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

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 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 monitoring 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 <u>will be rejected and delay your CAS application processing time</u>. 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. College Transcript(s)
3. Medical School Transcript(s)
4. USMLE/COMLEX/MCCQE Step 1 score reports/transcripts
5. Three (3) letters of reference
6. CAS Distribution list and payment

Expected documents
MSPE 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 MSPE letters may submit a 4th reference letter instead. US graduates who already have an MSPE letter available may include it in their initial application or choose to distribute it as a supplemental document at a later date.

ECFMG certificates (applicable to international graduates) are not required documents 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):

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

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" to view a complete list.

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 US allopathic medical schools	Page 4
US-DO	Applicants from US osteopathic medical schools	Page 5
CAN	Applicants from Canadian medical schools	Page 5
IMG	Applicants from medical schools outside US or Canada	Page 6

All digital documents must be in unsecured .pdf format

Submitting Documents

Instructions for US-MD applicants

Inform your medical school dean's office that you are participating in the PGY-2 ophthalmology residency match. You and your medical school will be able to begin uploading documents directly into your applicant profile as soon as you submit your online CAS application form.
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	Medical school (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

Inform your medical school dean's office that you are participating in the PGY-2 ophthalmology residency match. You and your medical school will be able to begin uploading documents directly into your applicant profile as soon as you submit your online CAS application form.

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 1	Applicant (online submission)
Medical School Transcript(s)	Medical school (online submission)
Letters of reference	Medical school (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

Applicants from Canadian medical schools may upload all documents except for the three required letters of reference and MSPE letter (or 4th letter if MSPE is not available). 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	
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)	Mail hardcopy to SF Match' CAS office
Letters of reference	Mail hardcopy to SF Match' CAS office
MSPE Letters*	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

Graduates from medical schools outside US and Canada may upload all documents except for the three required letters of reference and MSPE letters (or 4th letter if MSPE is not available). These letters should be mailed together in a <u>single package</u> 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	
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	Mail by Applicant to SF Match' CAS office
MSPE Letters or 4th letter if MSPE is not available*	Mail by Applicant 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 **medical school transcripts, letters of reference 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 / Manipal Education Americas, Antigua and Barbuda

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 <u>not</u> 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.
<u>**No substitutions/corrections can be made once your application has been distributed to programs**</u>.
Because the data is transferred to PDF, there is also a line limitation. Please use the "Preview" button to ensure no text is omitted.

<u>**Any mistakes you discover on your application after distribution has occurred must be communicated to programs directly**</u>.

College transcript(s)

College transcript(s) may be official copies OR student issued copies of the official transcript.   The "Upload" button for college transcript will become enabled once you have submitted the CAS Application form. 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

7

main transcript. Applicants with multiple transcripts must scan as one file prior to uploading into your SF Match account.

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, write a brief explanation note 0stating this. **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.

Note to International Medical Graduates (IMGs): All transcripts must be submitted in English, translated copies must be professionally notarized.

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. 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

You now have the option of requesting letter writers to use a standardized letter of recommendation form. This is a 3- page standard form which they fill out and submit in place of a traditional written letter. Again, this may be used in place of a traditional letter of recommendation, but **NOT** in addition to a traditional letter.

Please use the link below to access the standardized letter of recommendation form:

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

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".

Applicants from US medical schools or any of the following international schools may request that their medical school dean's office upload the letters of reference:

- o All US allopathic and osteopathic medical schools
- o Ross University School of Medicine, Dominica
- o Sackler School of Medicine-New York, Israel
- o St. George's University School of Medicine, Grenada
- o American University of Antigua / Manipal Education Americas, Antigua and Barbuda

Provide your three letters of reference to your dean's office to upload if copies are not already available to them.

All other international and Canadian applicants should mail the letters together to the SF Match/CAS office in a single package. If letters are confidential, they must come in their individual sealed and signed envelopes. 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* ***8 ½" x 11"*** *paper. Translated copies must be professionally notarized.*

Medical School Performance Evaluation (MSPE)
U.S. Seniors: CAS will make arrangements with your Dean's office to receive your MSPE letter. To ensure the MSPE letter is received by our office, we recommend you to notify the Dean's office of your participation in the Ophthalmology Residency Match. You are at liberty to request separate distribution of your MSPE by your Dean's Office but training programs expect to receive MSPE letters from CAS. Please note that in order to comply with the AAMC rules, MSPE letters will not be distributed until October 1st.

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 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.

Note to International Medical Graduates (IMGs) and Canadian Graduates: *Submit an equivalent letter or a 4th reference letter if MSPE is not available.*

Additional documents

Applicants may upload additional documents so long as they are 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.

All documents go through a review process prior to distribution. Documents that are not acceptable by CAS will be declined and delay distribution of the application.

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 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 document, contact the SF Match office and we will forward you a link to upload 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:

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. 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, September 6, 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