

# 2023-2024 OTCAS Application Walkthrough

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# Helpful Application Tips

- Do not enter your coursework from memory – use your transcripts!
- Do not wait for OTCAS to receive all materials before submitting your application.
- Complete the "Colleges Attended" section of the application first. OTCAS cannot post transcripts to your application until this step is done.
- Consistently check status of your transcripts, references, test scores, and any forms.
  - Arrange for all materials to arrive by the deadline.
- Check your email daily for important messages from OTCAS and programs.
- Review your application for accuracy before submitting the application.

# Changes to the Application since Last Year

- Revised Questions on Gender and Sex (now allows for intersex or Decline to State)
- Now includes questions on Gender Identity
- Now Includes questions on pronouns and allows applicants to self-describe
  - Fees have increased.

# Statement of Purpose Prompt & Changes

## OTCAS/OTACAS essay prompt

Current 2023 Cycle: Your Personal Essay should address why you selected occupational therapy as a career and how this degree relates to your immediate and long-term professional goals. Describe how your personal, educational, and professional background helps you achieve your goals. This essay is an important part of your application and allows you to clearly and effectively express yourself. Do not personalize this essay for a particular program, as it is shared with all your programs.

# Statement of Purpose Submission Changes

- This year there is no word count for the personal statement essay. There is a maximum file upload of 15 mb.
- You may want to check with each school about their preferred character limit. My advice is to not exceed two pages.
  - You will upload it as a PDF.

# Before Starting the OTCAS Application

- Prior to applying you will want to research programs you wish to apply to.
  - Pay special attention to:
    - Cycle dates and deadline requirements. In some instances, the individual program's deadline may differ from the application's cycle dates.
    - Application fees. Some programs may have a supplemental fee; contact your programs to learn if they require this and how to pay it.
      - Evaluation requirements.
      - Minimum requirements, including prerequisites, standardized test scores, supplemental applications, foreign evaluations, etc.

# Etiquette

OTCAS expects all applicants to exhibit professionalism when contacting customer service. Applicants must identify themselves properly and honestly, as information cannot be provided to parents, spouses, family members, or friends. Misrepresentation of identity and/or dishonest, threatening, or offensive communication will not be tolerated.

# Fees

- OTCAS charges \$159 for the first program you apply to and \$69 for each additional program.
- Some programs may have an additional supplemental fee; contact your programs to learn if they require this and how to pay it



# Fee Waivers

## Fee Assistance Program

- Beginning at the start of the cycle, a limited number of fee waivers are provided to qualified applicants on a first-come, first-served basis. Each fee waiver covers only the initial application fee, so if you wish to apply to additional programs, you are responsible for the remaining balance. If you received a fee waiver during a previous cycle, you may still apply for another in the next cycle.
- You may request a fee waiver as soon as you create an application, but keep in mind that fee waiver funds can be quickly depleted. Contact customer service at [617-612-2860](tel:617-612-2860) before you submit a fee waiver request to determine if waivers are still available.

# Fee Waivers

## Qualification Requirements

- To qualify for a fee waiver, you must have either:
- Filed a 2022 Federal Income Tax Return Form 1040 with an adjusted gross income that falls below the Low-Income Level listed below, or
- Been listed as a dependent on a filed 2022 Federal Income Tax Return Form 1040 with an adjusted gross income that falls below the Low-Income Level listed below. **If you were claimed as a dependent by a parent or guardian on their 2020 Federal Income Tax Return, OTCAS requires you to use that individual's Federal Income Tax Return instead of your own.**
- Additionally, you must request a fee waiver **before** you submit your application. Requests received after an application has been submitted will not be honored.
- If you are approved for a fee waiver, you are required to submit your application within 14 days (including holidays and weekends). Extensions will not be granted; failure to submit your application on time will void your fee waiver and you will not be allowed to reapply for a waiver.

# Program Selection

## Before Selecting a Program

- **Check the program's deadline requirements.** Ensure you have enough time to apply. Determine if OTCAS or your program requires evaluations, transcripts, or other supplementary materials – if so, these must be received prior to the deadline for your application to be considered complete. Once your application is complete, it can take up to 10 business days to be verified.
- **Confirm your eligibility.** Research the program and determine if you are eligible to apply. Contact the program directly if you have any questions regarding your eligibility. We do not verify prerequisites and requirements, so it is your responsibility to ensure you are eligible.
- **Confirm that the program still has seats available.** Some programs fill their classes prior to their posted deadline, even if they do not specifically state they offer rolling admissions. We strongly encourage you to contact your programs and ensure seats are still available before submitting your application. We cannot offer refunds if a school you selected has already filled its class, nor can we transfer the payment to another program.

# Program Selection

## Selecting a Program

1. Click **Add Program** at the top of the application home page.
2. Use the filters to locate the programs you are interested in applying to.
3. Click the plus sign next to a program to add it to your program list. If you want to remove a program and only have one selected, you need to add the second program before you can remove the first one.
4. Continue adding programs as desired.
5. Begin filling out the application. Before submitting, be sure to review your program list to make sure you are applying to all your intended programs.
  - *Note that by submitting your application, you are committing to applying to your selected programs. You cannot substitute or remove submitted programs after submissions. Additionally, we do not offer refunds for selections made in error and we do not transfer payments to another program.*
  - *After submission, you can continue to add and apply to programs.*

# Deleting Programs

- You can remove a program(s) at any time prior to submitting the application; however, any information entered in the **Program Materials** section will be lost and cannot be retrieved or transferred. Information in the **Personal Information, Academic History, and Supporting Information** sections will be retained for any programs to which you choose to submit.
- Once you submit your applications, you cannot remove any programs. To withdraw yourself from consideration for admission to a program, contact the program directly. Note, however, that OTCAS does not offer applicant refunds for any reason.
- **Note that your application must always have at least one program selected. If you want to change or remove a program prior to submission, be sure to select a new program first.**
  - **From the Add Program Page**
    1. Click **Add Program** at the top of the page.
    2. Click the checkmark next to the program name.
    3. Click **Delete** to confirm.
  - **From the Submit Application Page**
    4. Click **Submit Application** at the top of the page.
    5. Click the trash can icon next to the program you want to remove.
    6. Click **Yes, Delete this Program**.

# Personal Information

This section is used to gather your biographic and contact information, as well as citizenship, race/ethnicity, and other information.



# Biographic Information

## Your Name

- This section pulls in information you entered when you created your account. Confirm that what appears here is correct; click the **Profile Section** link to make changes.

## Alternate Name

- If you are sending any documentation or test scores where your name is listed differently than it appears on your application, select **Yes** in this section and enter the alternate information. This ensures that your documents and test scores are matched to your application. Contact customer service so they can manually match these items to your application; failure to do so could cause significant delays.
  - Examples of alternate names include:
    - Birth names (if different from current legal name)
      - Maiden names
    - Nicknames (e.g., "Bob" for Robert, "Beth" for Elizabeth, etc.)
      - "Westernized" names
  - Alternate punctuation (e.g., your name appears with/without a hyphen, apostrophe, or diacritical marking)
    - Alternate spacing (e.g., your name appears with or without specific spaces)
      - Known misspellings (if a document contains a misspelling)

# Biographic Information

## Gender

- Select the appropriate option. This information is required for reporting purposes to the US Federal government, using these values only.

## Birth Information

- Enter your date of birth in MM/DD/YYYY format. For example, January 7, 1989, would be listed as 01/07/1989. Make sure you enter your date of birth correctly; failure to do so could cause significant delays with matching documentation and test scores.
- Then, enter your country, city, state/territory/province, and county of birth. If you are unsure of your county of birth, select N/A.
  - Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the International Organization for Standardization (ISO). For example, country answer options are derived from ISO 3166, which is the international standard for country codes and codes for their subdivisions.



# United States Citizenship Details

- Select your US citizenship status and country of citizenship, if applicable. If you have dual citizenship, indicate your second country of citizenship.
- When selecting your status, consider the following definitions which are adapted from the US State Department:
  - **US Citizen:** an individual who was born in the US or attained citizenship through naturalization.
  - **Permanent US Resident:** an individual who holds a [Green Card](#) and is permitted to permanently live and work in the US.
  - **Temporary US Resident:** an individual who is an alien – a nonimmigrant foreign national – who is approved to temporarily live in the US for a specific purpose (e.g., as a student), has a permanent residence abroad, and does not hold a Green Card.
  - **Non-resident:** an individual who is a nonimmigrant foreign national and who is permitted to travel in the US for tourism or business for stays of 90 days or less.
- **None:** an individual who has no US citizenship or visa (immigrant or nonimmigrant) status.
- Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.

## Residency Information

- Provide your residency information, including your legal state of residence.

# Visa Information

- If you currently have a US Visa, select Yes and enter all visa information. Please note that we cannot advise you on your visa status or any related details.
- When selecting your visa type, consider the following definitions which are adapted from the US State Department. Note that this list is not all-inclusive. Refer to the [US State Department](#) for more information.
  - B-1 Visitor: an individual who wants to enter the US [temporarily for business](#).
  - F-1 Student: an individual who wants to study at a US [academic institution](#). This is the most common student visa type.
  - H1-B Employee: an individual who wants to work in the US in a [specialty occupation](#).
  - J-1 Student: an individual who wants to study at a US [academic institution](#). This is generally used for students in educational exchange programs (e.g., Fulbright Program).
  - J-1 Teacher, Researcher, or Trainee: an individual who wants to [teach](#) at a US primary or secondary school, [research](#) at a US institution, or [train](#) in an occupational field at a US business.
  - [Refugee: an individual who is located outside of the US, is of special humanitarian concern to the US, demonstrates that they were persecuted or fear persecution due to race, religion, nationality, political opinion, or membership in a particular social group, is not firmly resettled in another country, and is admissible to the US.](#)
- Visa Waiver WB: an individual from [a Visa Waiver Program \(VWP\) participating country](#) that allows travel to the US for business stays of 90 days or less without obtaining a visa.
- Visa Waiver WT: an individual from [a Visa Waiver Program \(VWP\) participating country](#) that allows travel to the US for tourism stays of 90 days or less without obtaining a visa.
- Other: an individual who has received a visa type not listed. Note that this list is not all-inclusive and more visa types may be available in the application.

# Contact Information

- Enter the address where you want to receive mail correspondence. Be sure to keep this section up-to-date as you complete and submit your application. If you anticipate a change of address, enter the date through which your current address is valid.
- Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.
- If you don't have a mailing address, you can list the address of a relative or friend, with their permission. If you find more permanent housing in the future, please update it in your application and with the programs you applied to.

# Contact Information

## Permanent Address

- If your current address is different from your permanent address, select **No** under **Is this your permanent address?** Then, enter the address that you consider to be your permanent and/or legal residence.
- Note: to ensure applicants are entering consistent data for some questions, this application uses pre- populated answer options that are maintained by the International Organization for Standardization (ISO). For example, country answer options are derived from ISO 3166, which is the international standard for country codes and codes for their subdivisions.

## Phone

- Your phone number pulls in from the information entered when you created your account. Verify that the listed phone number and type are correct; click the **Profile Section** link to make changes.

## Email

- Your email address pulls in from the information entered when you created your account. Verify that what appears here is correct; click the **Profile Section** link to make changes.

# Race and Ethnicity

- Programs fully recognize the importance of diversity in their student body and in the workforce. Accordingly, programs strongly encourage applications from persons from all socioeconomic, racial, ethnic, religious, and educational backgrounds and persons from underrepresented groups. Please select any and all of the options in this section which you feel best apply to you. Please note that this section is used for statistical purposes only and in no way affects your application or financial aid eligibility.

## **Ethnicity**

- Indicate whether you consider yourself to be of Hispanic or Latino origin. This question is optional.

## **Race**

- Select one or more of the groups of which you consider yourself to be a member. This question is optional.

# OTCAS Academic History

This section is where you input the colleges you attended. Additionally, you can provide information about tests you have taken or plan to take, such as the GRE or TOEFL.

# High School Attended

1. Click **Add Your High School**.
2. Enter the name of your high school, the city and state where it is located, and the graduation date, if applicable.
  1. *If you attended multiple high schools, only list the high school where you graduated and received a high school diploma from.*
  2. *If you attended a high school outside of the United States, select **International** from the **States** drop-down.*
  3. *If you received your GED, please list GED as the name of the high school you attended and the city/state which awarded your GED degree.*
3. Click **Save This School**.

# College Attended

## Requirements

- **Report all institutions attended regardless of their relevance to the programs you are applying to.** Failure to report an institution may cause your application to be undelivered. This can significantly delay the processing of your application. Report all institutions attended, including but not limited to:
  - *courses taken in high school for college or university credit*
  - *summer courses*
  - *community college courses*
  - *US military academies (note that this does not include courses on SMART or JST transcripts)*
  - *post-baccalaureate, graduate, and doctoral work*
  - *study abroad, Canadian, and foreign work, etc.*
- **List all institutions on your application** even if the coursework completed there was transferred to another institution.
- **Report each institution only once**, regardless of the number of degrees earned or gaps in the dates of attendance.
  - **Send official transcripts** for each institution.



# College Attended

## Adding a College or University

1. Click **Add a College or University**.
2. Type and select your college or university. It may take several tries to find your school, especially if it shares its name with others or could be spelled differently. For example, if you attended "Saint John's University," you may need to try "Saint John," "St. John," or "St John" (no period) to bring the school up on the list. If you exhausted all options and it does not appear, select **Can't find your school?**
3. Select if you obtained (or plan to obtain) a degree from the selected institution.
  1. *If you earned or plan to earn a degree, provide details about the earned or expected degree.*
  2. *If you have a double major, select the checkbox to enter your second major. Note that you can only enter one minor.*
  3. *Click **Add another Degree** to add additional degrees for this same college or university.*
4. *Select your college's or university's term system. You can usually find this on the back of your official transcripts, or you can contact your college's registrar.*
  1. *Term system refers to the type of hours your credits are worth, not the length of the term or how many terms a year your college or university offered.*
  2. *If your transcript lists some courses as quarter and others as semester, enter the term type that is most common (i.e., if you have six quarter terms and two semester terms, enter quarter).*
5. *Select if you are still attending your institution. Enter dates of the first and last (if applicable) terms you attended. Be sure to only enter each college or university you attended once, regardless of gaps in your attendance there.*
6. Click **Save** to complete the entry.

# Transcripts

- For each college or university entered, click **Order** and select if you are ordering electronic transcripts (recommended) or submitting a transcript via mail. See [Sending Official Transcripts to OTCAS](#) for more information.
- Note that if you attended a foreign college or university – and depending on your program's requirements – you may be required to [send a foreign evaluation. See Sending Official Transcripts to OTCAS](#) for more information.

# Transcript Entry

## Requirements

- Enter all the coursework you completed at all US and English Canadian colleges or universities attended. See **Foreign and French-Canadian Transcripts** and **Study Abroad or Overseas US Transcripts** for guidelines on foreign coursework. Note the following:
  - Reporting coursework accurately is your responsibility. Since credit values, grade values, and course subjects vary widely from school to school, your programs need some type of standardization so they can accurately compare applicants. This standardization is achieved by using your coursework to create a standard set of GPAs, ensuring you are compared to other applicants fairly and equally.
  - Complete the **Colleges Attended** section before entering your courses.
- Report all courses on your transcripts, not just prerequisites. Be sure to include courses from which you withdrew, repeated courses, ungraded labs, test credits, gym courses, orientations, or other non-graded courses.
- Use official copies of your transcripts. Coursework must exactly match your official transcripts; don't use an unofficial version, like a printout from your school's website. List your courses under the correct term, year, and class level. Department prefixes and course numbers must precisely match those on your transcripts.
- Enter courses under the institution where you originally took the course, exactly as they appear on the original school's transcript. Don't list courses under the school in which the credits were transferred. You may need to go back to your Colleges Attended and add a school to enter the transfer credits for.
- Note that if you don't want to enter all your coursework yourself, our specialists can enter it for you for an additional fee. See the **Professional Transcript Entry Service (PTE)** topic for more information.

# Transcript Entry

## Enter a Term

1. Click **Start** to begin entering courses for a college or university.
2. Add a semester, quarter, or trimester depending on the term system you selected in the **Colleges Attended** section.
  3. Select a term.
4. Select a year. Options are based on the time spans you selected in the **Colleges Attended** section.
5. Select an academic status. Academic status refers to your status during the term you are inputting, not your current status. Refer to the list of Academic Status definitions below for more information.
6. Select a completion status. If you're entering courses for a term that is currently in progress or planned, select **In Progress/Planned**.
  7. Click **Save**.
8. Continue adding terms, as needed.

# Transcript Entry

## Academic Status Definitions

- **Freshman-Senior:** Applies to all college- or university-level courses taken prior to your first bachelor's degree. In general, four-year students should list one year per designation and five-year students should list their last two years as senior. Non-traditional students should label their terms as evenly as possible in chronological order.
  - *Dual enrollment courses (college courses taken during high school) are considered Freshman and should be listed under the college where you took them. Do **not** report these courses again as transfer credits at your undergraduate institution.*
- **Post-Baccalaureate:** Applies to undergraduate level courses taken after your first bachelor's degree is earned. If you earned a second bachelor's degree, that is considered post- baccalaureate.
- **Graduate:** Applies to master's degree- and doctorate degree-level work only, regardless of whether the degree was earned. Work such as that taken in pursuit of a Ph.D, MD, PharmD, JD, JurisD, LL.D, DC., etc. are considered doctorate degree-level.

# Transcript Entry: Entering Courses

## Enter Courses for a Completed Term

1. Click **Add A Course** under the appropriate term.
2. Enter the course code. Department prefixes and course numbers must exactly match what appears on your official transcript.
3. Enter the course title. You can abbreviate it if it does not fit in the text box.
4. Select the course subject. If you're unsure, make your best guess; our team will help you if it doesn't match.
5. Enter the course credits exactly as they appear on your transcript. See the **Course Credits** section below for more details.
6. Enter the grade exactly as it appears on your transcript, including any pluses or minuses.
  1. *If your grades are listed as "BA," "CB," or "DC," you must list them as "AB," "BC," and "CD" in order for the system to recognize them.*
  2. *If your grades are listed as numbers (e.g., 93), enter them exactly as they appear on your transcript. They will automatically convert to the equivalent CAS letter grade.*
7. The **CAS Grade** populates automatically. This allows us to standardize your coursework for all programs and cannot be edited.
  8. Click **Save**.
  9. Continue adding courses, as needed.

# Transcript Entry: Entering Courses

## Enter Courses for an In-Progress or Planned Term

- You should enter any courses that you are currently taking or plan to take in the near future. This is not required, but is strongly recommended, as some programs require it. Note, however, that any term containing In Progress/Planned courses cannot be marked as complete; the entire term must be marked as In Progress/Planned. Contact your programs to determine if they require planned or in-progress coursework to be listed. Once you complete in-progress courses, you can update them in the application.

1. Make sure that you selected **In Progress/Planned** for the term you're listing the course under. This alerts the system that you aren't required to enter a grade for this course.

2. Enter the course code.

3. Enter the course title. You can abbreviate it if it does not fit in the text box.

4. Select the course subject. If you're unsure, make your best guess.

5. Enter the expected course credits. Depending on the format of your credits, you may need to convert them. See the **Course Credits** section below for more details.

6. Click **Save**.

7. Continue adding courses, as needed.

## Transcript Entry: Narrative Transcripts

- If your institution uses a narrative transcript, enter your coursework as described above. If the transcript lists "suggested" credits and/or grades, be sure to enter those as well; otherwise, list the course credits as "0.0" and the grades as "Pass."
- Your programs will see the list of classes you took, along with a copy of the official narrative transcript that you submit.



# Transcript Entry: Course Credits

## Semester, Trimester, and Quarter Credits

- If your course credits are mostly in "3.0," "4.0," or "5.0" format, then your transcript is listing normal semester, trimester, or quarter credits and no conversion is necessary. Enter the credits exactly as they appear on your transcript.

## Unit Credits

- If all of your course credits are listed in "1.0" or "0.50" format, then your transcript is listing credit units and you need to perform a conversion. Check the back of your transcript for a conversion ratio, which will say something like "1 unit is equivalent to 4 semester hours."
- If there is no conversion on the back of your transcript, contact your registrar's office to determine the conversion ratio. Then, convert the credits by multiplying the number of units listed on your transcript by the conversion factor. For example, if your conversion is 1 unit = 4 hours and your transcript lists 1 unit for a course, you would enter 4.00 credits on your application. If 0.50 is listed, you would enter 2.00.
- Review **OTCAS Grade Value Charts** to view some Canadian institutions' unit conversion ratios.

# Transcript Entry: Course Credits

## Lab Credits

- If your transcript lists labs separately, you must list them as separate courses on your application as well. Record the labs exactly as they appear on your transcript. If your transcript combines lab and lecture courses into one course, list it as one course on your application.

## Test Credits

- You can only list test credits if they were awarded by one of the schools you attended, and they appear on your transcript. Test credit types include Advanced Placement (AP), International Baccalaureate (IB), CLEP, DANTE, Regents, and courses you "tested out of" at college or university. List these credits under your first term at the school that awarded you the credit and enter "CR" as the grade. If no course prefix or number appears on the transcript, enter "N/A" for Not Applicable.
- Be sure to designate these test credits appropriately in the Transcript Review section (below).

# Transcript Entry: Course Types

Once you enter and save all your courses, click Review & Finalize My Transcripts. Your next step is to designate specific courses as study abroad, Advanced Placement, repeated, etc. You must complete Transcript Review before you can add prerequisites in the Program Materials section.

## Primary College

- Identify your primary undergraduate institution. This is typically considered the college or university where you earned (or will earn) your first Bachelor's Degree. If no degree is planned, select the college or university where you completed the majority of your undergraduate coursework.

## Repeated Classes

- Indicate if you repeated any of your courses. Courses should only be marked as repeated if you repeated them at the same institution (i.e., you retook the course for a higher grade). Withdrawn courses, courses taken at different schools, and courses taken multiple times for new credit (i.e., school band, physical education, etc) are not considered repeated.
- Record full credit values and grades for all repeated courses. OTCAS is required to include all repeated courses in GPA calculations, regardless of an institution's or state's academic forgiveness policies.
- If you repeated courses, select Yes and click Continue. Then, click the plus sign next to the repeated courses for each college or university you attended.

# Transcript Entry: Course Types

## Advanced Placement Credit

- Indicate if you received Advanced Placement (AP) credit on the College Board Advanced Placement Exams for any of your courses.
- If you received AP credit, select Yes and click Continue. Then, click the plus sign next to the advanced placement courses. Be sure to only select courses that are clearly marked as AP on your transcript.

## Other Test Credit

- Indicate if you received credit for tests other than the AP exam, including International Baccalaureate (IB), CLEP, DANTE, Regents, or Institutional/Departmental exams (i.e., courses you "tested out of" at college or university).
- If you received test credits, select Yes and click Continue. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as test credits on your transcript.

# Transcript Entry: Course Types

## Honors Courses

- Indicate if you took any honors courses, which are generally college or university courses taken at an honors level. These are usually designated with an "H" in the course number on your transcript. Note that earning Latin honors upon graduation does not mean your courses are retroactively considered "Honors."
- If you took honors courses, select Yes and click Continue. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as honors on your transcript.

## Study Abroad Courses

- If you studied abroad, indicate the courses you took as part of your institution's study abroad program. Refer to the Sending Transcripts section for more information.
- If you studied abroad, select Yes and click Continue. Then, click the plus sign next to the courses.

# Professional Transcript Entry Service

## Overview

- If you prefer not to enter all your coursework yourself, the Professional Transcript Entry Service (PTE) specialists can enter it for you for an additional fee. This service is only available for completed coursework from accredited schools. Coursework from unlisted schools, foreign coursework, and planned/in-progress courses are ineligible for PTE and must be entered by you.
  - Note that the PTE specialists only enter the information listed on your official transcripts and do not correct errors for coursework you have already entered. If you entered coursework and made a mistake or did not report an institution, these errors will be communicated to you during the verification process, at which point it will be your responsibility to correct them.
- Please refer to the **Refunding/Withdrawing Your Application** page for further payment policies.

## Fees

- Fees for PTE are as follows:
  - 1-3 transcripts: \$75
  - 4-6 transcripts: \$100
  - 7 or more transcripts: \$150
- These fees apply only to coursework entry and are in addition to regular application fees. Fee waivers and coupon codes are not available for PTE. Additionally, your PTE payment cannot be transferred to another cycle (e.g., re-applicants, applicants applying in multiple cycles, etc.).

# Professional Transcript Entry Service

## 1. Enter any coursework that is **not** eligible for PTE.

Before the PTE process can start, you must enter any coursework that is ineligible for PTE. Ineligible coursework includes planned or in-progress courses and courses taken at unlisted US schools. We cannot enter these courses on your behalf and they must be entered by you before you pay for PTE.

Note that once you make your PTE payment, you will be unable to enter any additional planned/in-progress courses until the verification process is complete.

## 2. Send us your official transcripts.

We must receive all required transcripts before PTE can begin. See **Sending Official Transcripts to OTCAS** for more details. Monitor your application to ensure your transcripts are received. On average, it takes up to five business days from the date we receive your transcripts to post them to your application. Once your transcripts post, you will receive a confirmation email and you can view your transcript receipt dates on the **Check Status** tab.

## 3. Sign up and pay for PTE.

Click **Tell Me More** at the bottom of the **Transcript Entry** page and follow the prompts to sign up for PTE and enter your payment information. Payments are non-refundable and can only be made online via credit card. After making your payment, you can continue adding colleges attended for PTE until you submit your application. You cannot add any colleges attended for PTE once your application is submitted or during the Academic Update period (if applicable).

## 4. Submit and complete your application.

Before PTE, you must submit and pay for your application. Once your application is submitted and we receive your transcripts, we will begin work on your application within 10 business days. Note that applications are placed in line for PTE on a first-come, first-served basis.

# Professional Transcript Entry Service

## Turnaround Time

- Once all the requirements are met, it may take up to 10 business days for transcript entry to be completed. Your application will not be given a Complete Date and moved into the verification queue until your coursework entry is approved, at which point it can take up to an additional 10 business days to be verified. Please keep these turnaround times and your program's deadline requirements in mind. We are not responsible for missed deadlines due to PTE procedures or turnaround times.



# Professional Transcript Entry Service

## Reviewing and Approving Your Coursework Entry

- You will receive a notification once your PTE is complete. You should then review the coursework entered by the PTE specialists to ensure it is accurate and approve the entry. You should also match your coursework to any required prerequisite courses in the Program Materials section before approving the entry.
- If you find any issues with the coursework entry, email customer service to determine how to proceed. Wait for corrections to be confirmed and implemented before approving the coursework entry.
- Once you approve your coursework entry (and complete all other application requirements), your application is given a Complete Date and placed in line for verification. Be sure to approve your coursework in a timely manner to avoid any delays in processing your application.
- If you reapply in a future cycle, your PTE coursework will only carry forward if you submit your application and approve the PTE coursework entry in the current cycle.

# Professional Transcript Entry Service

## Reviewing and Approving Your Coursework Entry

- You will receive a notification once your PTE is complete. You should then review the coursework entered by the PTE specialists to ensure it is accurate and approve the entry. You should also match your coursework to any required prerequisite courses in the Program Materials section before approving the entry.
- If you find any issues with the coursework entry, email customer service to determine how to proceed. Wait for corrections to be confirmed and implemented before approving the coursework entry.
- Once you approve your coursework entry (and complete all other application requirements), your application is given a Complete Date and placed in line for verification. Be sure to approve your coursework in a timely manner to avoid any delays in processing your application.
- If you reapply in a future cycle, your PTE coursework will only carry forward if you submit your application and approve the PTE coursework entry in the current cycle.

# Standardized Tests

## Self-Reported Test Scores

- You can self-report your Standardized Test scores or report tests you plan to take in the **Standardized Tests** section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you are completing all requirements.
- Note that self-reporting your scores is not the same as providing official scores to your programs. If your programs require official test scores, see **Sending Official Test Scores** for more information.

## Add a Test Score

1. Navigate to the **Standardized Tests** section.
2. Find the test you took in the list and click **Add Test Score**. In some cases, you may only be able to enter scores for certain tests.
3. Select **Yes** under **Have you taken the test**.
4. Enter the date you took the test.
5. Enter all applicable scores and test ID, if applicable.
6. Click **Save This Test**.

- *After submitting your application, you can continue to add new test entries to this section, but you cannot update or delete previous entries.*

# Standardized Tests

## Add a Planned Test

1. Navigate to the **Standardized Tests** section.
2. Find the test you took in the list and click **Add Test Score**. In some cases, you may only be able to enter scores for certain tests.
3. Select **No** under **Have you taken the test**.
4. Enter the date you plan to take the test.
5. Enter your test ID, if applicable.
6. Click **Save This Test**.



# Supporting Information

0/7 Sections Completed



- Evaluations
- Observation Hours
- Experiences
- Achievements
- Licenses and Certifications
- Documents
- Release Statement

# Supporting Information



# Letters of Recommendation

- You must have a minimum of **3 requested evaluations** in order to submit your application. You may enter a maximum of 5.

Once you have saved an electronic evaluation, an email request will automatically be sent to the evaluator on your behalf. Please advise your evaluator to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

- In this section, you can send requests for evaluations. Evaluations (sometimes called Letters of Evaluation, Letters of Reference, or Letters of Recommendation) are submitted by the evaluators themselves via **Letters by Liaison**, our recommender portal; they cannot be completed or submitted by the applicant or another party on behalf of the evaluator.

- You can edit and delete requests that are in Requested or Accepted status. Once a request is Completed, you cannot make any changes regardless of whether you've submitted your application or not.

# Observation Hours

- Add any observation hours that you have in this section. Check the **Program Materials** section or contact your individual programs to learn their program-specific requirements. OTCAS does not review or determine if you meet your program's minimum observation hour requirements
- Once you submit your application, you cannot edit previously entered observation hours, but you can add new observation hours.

# Experiences

- You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to update or delete completed Experiences.
- Enter your professional experiences in several categories, or types, in this section.
- Once you submit your application, you cannot edit previously entered experiences, but you can add new experiences.



# Experiences

- In this section, you can enter your professional experiences in several categories, or types. Review the definitions, consider the duties you performed, and choose the category that you think best fits the experience.
- Note that since each program's definitions and requirements vary, OTCAS has no specific preference as to which category you choose. These categories are broadly based on feedback from various occupational therapy programs and are not a comprehensive list of every type of experience. Your experience's individual job description and responsibilities should determine the category you select; however, it is not guaranteed that your experience will be accepted by every program in the way you categorize it.
- If you have any questions about your experiences fulfilling an individual program's prerequisite requirements, contact that program directly.
  - Although you can enter any experiences that you believe are relevant to your application, we recommend focusing on those experiences within the last 10 years and at the collegiate level and above. Enter only current and in-progress experiences (not planned experiences), and check your program's requirements regarding documentation.

# Experience Types

## Employment

- All paid work; for example, a retail or restaurant job.

## Extracurricular Activities

- Related activities you would like your selected programs to review; for example, academic clubs and competitive teams. Do not include paid work experience in this section.

## Healthcare Experience

- Both paid and unpaid work in a health or health-related field where you are not directly responsible for a patient's care, but may still have patient interaction; for example, filling prescriptions, performing clerical work, delivering patient food, cleaning patients and/or their rooms, administering food or medication, taking vitals or other record-keeping information, working as a scribe, CNA (depending on job description), medical assistant, etc.

# Experience Types Continued

## **Internships and Clinical Experiences**

- Time spent either following and observing an occupational therapy professional at work or a paid or unpaid position related to occupational therapy.

## **Research**

- Any experience working on a research project, preferably in addition to or outside of regular classroom work. This may include student research positions, research technician positions, summer research student, master's rotational student, etc.

## **Teaching Experience**

- Experiences in which you were in charge of instructing others, such as a teaching assistant, tutor, etc.

## **Volunteer**

- Volunteer work done; for example, working for Habitat for Humanity, tutoring students, participating in or working for a fundraiser walk or blood drive, etc.

## **Leadership Experience**

- Experiences in which you held a leadership role within an organization, such as the president of a club, fraternity/sorority, etc.

# Enter Your Experience

1. Click **Add an Experience**.

2. Select the appropriate experience type from the drop-down.

3. Enter information about the organization where the experience took place.

4. Enter information about your supervisor at the organization. This is a person that programs can contact to verify that this experience occurred. If the experience was a student-organized group and there was no advisor, list a member who can verify your experience.

5. Enter the date or date range in which the experience took place. Note that your experiences will not display on your application in any specific order, regardless of the dates entered.

6. Enter additional details about the experience, including the title of the experience and the time commitments. Enter the average weekly number of hours that you completed for this experience during the date range that you indicated.

7. Select **Yes** or **No** to indicate a release authorization to allow your selected programs to contact the organization.

8. Click **Save & Continue**.

- *Note that you cannot repeat hours between experience types. So, if position duties encompass more than one section, enter the position in both sections and divide the hours and duties accordingly.*

# Achievements

- In this section, you can enter any relevant professional or academic achievements in several categories, or types. Review the definitions below, consider the achievement you earned, and choose the category that you think best fits.
- Although you can enter any achievements that you believe are relevant to your application, we recommend focusing on those achievements within the last 10 years and at the collegiate level and above.

# Achievement Types

## **Awards**

- Awards received as a prize, such as trophies and medals.

## **Honors—**

- Honors received as a special distinction for work done, including Dean's List and memberships in honor societies.

## **Presentations**

- Presentations delivered in person and virtually, at on-campus and regional and national conferences, or in public-speaking engagements.

## **Publications**

- Any work publicized through media organizations, including newspapers and journals.

# Add an Achievement

1. Click **Add An Achievement**.
  2. Select the type of achievement.
  3. Enter the name of the achievement.
  4. Enter the name of the organization that presented the achievement, if applicable.
  5. Enter the issued date.
  6. Enter a brief description, especially if the achievement is not clear based on its title. You can also note if any special circumstances surrounded it. If your achievement was awarded multiple times (e.g., Dean's List), use this field to explain that instead of creating multiple instances.
  7. Click **Save This Achievement**. Your saved achievements will not display in any order, regardless of the order or dates you enter.
- *Note that once you submit your application, you cannot edit or remove your achievements; however, you can continue to add new achievements, as needed.*

# Licenses and Certifications

- In this section, you can add any current professional licenses or certifications that you have. Note that we do not verify the information entered here. Contact your individual programs to determine if they require official documentation of any license or certification listed in this section.

## Add a License or Certification

1. Click **Add a License or Certification**.
  2. Select **License** or **Certification** from the **Type** drop-down.
  3. Enter the title and name of the organization that issued the license or certification.
    4. Enter a number, if applicable.
  5. Enter the date on which the license or certification was issued and the date it is valid to, if applicable. Because you can only list current licenses and certifications, the system will not let you enter a past date in the **Valid Until** field.
    6. Enter an optional, brief description.
    7. Click **Save & Continue**.
- *Note that once you submit your application, you cannot edit or remove licenses and certifications; however, you can continue to add new ones, as needed.*



# Documents

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

## 💡 UPLOAD TIPS



### Review Uploaded Documents

The uploading process may have altered your formatting. Please review before submitting.



### Accepted File Types

.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.



### Do Not Password Protect Your Documents

Protected documents will not be sent with your application.



### Conceal Your Social Security Number (SSN)

Only use correction fluid or a redacting marker to conceal your SSN before uploading.

Upload required and optional documents in this section. Visit the [Applicant Help Center](#) for more information.

Your Personal Essay should address why you selected occupational therapy as a career and how this degree relates to your immediate and long-term professional goals. Describe how your personal, educational, and professional background help you achieve your goals. This essay is an important part of your application and allows you to clearly and effectively express yourself. Do not personalize this essay for a particular program, as it is shared with all your programs.

Once you submit your application, you cannot edit previously uploaded documents, but you can add new documents, if applicable.

\* Indicates required field

# Documents

# Release Statement

- In this section, you must review and respond to the following release statements in order to submit your application. Once you submit your application, your responses cannot be edited. Please review these instructions and the content of the statements carefully. It is your responsibility to read and understand these statements before responding to them. If you have any questions regarding these statements, contact customer service

at [617-612-2860](tel:617-612-2860) for clarification before making your selections.

## Advisor Release

- Selecting **Yes** for this release allows OTCAS to release certain information to health profession advisors and health profession advisory committees at schools you previously attended. This information includes some application information, including your GPA, the names of the occupational therapy programs to which you applied, and which program, if any, you matriculate into. They will not see documentation such as transcripts or letters of evaluation.
- If you select **No**, OTCAS will not release your information to advisors. We encourage you to authorize this release, as it is useful to advisors assisting you and other future applicants; however, it will not affect the consideration given to your application.

## Release Statement

- This statement serves as a contractual agreement between you and OTCAS. You must agree to these terms in order to submit your application.
- Click the checkbox to acknowledge the accuracy of the information provided in your application.

# Program Materials

## Overview

- The **Program Materials** section includes additional information and requirements for the programs you selected in the **Add Program** tab. Each program's requirements may vary, so it's important you review this section in detail.
- Your selected programs appear on the left side of this page; click each program's name to begin your review. Note that depending on your program's requirements, you'll see one or more of the tabs outlined below.

# Program Materials Components

## Home

- The Home tab contains the Program Details provided by each program at the start of the application cycle. It includes deadlines and other information specific to the program. Be sure to review this page carefully for any additional instructions, information, and/or requirements.

## Questions

- The Questions tab is only available for certain programs. Here, you can answer questions specific to each program. Questions may be multiple choice or open-ended text boxes. Some programs require an additional essay. Contact each program directly if you have questions.
- Select your answers for each question and then click Save. If copying a response into a text box, check for possible formatting changes. We suggest using simple formatting, as tabs, italics, multiple spaces, etc., will not be saved. To delineate paragraphs, type a double return between each paragraph.

# Program Materials Continued

## Documents

- The **Documents** tab is only available for certain programs. If applicable, you can upload documents that will only be visible to that particular program. Documents that do not have a red asterisk are optional and do not need to be uploaded for you to submit your application.
  - Contact the program directly if you have any questions about their specific requirements.
- If your program provides a PDF form to fill out and upload in this section, you must save and upload it as an image. Depending on your computer's operating system, there may be multiple ways to do this; a Google search can point you in the right direction.
- Once your application is submitted, you cannot re-upload, update, or edit the documents in any way; however, you can upload new documents.

# Program Materials: Prerequisites

- The **Prerequisites** tab is only available for certain programs. In it, you can assign courses you took (or plan to take) to fulfill the program's required prerequisites. You must complete Transcript Entry and Transcript Review in order to complete this section.
- Note that assigning these courses **does not necessarily mean you meet the program's prerequisite requirements**; the program wants you to self-identify these courses for their review. Contact each program directly if you have questions about these prerequisites.

- **Assign a Prerequisite**

1. Click **Assign Course**.
2. Click the plus sign next to the course(s) that you believe fulfills the prerequisite. You can match multiple courses to one prerequisite, if applicable. If you do not have a prerequisite course to add, click **I Am Not Matching Any Courses to this Prerequisite**.
3. Click **Save and Exit**.

# Still Have Questions?

## General Information

- For help with application-related questions, you can log in to your application and contact us using the chat icon in the lower right corner. You can also contact us by phone at [617-612-2860](tel:617-612-2860) or by email at [otcasinfo@otcas.org](mailto:otcasinfo@otcas.org). Note the following:
  - Hours of operation: Monday – Friday, 9 AM – 5 PM ET.
  - For the quickest response, log in to your application and contact us by chat.
    - We typically provide responses to emails within two business days; however, response times can take up to three business days when we're at our busiest.
  - Be sure to have your CAS ID number (located under your name in the upper-right corner of the application) when contacting OTCAS.

# When Should You Contact a Program Directly?

OTCAS can assist with application-related questions. For all other inquiries, including the following, please contact your program directly:

- Admission requirements and policies
  - Deadline requirements
  - Prerequisites
  - Supplemental materials
- Requirements regarding the identity of evaluators
- Status of your application after it has been verified
  - Admission decisions and interview questions
- Content and duration of a particular school's program



# Resources

## **Writing Center:**

Appointments

Writers can make up to two 45-minute appointments each week to receive feedback from one of our expert consultants. Starting Fall 2020, meetings and drop-in hours will be conducted online via video chat or email. More information can be found [here](#).

To register and book an appointment, head over to our [scheduling site](#).

## **Career Center: (Drop-In Hours, Satellite Hours & Appointments)**

Help with Resume Prep, Statement of Purpose, Interview Prep, and Mentorship.

<https://career.uga.edu/appointments>

## **MMI Help:**

[https://ppao.uga.edu/interview\\_preparation/recorded-mock-interview/](https://ppao.uga.edu/interview_preparation/recorded-mock-interview/)



Thank you

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Casey Ellis

[cme18@uga.edu](mailto:cme18@uga.edu)

<https://ppao.uga.edu/about/advisors/>