York, Israel](#)
- [St. George's University School of Medicine, Grenada](#)
- [American University of Antigua / Manupal Education Americas, Antigua and Barbuda](#)

Description of Documents

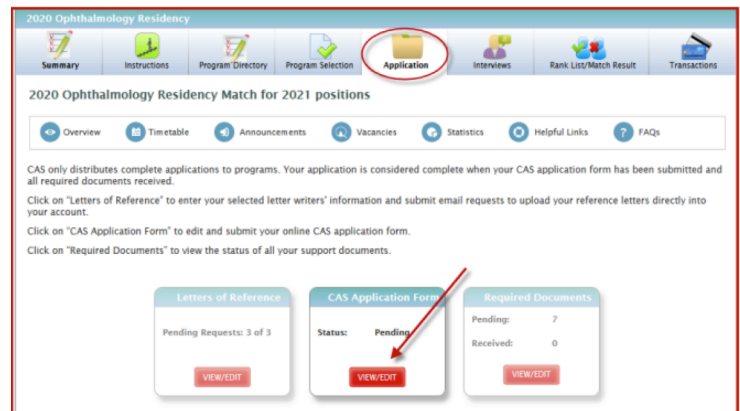


CAS application form:

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 (see diagram below).

HELPFUL TIP 1: You are not required to fill out the entire application at one time. Simply use the “Save” button for the CAS application form frequently when you are logged in.

HELPFUL TIP 2: 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 CAS Application form.



HELPFUL TIP 3: Be sure you take the time to carefully review your data input **prior** to submitting the CAS Application Form. Select the “Preview” button to view the version of your application form exactly the way in which it will be distributed. Only **after** you have thoroughly reviewed your completed application form, and are satisfied with the formatting and content, should you press the “Submit” button.

IMPORTANT: Once submitted, the CAS form is converted into a Portable Document Format (PDF) so programs can view the application in a standardized format. **NOTE: No substitutions/corrections can be made after your application has been distributed to the programs.** Because the data is transferred to PDF, there is also a line limitation. *Please remember to use the “Preview” button to ensure no text is omitted.*

Any mistakes you discover on your application after distribution has occurred cannot be reversed and must be communicated by you to programs directly.

College transcript(s):

CAS does *not* require “official transcripts”. College transcript(s) may be official copies OR student issued copies of the official transcript. Use the “Upload” button for college transcript and select the corresponding file. If you attended more than one college, you may include additional transcripts if the courses taken counted towards the undergraduate degree and the information does not appear on the main transcript. **HELPFUL TIP: Applicants with multiple transcripts must scan them together as one file prior to uploading it into your SF Match account.**

Special Note to International Medical Graduates (IMGs): *It is understood that many international medical graduates did not attend college prior to medical school. If this is the case, you MUST write a brief letter of explanation stating this fact AND upload the letter as your “College Transcript” to your applicant profile. DO NOT submit high school transcripts as they will not be distributed.*

Medical school transcript(s):

Applicants in the following categories should request your medical school dean’s office to upload your medical school transcript into their SF Match account:

- US – MD: Applicants from US allopathic medical schools
- US-DO: Applicants from US osteopathic medical schools
- IMGs from the following schools:
 - Ross University School of Medicine, Dominica
 - Sackler School of Medicine-New York, Israel
 - St. George's University School of Medicine, Grenada
 - American University of Antigua / Manipal Education Americas, Antigua and Barbuda

Canadian and International applicants from schools not listed above may upload their own medical school transcript.

Special Note to International Medical Graduates (IMGs): *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.*

Medical licensing exams:

Applicants from US allopathic schools and international schools are required to upload USMLE Step 1 report/transcript(s) as part of the initial application.

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

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

Upload the medical licensing exam score report or transcript. **HELPFUL TIP:** If available, please *include* the performance profile page listed on the back of the original score reports. If you have taken additional exams, please look for those listed in “Additional Documents” to find links to upload those documents.

Letters of reference:

Three (3) letters of reference are required for review by the programs. **No more, no less.** *It is recommended that residency applicants provide one letter from a core rotation.*

NEW to CAS: Introduction of Standardized Letter of Recommendation Form

Letter writers have the option of submitting a traditional letter or the Ophthalmology Standardized Letter of Reference. **A link to the download the Standardized Letter of Reference form will automatically be sent to the author if you choose to submit your request online.** It is up to the author to choose either option.

If you are interested in reading more about this, please click on the link below:

http://www.sfmatch.org/PDFFilesDisplay/OPHTHR_StandardizedLOR.pdf

Online instructions: You may request your letter writers to upload the letters of recommendation directly into the SF Match system. Go to the “Application” tab in your SF Match account. Select the “Letters of Reference” box and enter the letter writer contact information using the hyperlinks available in the “Authors” column. 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.

Mail instructions: If the letter writer prefers not to upload the letter and the letter is confidential, please indicate so on your CAS application form and ask the author to return the letter to you in a signed and sealed envelope. **DO NOT** open the sealed envelopes. Letter writers can address their letters to either “Dear Program Director” or “Dear Review Committee”.

All letters should be gathered by you first, and then mailed together to the SF Match/CAS office in a single package, **AFTER** you have collected all of them.

Mail your package to:



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

Special 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 8 ½” x 11” paper. Translated copies must be professionally notarized.*

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

Instructions for U.S. Seniors: To ensure the MSPE letter is electronically received by our office and distributed to the programs you are applying to, **you must** contact your Dean’s office. **Inform your medical school Dean’s office that you are participating in the PGY-2 ophthalmology residency match and they will upload it to your profile in October. IMPORTANT:** This is NOT something they will automatically transmit to us on your behalf. The request AND the authorization for this distribution must formally be made by you. In order to comply with the AAMC rules, MSPE letters will not be distributed until October 1st.

Instructions for U.S. Graduates: Contact your medical school dean’s office to request your MSPE letter to be uploaded or if you have a copy already available, mail it to the SF Match/CAS office. MSPE letters for graduates can be included in the initial application to programs or distributed at a later time as a supplemental document.

Instructions for International Medical Graduates (IMGs) and Canadian Graduates:

If you have a copy available, mail it to the SF Match/CAS office. *You may submit an equivalent letter or a 4th reference letter by mail if MSPE is not available.*

Additional documents:

Applicants may upload additional documents so long as they are deemed acceptable by CAS. Login to your SF Match account, go to the “Application” tab and click on the arrow next to “Additional Documents” to view a complete list of additional documents that can be distributed by CAS (see diagram below). All documents go through a review process prior to distribution. Documents that are not acceptable by CAS will be declined and delay the distribution of your application.

2020 Ophthalmology Residency

Summary Instructions Program Directory Program Selection **Application** Interviews Rank List/Match Result Transactions

2020 Ophthalmology Residency Match for 2021 positions

Overview Timetable Announcements Vacancies Statistics Helpful Links FAQs

CAS only distributes complete applications to programs. Your application is considered complete when your CAS application form has been submitted and all required documents received.

Click on "Letters of Reference" to enter your selected letter writers' information and submit email requests to upload your reference letters directly into your account.

Click on "CAS Application Form" to edit and submit your online CAS application form.

Click on "Required Documents" to view the status of all your support documents.

Letters of Reference
Pending Requests: 3 of 3
[VIEW/EDIT](#)

CAS Application Form
Status: Pending
[VIEW/EDIT](#)

Required Documents
Pending: 7
Received: 0
[VIEW/EDIT](#)

Required Documents:

Document	Upload	Received	Source	Status	By Med School	Delete
CAS Application	online submission					
College Transcript	Upload					N/A
Med School Transcript	N/A					N/A
USMLE Step 1	Upload					N/A
Letter of Reference 1	N/A					N/A
Letter of Reference 2	N/A					N/A
Letter of Reference 3	N/A					N/A

Expected Documents:

Document	Upload	Received	Source	Status	By Med School	Delete
MSPE						N/A

Additional Documents:

Document	Upload	Received	Source	Status	By Med School	Delete
AOA LETTER	Upload					N/A
COMLEX Step 1	Upload					N/A
COMLEX Step 2 CE	Upload					N/A
COMLEX Step 2 PE	Upload					N/A
COMLEX Step 3	Upload					N/A
ECFMG certificate	Upload					N/A
MOCQE Part 1	Upload					N/A
MOCQE Part 2	Upload					N/A
Medical License	Upload					N/A
Medical School Diploma	Upload					N/A
Others	N/A					N/A
Post Graduate Transcript(s)	Upload					N/A
Sigma Sigma Phi	Upload					N/A
USMLE Step 2 CK	Upload					N/A
USMLE Step 2 CS	Upload					N/A
USMLE Step 3	Upload					N/A

Missing documents:

If you are unable to provide a required document, you **MUST** submit a written explanation 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 with your application and distributed to the training programs you are applying to.

IMPORTANT: There must be a separate explanation note for *each* missing document. For example, if your USMLE Step I score report/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 results. Once you receive the missing 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 two weeks to be processed. We strongly encourage you to submit a **COMPLETE** application to avoid delays. **IMPORTANT:** 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:

Number Of Distributions	Fees
1-10	\$60 (flat fee)
11-20	\$10 per program
21-30	\$15 per program
31-40	\$20 per program
41+	\$35 per program

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, 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 two (2) weeks 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.

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, September 4, 2019**

NOTE: 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 as a helpful gauge 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 "upload", select your photo, and "save". 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.



NOTE: There's no aspect ratio restriction. The **SF Match system will automatically adjust your photograph so that it displays as a transformed square and programs will only see the correct aspect ratio.** Applicants need not format photos to match the square displayed. Any distortion you may see, results from a page-layout constraint that displays any image in the space provided which is a 1:1 square aspect ratio.

Checking applications status

Please login to 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 (Pacific Time)