



## Department of Ophthalmology and Vision Sciences

Dear Applicant,

Deadlines for applications for the SickKids Ophthalmology Fellowship Program are the second Friday in September of the year prior to beginning the Fellowship in July (3 positions), or the second Friday in February of the year prior to beginning the Fellowship in January (1 position). Please send in your application for that period, noting the program requirements below.

If you would like to enter your application, please submit the documents listed as follows. If you choose to submit by email, they may be sent to: [ophthalmology.education@sickkids.ca](mailto:ophthalmology.education@sickkids.ca)

- 1. Contact information:** On a single page please type all of your contact information including addresses, phone numbers, fax numbers and email addresses for both work and home. Please indicate your status in Canada (if any) and your preferred contact information.
- 2. Cover letter:** Include a cover letter introducing yourself, which indicates the positions you are applying for (you can apply for more than one in case you are not successful with your first choice), your future plans (especially if you already have a job commitment), and who will be writing your three letters of recommendation along with their phone numbers and email addresses (if available).

If you are a graduate of a North American residency, you will be eligible for full membership in the American Association of Paediatric Ophthalmology and Strabismus if you are enrolled in one of the July 1 positions.

In person interviews are required. A limited number of applicants will be offered interviews based on our review of their application. Please indicate in your letter if you are available to come for an interview, any particularly good or bad times, and whether you will be attending the meetings of AAPOS, AAO, ARVO, or any other international meetings.

- 3. Curriculum Vitae:** Please be sure that you include a list of the number of surgical procedures you have done by category, in particular cataract and strabismus. Please also indicate your level of experience with refraction, indirect ophthalmoscopy and strabismus (specific clinical experience in addition to strabismus surgery). Please ensure the CV is dated on the front page and include your date of birth, citizenship, residential address, e-mail address, and current employment.
- 4. Letters of recommendation:** These can be sent to us directly from your referees. It is recommended that you get personal and individualized letters from people who have worked with you in supervisory roles. These letters must be received as originals in hard copy or a clear scanned copy on the letterhead of the referee. Faxed letters with hard copies to follow in the mail are also acceptable. Please ask your referees to include a comment regarding your English fluency.
- 5. Medical degree and specialty certification copies** plus the English translations where applicable. You must have documentation to indicate that you are a certified specialist in ophthalmology before entering our program. For candidates completing residency programs please send a letter from your program director confirming your good standing and stating when you would be eligible to sit for the Board Exams in lieu of your specialty certification.

We can only accept translations from the following:

1. Canadian Embassy in the country where the diploma was awarded
2. A foreign embassy or consular office in Canada authorized to certify translations
3. Members of the ATIO (Association of Translators & Interpreters of Ontario). This association has a website with an on-line directory of their members [www.atio.on.ca](http://www.atio.on.ca) and a toll free number 1-800-234-5030.
6. **Identification:** Please also send a copy of the identification page of your passport. If you are living in Canada we will need a copy of your proof of citizenship or documentation of your immigration status.
7. **MCCEE status:** If taken (not required) proof of passing MCCEE (English test).
8. **Publications:** Copies of 1-3 of your publications that you are most proud of. Prior publication is not required for consideration of your application or for acceptance.
9. **A photo** of yourself (any size).

**Please note that ONLY July positions require North American Match Registration:**

Two are selected through the North American Match program. However, if interested in any of the July positions, you will need to register with the Match by contacting: Ophthalmology Fellowship Match, 655 Beach Street, San Francisco, CA, 94109, USA, website: [www.sfmatch.org](http://www.sfmatch.org), phone 415-447-0350, fax 415-561-8535. Please ensure that you register for our program using listing our program name and number: Hosp. Sick Child. – Toronto –Pediatric Ophthalmology ID# 4101

**Please note, that in addition:**

1. Our program requires supplemental application material to the CAS as indicated above in items 1 through 8. Applications which do not have the supplemental documentation will not be seriously considered as program candidates.
2. Item #4 above, reference letters submitted to the CAS with 'access waived' will be accepted. CAS ref. letters with 'access desired' indicated are not acceptable. In this situation, the reference letters must be received directly from your referees as original hard copies on letterhead with their signatures.
3. The U.S. test (USMLE) is not a requirement for Canadian fellowship programs.

Once registration and payment is submitted you will receive an email with your SF Match ID within 24 hours. Please forward this proof of registration to me.

[http://www.sfmatch.org/fellowship/f\\_ophthalmology/getting\\_started/registration.htm](http://www.sfmatch.org/fellowship/f_ophthalmology/getting_started/registration.htm)

The SF Match staff at the number 415-447-0350 can help you during regular business Hours M-F 9am-5pm PST. Please get in touch with the Department of Ophthalmology at SickKids for any further inquiries, at [ophthalmology.education@sickkids.ca](mailto:ophthalmology.education@sickkids.ca)

Thank you