

## 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. Your Application Form and most Supporting Documents are reusable.
32. You may edit your Application Form and Supporting Documents.
33. Select new Programs – Do NOT select Programs previously selected.

#### HELP and SUPPORT:

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

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