

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

www.safas.smapply.io

RECOMMENDER INSTRUCTIONS

REQUEST for RECOMMENDATION:

1. SAFAS Applicants select 3 Recommenders on their Application.
2. Recommenders will receive an automated E-mail.
3. In Recommendation Request E-mail, click "Give recommendation".

VIEW APPLICATION DOCUMENTS:

4. Go to "Preview application" to view Applicant's file in-progress.
5. If you are both a Recommender and a Program Reviewer:
 - a. The Applicant's Program Selection form is hidden.
 - b. Please contact Applicant for a copy of Program Selection Form.

COMPLETION of TASK 1 (Separate Letter of Recommendation):

6. Upload Separate Letter of Recommendation document.
7. The only accepted format is PDF.

COMPLETION of TASK 2 (Standardized Letter of Recommendation):

8. Click "Yes" to complete Standardized LOR form questions.
9. Click "No" to bypass Standardized LOR form questions.

VIEW SUBMITTED RECOMMENDATION:

10. Go to "Return to my recommendation".
11. Go to "View".

MULTIPLE REQUESTS:

12. More than one Applicant may select you as a Recommender.
13. Your Recommender Dashboard may list more than one Applicant.

HELP and SUPPORT:

14. Resources, Links, and Contact information at the SAFAS Home page.
15. For SAFAS service support, contact SAFAS Administrator:
SAFAS Administrator: webmaster@sccpds.org

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