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

[www.safas-sccpds.fluidreview.com](http://www.safas-sccpds.fluidreview.com)

### 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 “Sign Up” for an Account.
2. Complete the Registration form.
3. Your Password must be at least 8 characters.
4. You will receive a confirmation E-mail.
5. Click on the hyperlink in the E-mail to confirm Registration.

**CREATE and EDIT APPLICATION:**

6. Click on “Get Started” and then click on “SAFAS Application Form”.
7. Complete all 4 sections of the Application Form.
8. You may Save, Sign Out, and Continue Editing later.
9. “Save & Exit” when complete.

**UPLOAD SUPPORTING DOCUMENTS:**

10. Upload your Photograph, Curriculum Vitae, and Personal Statement.
11. Upload a copy of your USMLE and ABSITE Scores.
12. The preferred image type is JPG and document type is PDF.
13. Upload Word documents only if you cannot convert to PDF.
14. Any Additional Document or the Extra Comments form is optional.

**REQUEST RECOMMENDATIONS:**

15. Give your Recommenders advanced notice.
16. Enter 3 Names and 3 different E-mail addresses for 3 Recommenders.
17. Each Recommender will receive an automated E-mail request.
18. Each Recommender will be requested to complete 2 tasks:  
Standardized and Separate Letter of Recommendation.
19. You will receive an automated E-mail notification upon upload of each letter.

**SELECT PROGRAMS and FEE:**

20. Select the Programs you wish to receive your application materials.
21. Your Recommenders will have access to download:  
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 upload 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 submission” as a ZIP file.
29. To Edit/Withdraw Locked Application, Contact SAFAS Administrator.

**SUBMIT ANOTHER APPLICATION:**

30. You may Create another Submission by returning to Applicant Home Page.
31. You may edit your Application Form and Supporting Documents.
32. Do NOT re-enter Recommenders, unless you wish to edit them.
33. Select new Programs – Do NOT select Programs previously selected.

**HELP and SUPPORT:**

34. Resources, Links, and Contact at the SAFAS Web top navigation bar.

Revised: 03/16/2017