

## Surgical critical care and Acute care surgery Fellowship Application Service (SAFAS)

[www.safas.smapply.io](http://www.safas.smapply.io)

### **APPLICANT INSTRUCTIONS**

Please print and read all instructions prior to beginning application process.

#### **REGISTER and CREATE ACCOUNT:**

1. On the SAFAS Home page, go to "Register" for an Account.
2. Complete the Registration form.
3. You will receive a confirmation E-mail.
4. Click on the hyperlink in the E-mail to confirm Registration.

#### **CREATE and EDIT APPLICATION:**

5. Log In to SAFAS.
6. On Applicant Home Page, click on "View Programs".
7. On Programs page, click on "MORE >" and then click on "APPLY".
8. SAFAS Application Form: Complete all 4 sections.
9. You may Save, Log Out, and Continue Editing later.

#### **UPLOAD SUPPORTING DOCUMENTS:**

10. Upload your Photograph, Curriculum Vitae, and Personal Statement.
11. Upload a copy of your USMLE and ABSITE Scores (or equivalent).
12. The preferred image type is JPG and document type is PDF.
13. Extra Comments/Documents is optional.

#### **REQUEST RECOMMENDATIONS:**

14. Give your Recommenders advanced notice.
15. Recommendation Letters: Enter 3 Names and 3 different E-mail addresses for 3 Recommenders.
16. Each Recommender will receive an automated E-mail request.
17. Each Recommender will be requested to complete 2 tasks:  
Separate and Standardized Letter of Recommendation.
18. You will receive an automated E-mail notification upon completion of the Recommendation.
19. If Recommender's institutional firewall blocks Web-generated E-mails, Contact SAFAS Administrator.

#### **SELECT PROGRAMS and FEE:**

20. Select the Programs you wish to receive your Application materials.
21. Your Recommenders will have access to view:  
All of your completed and uploaded documents in-progress.  
Your Fellowship Programs Selection Form, if completed.
22. Programs selected will NOT have access to your Programs Selection Form.
23. The Application Fee is \$10 for each Fellowship Program selected.

#### **SUBMIT APPLICATION:**

24. Submit your Application - Do NOT wait for Recommenders to complete Letters.
25. Upon Submitting your Application, it becomes Locked from Editing.
26. You will receive an automated E-mail confirmation.
27. Each Program selected will receive an automated E-mail notification.
28. You may "Download" Application as a PDF document.
29. To Edit/Withdraw Locked Application, Contact SAFAS Administrator.

#### **SUBMIT APPLICATION TO ADDITIONAL PROGRAMS:**

30. You may Create another Submission by returning to Applicant Home Page.
31. Go to "Programs" in top banner, then click on "MORE >".
32. Your Application Form and most Supporting Documents are reusable.
33. You may edit your Application Form and Supporting Documents.
34. Select new Programs – Do NOT select Programs previously selected.

#### **HELP and SUPPORT:**

35. Resources, Links, and Contact information at the SAFAS Home page.

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