

# PTCAS WALKTHROUGH 2023-2024

By: Casey Ellis



## PTCAS: the physical therapist centralized application service



Homepage > Physical Therapy Centralized Application Services > Physical Therapist Centralized Application Services

PTCAS, the physical therapist centralized application service provided by APTA, allows you to apply to multiple physical therapist education programs with one application and set of resources.

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## IMPORTANT DETAILS

The PTCAS application will open on June 15<sup>th</sup>.

The first day the application can be submitted is July 1<sup>st</sup>.

**\*Note:** some schools do not start their admissions cycle until July or August so you may not see them as a program choice on the PTCAS application during the month of June.

Record your username and password in a secure and convenient location.

Print your completed application for your records before submitting it to PTCAS. Do not send the printed application via mail.

Make sure to go off each individual program's deadline.



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# HELPFUL APPLICATION TIPS

- DO NOT ENTER YOUR COURSEWORK FROM MEMORY—USE YOUR TRANSCRIPTS!
- DO NOT WAIT FOR PTCAS TO RECEIVE ALL MATERIALS BEFORE SUBMITTING YOUR APPLICATION.
- DO NOT WAIT FOR PTCAS TO RECEIVE ALL OF YOUR MATERIALS BEFORE YOU SUBMIT YOUR APPLICATION.
- COMPLETE THE "COLLEGES ATTENDED" SECTION OF THE APPLICATION FIRST. PTCAS CANNOT POST TRANSCRIPTS TO YOUR APPLICATION UNTIL THIS STEP IS DONE.
- [LOGIN](#) TO CHECK STATUS OF YOUR TRANSCRIPTS, REFERENCES, GRE SCORES, and PT Observation forms.
- ARRANGE FOR ALL MATERIALS TO ARRIVE BY THE DEADLINE.
- CHECK YOUR EMAIL DAILY FOR IMPORTANT MESSAGES FROM PTCAS AND PROGRAMS.
- REVIEW YOUR APPLICATION FOR ACCURACY BEFORE SUBMITTING THE APPLICATION.

# PTCAS CHECKLIST

## **FOLLOW THESE STEPS FIRST**

- VISIT THE [APPLICANT HELP CENTER](#) AND PROGRAM ADMISSION REQUIREMENTS.
- CREATE A NEW [PTCAS APPLICATION ACCOUNT](#).
- COMPLETE THE "[COLLEGES ATTENDED](#)" SECTION FIRST BY ENTERING ALL INSTITUTIONS ATTENDED.
- PRINT A **PTCASTRANSSCRIPT MATCHING FORM** FOR EACH INSTITUTION ATTENDED.
- ARRANGE FOR ALL [OFFICIAL TRANSCRIPTS](#) TO BE SENT TO PTCAS WITH TRANSCRIPT MATCHING FORM ENCLOSED.
- ENTER ALL UNITED STATES AND CANADIAN COLLEGE COURSES USING PERSONAL COPIES OF YOUR TRANSCRIPTS.

## **COMPLETE NEXT STEPS, IF REQUIRED BY SELECTED PROGRAMS**


- [ENTER ALL GRADUATE RECORD EXAMINATION \(GRE\) SCORES ON THE APPLICATION AND ARRANGE FOR ETS TO SEND YOUR OFFICIAL TEST SCORES.](#)
- COMPLETE THE REFERENCE SECTION, SO YOUR EVALUATORS HAVE ADEQUATE TIME TO RESPOND.
- COMPLETE THE OBSERVATION HOURS SECTION, SO A LICENSED PHYSICAL THERAPIST CAN VERIFY YOUR EXPERIENCES.
- SUBMIT SUPPLEMENTAL MATERIALS DIRECTLY TO YOUR SELECTED PROGRAMS.

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# BEFORE STARTING THE PTCAS APPLICATION:

PRIOR TO APPLYING YOU WILL WANT TO RESEARCH PROGRAMS YOU WISH TO APPLY TO. STUDENTS USUALLY APPLY TO 6 PROGRAMS.


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.
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# A NOTE ABOUT ETIQUETTE

APTA PTCAS 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.





# APTA CORE VALUES

APTA has identified seven core values that define the critical elements of professionalism in physical therapy. These core values are listed below in alphabetical order with no preference or ranking given to them. The seven values identified were of sufficient breadth and depth to incorporate the many values and attributes that are part of physical therapist professionalism.

- Accountability
- Altruism
- Compassion/Caring
- Excellence
- Integrity
- Professional Duty
- Social Responsibility

Applicants are encouraged to read more about each of the seven core values by [visiting the APTA webpage devoted to the core values](#). Doing so will help applicants to understand the definition and sample indicators for each core value, including a description of what the physical therapist would be doing in practice, education, and/or research if these core values were present.



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# PTCAS BACKGROUND CHECKS

## OVERVIEW

BACKGROUND CHECKS VARY WIDELY FROM PROGRAM TO PROGRAM. SOME PROGRAMS REQUIRE APPLICANT BACKGROUND CHECKS PRIOR TO ACCEPTANCE, WHILE OTHERS REQUIRE THESE CHECKS AS A CONDITION OF MATRICULATION. FOR QUESTIONS ABOUT BACKGROUND CHECKS – INCLUDING WHEN IN THE APPLICATION PROCESS THIS MUST BE COMPLETED – CONTACT EACH OF YOUR PROGRAMS DIRECTLY.

BACKGROUND CHECKS REFLECT ALL PRIOR CONVICTIONS, GUILTY PLEAS, CITY ORDINANCE CITATIONS (SUCH AS PUBLIC INTOXICATION), ILLEGAL POSSESSION(S) INCLUDING POSSESSION OF ALCOHOL UNDER THE LEGAL AGE, PAYMENTS OF FINES (INCLUDING THOSE FOR TRAFFIC VIOLATIONS), AND IN SOME CASES, PRIOR RECORDS THOUGHT TO HAVE BEEN EXPUNGED. NOTE THAT IN SOME STATES, COMMON TRAFFIC VIOLATIONS CAN BE CONSIDERED MISDEMEANORS.

## PROGRAMS THAT REQUIRE BACKGROUND CHECKS

PTCAS HAS PARTNERED WITH [CERTIPHI SCREENING](#) TO OFFER PARTICIPATING PROGRAMS THE OPTION OF A NATIONAL CRIMINAL BACKGROUND CHECK (CBC) PROCESS FOR ACCEPTED APPLICANTS. IF YOU RECEIVE AN OFFER OF ADMISSION FROM A CBC PARTICIPATING PROGRAM, CERTIPHI SCREENING WILL EMAIL YOU WITH INSTRUCTIONS ON HOW TO COMPLETE THE BACKGROUND CHECK PROCESS. RECEIPT OF THIS EMAIL INDICATES THAT THE CBC IS REQUIRED AS PART OF YOUR ACCEPTANCE TO THE PROGRAM.

## FEE PAYMENTS

BEFORE A CBC CAN BE COMPLETED, YOU MUST PAY A REQUIRED FEE OF \$77.75 USD, WHICH IS PAYABLE BY CREDIT CARD, DEBIT CARD, OR PAYPAL.



# FEES & FEE WAIVERS

## Fees

PTCAS charges \$165 for the first program you apply to and \$65 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 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 [617-612-2040](tel:617-612-2040) before you submit a fee waiver request to determine if waivers are still available.

## Low Income Levels for 2023-2024 Cycle Awards\*

If applicable, use the following chart to help you determine if you come from an economically disadvantaged background.

Size of Family*	Income Level**
1	\$29,160
2	\$39,440
3	\$49,720
4	\$60,000
5	\$70,280
6	\$80,560
7	\$90,840
8	\$101,120
For each additional person add:	\$10,280

The low income level is based on 200 percent of the U.S. Department of Health and Human Services poverty guidelines. It is used to determine what constitutes a low-income family for the purposes of the SDS and LDS programs.

\* Size of family means the number of exemptions listed on the qualified income tax return forms. For example, a family size of 4 may include two parents and two dependents.

# FEE WAIVER 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 (see previous slide). **If you were claimed as a dependent by a parent or guardian on their 2022 Federal Income Tax Return, PTCAS 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.

Determine when to apply for your waiver.

Keep in mind that fee waivers are limited and only valid for 14 days (including holidays and weekends) from the time you are approved. Be ready to submit your application if you are approved.

Start your application.

You must have an account to apply for a fee waiver. Fee assistance applications are not accepted by mail or email.

Complete and submit your fee assistance application.

1. Click on your name in the upper right corner of the application, then select **Fee Assistance Program**.
2. Enter your household's adjusted gross income for 2020 and the current number of members in your household. Note that "size of family" includes the number of people claimed as dependents on the tax report.
3. Upload a copy of the filed 2020 Federal Income Tax Return Form 1040. This form was either filed by you or by someone who listed you as a dependent (such as a parent or guardian). Remember, if you were listed as a dependent, you must submit that individual's tax return form instead of your own.

Await notification.

Once you submit your fee waiver request, it can take up to 10 business days to process. The status of your request will be sent to both your email address and your application inbox.

While your fee waiver request is pending, you are unable to submit your application. To submit your application and forfeit your waiver request, return to the **Fee Assistance Program** section and click **Cancel Request**. Once you submit your application, you are ineligible to apply for another fee waiver.

Submit your application and pay any remaining balance.

If you are approved, the waiver amount of \$155 will be automatically deducted from your total fees, and you are responsible for any remaining balance. Contact customer service immediately if you do not see the waiver amount deducted.

Remember to submit your application within 14 days of your approval (including holidays and weekends). Outstanding transcripts, references, and/or test scores do not have to be received within this timeframe.

# ACCOUNT CREATION

To begin, click the “Create an Account” button on the PTCAS application homepage. Enter a username, password, security question, and valid contact information. Click on the “Create My Account” button to activate a new account and unique PTCAS identification number. You are not permitted to create more than 1 PTCAS account per application cycle! Duplicate accounts will result in significant processing delays and problems with application materials! PTCAS will delete duplicate accounts, including associated documents!

## Welcome to PTCAS

### Welcome!

This application cycle is closing soon!

The 2021-2022 PTCAS application cycle will close on June 01, 2022. Be sure to check your program deadline dates and submit your application to your programs before that date. Additionally, review the final application processing dates in the [PTCAS Applicant Help Center](#).

The 2022-2023 PTCAS application cycle will be open in June, 2022.

The Physical Therapist Centralized Application Service (PTCAS) is a service of the American Physical Therapy Association (APTA). PTCAS simplifies the DPT application process by allowing you to apply to multiple programs with only one application.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Username

Password

Sign In

Create an Account

[Forgot your username or password?](#)

[Reapplying to PTCAS?](#)

# ADD PROGRAM

[Add More Programs](#)

## Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICATIONS READY FOR SUBMISSION: **0** | TOTAL FEE(S): **\$295.00** | [Continue To My Application >](#)

Sort By: **Deadline**

<b>Boston University</b> Doctor of Physical Therapy	Term: Summer 1 Deadline 10/16/2023	<input type="checkbox"/>	<input type="checkbox"/>
<b>Georgia Southern University - Armstrong Campus</b> Doctor of Physical Therapy	Term: Summer 1 Deadline 10/16/2023	<input type="checkbox"/>	<input type="checkbox"/>
<b>Georgia State University</b> Doctor of Physical Therapy	Term: Summer 1 Deadline 08/15/2023	<input type="checkbox"/>	<input type="checkbox"/>

Once you have created an account, you must select at least one PT school or college to which you will be applying. It is best to add all programs you are applying to at this point. You can always add more programs later or remove a program prior to submission of the application if you opt not to apply to this program. After you submit, you can only add new programs---you can NOT delete or substitute program selections. Once you have added one or more programs to which you are applying, you will need to review the list of designations schools and colleges, and then advance to the application. The average applicant applies to 6 programs.

# PTCAS RELEASE STATEMENT

- There are 3 main parts to the Release Statement section. You must review and respond to the following release statements in order to submit your application:

## Pre-submission Release of Information

By answering “yes,” you authorize PTCAS to release your name and contact information to your selected programs before you submit your final application. You are encouraged to select “yes” so that your selected programs can send you important information about their specific admissions processes before you complete your application.

## Advisor Release

Selecting YES allows PTCAS to release certain information to Pre-Health advisors. We encourage you to authorize release, as it is useful to our office in assisting you and future applicants!

## Certification and Authorization statement

Serves as your legal signature, and is binding

The screenshot shows the PTCAS application interface. At the top, there are navigation tabs: "My Application", "Add Program", "Submit Application", and "Check Status". The main heading is "Release Statement". Below the heading, there is a circular progress indicator showing "Sections Completed" with a checkmark and the number "0/8". A note states: "You must review and respond to the following release statements to submit your application. Once you submit your application, your responses cannot be edited. Review these instructions and the content of the statements carefully. It's your responsibility to read and understand these statements before responding to them. Visit the [Applicant Help Center](#) for more information." A small asterisk indicates required fields.

On the left side, there is a vertical menu with the following sections: "Biographic Information", "Contact Information", "Citizenship Information", "Race & Ethnicity", "Parent/Guardian", "Economic/Educational/Environmental Factors", and "Other Information".

The main content area contains three sections:

- Pre-Submission Release of Information**: A paragraph explaining the purpose of this section, followed by two radio buttons labeled "Yes" and "No".
- Advisor Release**: A paragraph explaining the purpose of this section, followed by two radio buttons labeled "Yes" and "No".
- PTCAS Certification and Authorization Statement**: A paragraph stating: "I certify, as required in the application, that I have read and understand all application instructions, including the provisions which note that I am responsible for monitoring and ensuring the progress of my application." Below this is a text input field with the text: "I certify that I have read and will abide by all program-specific instructions for my designated physical therapist programs."

# 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.

## Sex

Indicate your sex assigned at birth, as it appears on your original birth certificate.

## Gender Identity

The American Physical Therapy Association (APTA) and its member physical therapy programs recognize the importance of diversity and inclusivity in the student body and workforce. Select the gender identity option that you feel best describes you. This information is used for statistical purposes only, and in no way affects your application or financial aid eligibility.

My Application      Add Program      Submit Application      Check Status

## Biographic Information

Enter biographic information in this section. Some fields pull in the information you entered when you created your account. Confirm that what appears here is correct; click the **My Profile** link to make changes. Visit the [Applicant Help Center](#) for more information.

You can edit this section after you submit your application.

\* Indicates required field

0/8 Sections Completed

Release Statement

Biographic Information

Contact Information

Citizenship Information

Race & Ethnicity

Parent/Guardian

Economic/Educational/Environmental Factors

Other Information

### Your Name

To make changes to your name, go to the [Profile Section](#)

First or Given Name

Middle Name

Last or Family Name

Suffix (Jr., Sr., III, etc.)

### Alternate Name

\* Do you have any materials under another name (for example, a maiden name, middle name, or nickname)?

Yes     No

### Sex

\* What biological sex were you assigned at birth, such as on an original birth certificate?



# BIOGRAPHIC INFORMATION CONTINUED

## 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**.

Parent/Guardian

Economic/Educational/Environmental Factors

Other Information

### Alternate Name

\* Do you have any materials under another name (for example, a maiden name, middle name, or nickname)?

Yes  No

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### Sex

\* What biological sex were you assigned at birth, such as on an original birth certificate?


Female  Male  Decline to State

### Gender Identity

\* How do you describe your current gender identity?

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### Birth Information

\* Date of Birth   MM/DD/YYYY

\* Country

\* City

\* State/Province

\* County

# CONTACT INFORMATION

## Current Address

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. 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.

## 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.


## Phone Number

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.

My Application Add Program Submit Application Check Status



Sections Completed 0/8

- Release Statement
- Biographic Information
- Contact Information
- Citizenship Information
- Race & Ethnicity
- Parent/Guardian
- Economic/Educational/Environmental Factors
- Other Information

## Contact Information

Enter your contact information in this section. Keep this information up-to-date throughout the application process. Visit the [Applicant Help Center](#) for more information.

You can edit this section after you submit your application.

\* Indicates required field

### Current Address

- \* Country / Territory:
- \* Street Address 1:
- Street Address 2:
- \* City:
- \* State/Province:
- \* County:
- \* Zip/Postal Code:
- Approximate Date through which current address is valid:
- \* Is this your permanent address?  
 Yes  No

# CITIZENSHIP INFORMATION

## 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.

My Application Add Program Submit Application Check Status



## Citizenship Information

Enter your citizenship information in this section. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you can only edit your Citizenship Details, Residency Information, and Visa Information if you are not a US citizen.

\* Indicates required field

### United States Citizenship Details

\* U.S. Citizenship Status

\* Country of Citizenship

\* Do you have dual citizenship?  
 Yes  No

### Residency Information

\* Legal State of Residence

\* Legal County of Residence

\* How long have you been a resident of your state?

\* How long have you lived in the U.S.?

Release Statement

Biographic Information

Contact Information

Citizenship Information

Race & Ethnicity

Parent/Guardian

Economic/Educational/Environmental Factors

Other Information

# CITIZENSHIP INFORMATION CONTINUED

## 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.

• **HI-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.

## Previous State of Residency

If you have resided in your current state for less than one year, select your previous state of residency from the drop-down.

Contact Information	* Country of Citizenship Select Country of Citizenship
Citizenship Information	* Do you have dual citizenship? <input type="radio"/> Yes <input type="radio"/> No
Race & Ethnicity	
Parent/Guardian	
Economic/Educational/ Environmental Factors	
Other Information	
	<b>Residency Information</b>
	* Legal State of Residence Select State/Province
	* Legal County of Residence Select County
	* How long have you been a resident of your state? Select Residency Duration
	* How long have you lived in the U.S? Select Duration
	<b>Visa Information</b>
	* Do you have a U.S. Visa? <input type="radio"/> Yes <input checked="" type="radio"/> No
	<b>Previous State of Residency</b>
	If your duration of residency in your current state of residence is less than one year, list your previous state of residence: [Drop-down menu]

# RACE & 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 all 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.

The screenshot shows a web application interface for the 'Race & Ethnicity' section. At the top, there are navigation tabs: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. Below the navigation is a header area with a circular progress indicator on the left showing 'Sections Completed' with a checkmark and '0/8'. The main title 'Race & Ethnicity' is displayed in a large font. Below the title, there is a note: 'Select any and all of the options in this section which you feel best apply to you. Note that this section is used for statistical purposes only and in no way affects your application or financial aid eligibility. Visit the [Applicant Help Center](#) for more information.' Below this note, it says 'Once you submit your application, you cannot edit this section.' and a small asterisk indicates a required field. On the left side, there is a vertical menu with several sections: 'Release Statement', 'Biographic Information', 'Contact Information', 'Citizenship Information', 'Race & Ethnicity' (which is highlighted), 'Parent/Guardian', 'Economic/Educational/Environmental Factors', and 'Other Information'. The 'Race & Ethnicity' section contains two main parts: 'Ethnicity' and 'Race'. The 'Ethnicity' section has a dropdown menu with the question 'Do you consider yourself to be of Hispanic/Latino origin?'. The 'Race' section has a heading 'Please select one or more of the following groups in which you consider yourself to be a member.' followed by five checkboxes: 'American Indian or Alaska Native', 'Asian', 'Black or African-American', 'Native Hawaiian or Other Pacific Islander', and 'White'.

# PARENT/GUARDIAN

In this section, you can enter demographic information about your parent(s) or guardian(s), including where they reside, their level of education, current occupation, and role within your household.

Click [here](#) for a step-by-step guide to adding parent/guardian information in your application.

The screenshot shows a web interface for the 'Parent/Guardian' section. At the top, there are four navigation tabs: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. Below the tabs is a header area with a circular progress indicator on the left showing '0/8 Sections Completed' and a document icon. The main title 'Parent/Guardian' is displayed in a large font. Below the title, there is a paragraph of text: 'Enter demographic information about your parent(s) or guardian(s). This information is only used for data and recruitment purposes. Visit the [Applicant Help Center](#) for more information.' Below this text is a note: 'Once you submit your application, you cannot edit this section.' There are two main buttons: a blue button with a plus sign and the text 'Add a Parent/Guardian', and a white button with a blue border and the text 'I Am Not Adding Any Parent/Guardian'. On the left side, there is a vertical sidebar menu with several items: 'Release Statement', 'Biographic Information', 'Contact Information', 'Citizenship Information', 'Race & Ethnicity', 'Parent/Guardian' (which is highlighted in a light yellow color), 'Economic/Educational/Environmental Factors', and 'Other Information'.

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# ADDING A PARENT/GUARDIAN

## Add a Parent/Guardian

1. Click **Add a Parent/Guardian**.
2. Select the relationship between you and the parent/guardian.
3. Enter their first and last names.
4. Select their gender.
5. Indicate if they are living or deceased.
6. Select their occupation.
7. Select their residency information.
8. Select their education levels.
9. Indicate whether this parent/guardian is in your primary household (where you lived during the majority of your life, from birth to age 18).
10. Click **Save and Continue**.

# ENVIRONMENTAL FACTORS

## Family Situation (US Applicants Only)

Select your responses to questions related to your family situation.

## Childhood Residency

Select your responses to questions related to the area in which you lived as a child.

## High School Information

Select your responses to questions related to your high school.

## Disadvantaged Applicant Consideration

Indicate whether you wish to be considered a disadvantaged applicant by any of your programs that may consider such factors (social, economic, or educational). You can also enter brief information about your background that helps clarify your determination.

My Application    Add Program    Submit Application    Check Status

## Economic/Educational/ Environmental Factors

Enter your responses to these questions. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit this section.

\* Indicates required field

0/8 Sections Completed

- Release Statement
- Biographic Information
- Contact Information
- Citizenship Information
- Race & Ethnicity
- Parent/Guardian
- Economic/Educational/ Environmental Factors**
- Other Information

### Family Situation

Have you or a member of your immediate family ever used federal or state assistance programs (e.g. Aid to Families with Dependent Children, food stamps, Medicaid, public housing, etc.)?

Yes     No     I Don't Know

What was the income level of your family during the majority of your life from birth to age eighteen?

Did you have paid employment prior to age eighteen?

Yes     No

Are you the first generation in your family to attend college (e.g. neither your mother or father attended college)?

Yes     No     I Do Not Know

Have you ever served as the primary care giver to any relative?

Yes     No

---

### Childhood Residency



# OTHER INFORMATION

## Language Proficiency

Select your first language (the language of your birth). If you speak additional languages, click **Add Another Language**. Then, select the language(s) and the level of your proficiency in each.

## Military Status

If you have US military experience, select your anticipated status at the time of enrollment from the drop-down. Select **Not a member of the military** if this does not apply.

If a member of the military, select your branch of the Armed Forces from the drop-down and indicate the dates of service.

## Felony Convictions

Indicate whether you've ever been convicted of a felony. Note that most programs require satisfactory background check results as a condition of acceptance. Failure to disclose and provide accurate information about prior convictions may have serious consequences, such as annulment of acceptance offers, program dismissal, or other sanctions.

For more information on felony convictions and background checks click [here](#).

The screenshot shows a web form titled "Other Information" with a sidebar menu on the left containing the following items: Release Statement, Biographic Information, Contact Information, Citizenship Information, Race & Ethnicity, Parent/Guardian, Economic/Educational/Environmental Factors, and Other Information (which is currently selected). The main content area is divided into four sections:

- Language Proficiency:** A required question "What is your First Language?" is followed by a "Select Language" dropdown menu and a blue "+ Add Another Language" button.
- Military Status:** A required question "Indicate your anticipated United States Military status at the time you enroll" is followed by a "Select Military Status" dropdown. Below it, "Please specify branch of the United States Armed Forces" is followed by a "Select Armed Forces Branch" dropdown. "Service Began" is a date field (MM/DD/YYYY) with a calendar icon. "Are you still serving?" has two radio buttons for "Yes" and "No". "Service Ended" is another date field (MM/DD/YYYY) with a calendar icon.
- Felony:** A required question "Have you ever been convicted of a Felony?" is followed by two radio buttons for "Yes" and "No".
- Academic Infraction:** Two required questions are listed: "Have you ever been disciplined for academic performance (e.g. academic probation, dismissal, suspension, disqualification, etc.) by any college or school?" and "Have you ever been disciplined for student conduct violations (e.g. academic probation, dismissal, suspension, disqualification, etc.) by any college or school?". Each question is followed by two radio buttons for "Yes" and "No".

# OTHER INFORMATION CONTINUED

## Academic Infraction

Indicate whether you have ever been disciplined or placed on academic probation while attending an academic institution.

## License Infraction

Indicate whether you have ever had any certification, registration, license, or clinical privileges revoked, suspended, or in any way restricted by an institution, state, or locality. If yes, enter an explanation in the spaces provided.

## Social Security Number

Enter your social security number. This field is optional, but some programs may require it for their application, or for institutional or federal financial aid forms. Contact your programs directly to determine if they require you to enter your social security number.

## COVID-19

Use this section to describe how the COVID-19 pandemic impacted your preparation for the physical therapy education application.

### Academic Infraction

\* Have you ever been disciplined for academic performance (e.g. academic probation, dismissal, suspension, disqualification, etc.) by any college or school?

 Yes No

\* Have you ever been disciplined for student conduct violations (e.g. academic probation, dismissal, suspension, disqualification, etc.) by any college or school?

 Yes No

### License Infraction

\* Have you ever had any certification, registration, license or clinical privileges revoked, suspended or in any way restricted by an institution, state or locality?

 Yes No

### Social Security Number

Your designated programs may require your SSN for institutional or federal financial aid forms.

SSN

### COVID-19

If you feel as though your pathway to a physical therapist education program was educationally, personally, or professionally impacted by the global COVID-19 pandemic, please describe for your programs the impact you experienced. Some impacts you may want to consider when responding include:

- **Educational:** Did your institution move to requiring online or distance coursework? Were you able to effectively interact with your program faculty and professional staff and receive the support needed to succeed? Were you required to move to a Pass/Fail grading system? Did your GRE testing date get canceled or delayed?
- **Personal:** Did you unexpectedly have to change your living situation? Did you need to care for yourself or a loved one who was directly impacted? Did you seek out new volunteer opportunities that arose from the crisis?
- **Professional:** Did you have a change in employment status, a change in available shadowing experiences, or other professional or financial changes?

# OTHER INFORMATION CONTINUED

## Academic Record

Indicate whether your academic record accurately reflects your capabilities. If you select **No**, describe why. Include any information that may assist the admissions committee in interpreting and evaluating your academic history or credentials.

## PTA Education

Indicate whether you graduated from a physical therapist assistant (PTA) program recognized by the Commission on Accreditation in Physical Therapy Education (CAPTE).

## Previous Physical Therapist Education

Indicate whether you previously matriculated into a professional physical therapy degree program.

## Education Interruption

Indicate if your education has ever been interrupted or adversely affected for reasons other than deficiencies in conduct or academic performance. If you select **Yes**, enter an explanation in the field provided.

## Military Service Interruption

Indicate if your education has ever been interrupted because of military service. If you select **Yes**, enter an explanation in the space provided.

### Academic Record

\* Does your academic record accurately reflect your capabilities?

 Yes No

### PTA Education

\* Have you graduated from a CAPTE-accredited physical therapist assistant (PTA) program?

 Yes No

### Previous Physical Therapist Education

\* Have you previously enrolled in a professional physical therapist (PT) program? If yes, you MUST list the institution in the Colleges Attended section of the application, enter all attempted and completed PT courses in the Transcript Entry section of the application and have an official transcript sent to PTCAS. Failure to report this institution and associated coursework may jeopardize your application.

 Yes No

### Education Interruption

\* Has your education ever been interrupted or affected adversely for reasons other than deficiencies in conduct or academic performance?

 Yes No

### Military Service Interruption

\* Has your education ever been interrupted because of military service?

 Yes No

Save and Continue

# ACADEMIC HISTORY

The Academic History component of the application is broken into 3 sections: colleges attended, transcript entry and standardized tests. This part can be very tedious and time consuming. It is important that you allocate plenty of time to complete these sections in their entirety before moving on or taking a break.

The screenshot displays a user interface for a PTCAS application. At the top, there are navigation buttons for 'Add Program', 'Submit Application', and 'Ch'. The main content area is titled 'My Application' and includes a sub-header 'Academic History' with a progress indicator showing '0/3 Sections Completed'. Below this, there is a 'Latest Notifications' section with two entries: 'The 2021-2022 PTCAS Academic Update (AU) period has started.' dated 12/15/2021, and 'Welcome to the PTCAS application (save this email!)' dated 10/25/2021. A 'View My Notifications' button is located below the notifications. On the right side, there are three blue navigation buttons: 'Colleges Attended', 'Transcript Entry', and 'Standardized Tests'. The background of the dashboard features a photograph of a person in a wheelchair being assisted by another person in a gym setting.

# COLLEGES ATTENDED

Add each college you have ever attended even if it was for dual enrollment or transient courses. Only enter a college one time even if there are gaps in your enrollment. To add a college, click the blue button that says Add a College or University. Then you can start typing your school in the search bar. Select your school from the drop down. Do this for each college you have attended. You will then answer a series of questions about the colleges that you entered

My Application Add Program Submit Application Check Status

## Colleges Attended

0/3 Sections Completed

### Add a College or University

Report all institutions attended. Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.

\* Indicates required field

\* What college or university did you attend?

Save

Colleges Attended  
Transcript Entry  
Standardized Tests

# COLLEGES 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.

My Application   Add Program   Submit Application   Check Status

## Colleges Attended

 0/3 Sections Completed

**Add a College or University** 

Report all institutions attended. Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.


\* Indicates required field

\* **What college or university did you attend?**

Colleges Attended

\* **Did you obtain or are you planning to obtain a degree from this college or university?**

Yes    No

\* **Degree Info** 

Degree Awarded    Degree In Progress

Check if you were a double major

[+ Add another Degree](#)

\* **What type of term system does this college or university use?**

Quarter    Semester    Trimester

# TRANSCRIPT ENTRY

There is an optional service that you can choose to use that will enter your transcript coursework for you for a fee. It can take weeks for this to be completed so just keep that in mind. The fees are \$69 for your first 3 transcripts, \$95 if you need to enter 4-6 transcripts, and \$145 for 7 or more transcripts. You can select to have the Professional Transcript Entry done or to enter your coursework yourself for free.

You will start by adding a semester and then adding the courses from that semester.

My Application      Add Program      Submit Application      Check Status

## Transcript Entry

Enter transcript information exactly as it appears on your transcript. Your transcript details will be reviewed by a quality assurance team. If there are inaccuracies, your application will be sent back to you, and this will result in delays in submitting your application. All courses must be included, even if you did poorly or later repeated the course. If you have transfer credits, enter these credits from the institution where you originally took the course.

After you enter transcript information for all colleges attended, you will complete Transcript Review. In Transcript Review you will be asked to identify additional attributes about your coursework including Primary College and courses that are Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad.

To complete this section accurately:

- Report all courses on your transcripts. 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. 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.

Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit previously entered coursework, but you can add new coursework.

Sections Completed 0/3

Colleges Attended

Transcript Entry

Standardized Tests

Need help with Transcript Entry? Watch this video.

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# A NOTE ABOUT PROFESSIONAL TRANSCRIPT ENTRY (PTE)

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.

IN ORDER TO ACTIVATE PTE YOU MUST SUBMIT AT LEAST ONE APPLICATION. IF YOU ARE WANTING TO USE THE PTE SERVICE, YOU NEED TO MAKE SURE YOU HAVE ONE SCHOOL COMPLETELY DONE AND READY TO SUBMIT.

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.



# PROFESSIONAL TRANSCRIPT ENTRY (PTE) CONTINUED

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.).

## Process

To successfully sign up for PTE, complete the following required steps:

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 PTCAS](#) 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.

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# PROFESSIONAL TRANSCRIPT ENTRY 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.



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# REVIEWING & APPROVING PTE

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.



# TRANSCRIPT ENTRY REQUIREMENTS

- 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.



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# ENTERING 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 SPAN 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.

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# DEFINITIONS OF ACADEMIC STATUS

- **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, PHARM.D, JD, JURIS.D, LL.D, DC., ETC. ARE CONSIDERED DOCTORATE DEGREE-LEVEL.
- 


# ENTERING 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.

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# ENTERING COURSES FOR AN IN-PROGRESS OR PLANNED TERM

YOU SHOULD ENTER ANY COURSES THAT YOU ARE CURRENTLY TAKING OR PLAN TO TAKE SOON. 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.
- 



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# ENTERING 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.



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# 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 **PTCAS GRADE VALUE CHARTS** TO VIEW SOME CANADIAN INSTITUTIONS' UNIT CONVERSION RATIOS.

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# COURSE CREDITS CONTINUED

## 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).



# ENTER COURSE TYPES (TRANSCRIPT REVIEW)

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. PTCAS 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.

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# ENTER COURSE TYPES (TRANSCRIPT REVIEW) CONTINUED

## 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.



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# ENTER COURSE TYPES (TRANSCRIPT REVIEW) CONTINUED

## 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.





## TRANSCRIPT ENTRY LAB REVIEW


- After you have entered all your coursework, select Transcript Review. It will prompt you to answer a series of questions and to select the courses that are applicable. For example, you will be asked “Did you take any Lab Courses?”. If you did, click on Yes and then you will be able to add the courses that were labs.

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.

# ORDERING TRANSCRIPTS



You need to order OFFICIAL transcripts from EVERY institution that you have attended even if it was for transient courses or dual enrollment, even if your courses transferred to another institution. It can take several weeks for CASAA to receive your transcripts so make sure ordering them is one of the first things you do after you create your account. That way you do not slow down the verification process. UGA uses Parchment. To order your UGA transcripts log into your MyUGA portal and select Order Transcripts. There is a fee.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out

 **UNIVERSITY OF GEORGIA**  
Office of the Registrar

1. Login or Register   **2. Select Documents**   3. Order Details   4. Provide Consent   5. Billing Info   6. Review Order

### Select Document

-  **Diploma**  
Order an official copy of your diploma to be sent to a destination of your choice.
-  **Transcript**  
Order an official copy of your undergraduate or graduate transcript to be sent to a destination of your choice. eTranscript (electronic emailed transcript) and printed transcript (mailed or pickup) options are available.



# GRADE POINT AVERAGES (GPAS)

PTCAS GPAS MAY DIFFER FROM THOSE CALCULATED ON APPLICANT TRANSCRIPTS DUE TO THE GRADE STANDARDIZATION PROCESS. DPT PROGRAMS ARE NOT OBLIGATED TO THE PTCAS PROVIDED GPAS AND MAY CALCULATE THEIR OWN GPAS FOR USE IN THE APPLICATION REVIEW PROCESS. PTCAS GPAS INCLUDE:

- COURSES FROM POSTSECONDARY COLLEGES AND UNIVERSITIES IN THE UNITED STATES, AS WELL AS ENGLISH-SPEAKING CANADIAN INSTITUTIONS
- ALL ATTEMPTS OF COURSES COMPLETED FOR A GRADE, REGARDLESS OF WHETHER THEY WERE REPEATED FOR A BETTER GRADE OR NOT.
- STUDY-ABROAD COURSES IF THEY ARE REPORTED ON A U.S. TRANSCRIPT WITH A GRADE.
- FAILED COURSES.
- COURSES WITH A GRADE OF "WITHDRAWN FAILING" OR "WF" (CALCULATED AS AN "F").

# GRADE POINT AVERAGES (GPAS) CONTINUED

PTCAS GPAS DO **NOT** INCLUDE:

- INTERNATIONAL (FOREIGN) COURSEWORK.
- ADVANCED PLACEMENT (AP) COURSEWORK.
- COLLEGE LEVEL EXAM PLACEMENT (CLEP) COURSEWORK.
- AUDITED COURSES.
- DEFERRED COURSES.
- COURSES WHERE CREDIT WAS EARNED BY COMPLETION OF AN INSTITUTIONAL OR DEPARTMENTAL EXAM.
- INTERNATIONAL BACCALAUREATE (IB) COURSEWORK.
- INCOMPLETE COURSES.
- COURSES TAKEN ON A "PASS/FAIL" OR "CREDIT/NO CREDIT" BASIS.
- WITHDRAWN COURSES.

# STANDARDIZED TESTS

The last section of the Academic History section will collect your standardized test scores. If you do not wish to enter any test information, select the “I Am Not Adding Standardized Tests” button. Many of you will have GRE and/or MCAT. Select all the tests that are applicable to you. We will use the GRE as an example. Select “Add Test Score” under the test title that you would like to include. Then you will be prompted to enter that test’s information. If you have completed the exam, then include your scoring information. If you have not completed the exam, enter the dates that you plan on taking the test.

Note that self-reporting your scores is not the same as providing official scores to your programs.

## Standardized Tests

You can self-report your standardized test scores or report tests you plan to take in this 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're completing all requirements. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit previously entered tests, but you can add new tests.

Note that self-reporting your scores isn't the same as providing official scores to your programs. If your programs require official test scores, see [Sending Official Test Scores](#) for more information.

[I Am Not Adding Any Standardized Tests](#)

**GRE**  
[Add Test Score](#)

**TOEFL**  
[Add Test Score](#)

**AP (Advanced Placement)**  
[Add Test Score](#)

**CLEP (College Level Examination Program)**  
[Add Test Score](#)

# ADDING TEST SCORES

## 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.

## 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

The next component to the application is called Supporting Information. It is in this section where you will request your evaluators to submit letters of recommendation, log your experiences, include any achievements, licenses, and certifications that you have and submit your personal statement.

The screenshot displays the CASAA applicant dashboard. At the top, there are navigation tabs: "My Application", "Add Program", "Submit Application", and "Check Status". The main heading is "My Application", with a sub-heading: "This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress."

On the left, there is a "Latest Notifications" section with two entries:

Latest Notifications	
The 2021–2022 CASAA Academic Update (AU) period has started.	12/15/2021
Welcome to the CASAA application (save this email!)	10/25/2021

Below the notifications is a "View My Notifications" button.

On the right, there is a "Supporting Information" section with a folder icon and a progress indicator showing "0/5 Sections Completed". Below this are several blue buttons for different sections:

- Evaluations
- Experiences
- Achievements
- Licenses and Certifications
- Essay

# REFERENCES

References (sometimes called Letters of Evaluation, Letters of Reference, or Letters of Recommendation) are submitted by the references themselves; they cannot be completed or submitted by the applicant or another party on behalf of the reference. Before getting started, consider the following:

- **All references are submitted electronically** by references.

**Research each program's requirements.** You should determine whether your programs have specific requirements regarding reference roles or relationships before listing references on your application. Many programs have strict guidelines and completed references cannot be removed or replaced.

- **Choose your references early in the application process** to ensure they have adequate time to submit your reference.

- **Prepare your references.** Once you choose your references, be sure to inform them about the process and that they will be completing the reference electronically. We recommend getting their preferred email address and asking that they monitor that inbox for your reference request (which will come from [ptcasinfo@ptcas.org](mailto:ptcasinfo@ptcas.org)), including any junk or spam folders.

The screenshot displays the PTCAS application interface. At the top, there are navigation tabs: "My Application", "Add Program", "Submit Application", and "Check Status". The main heading is "References". Below the heading, there is a progress indicator showing "Sections Completed" with a folder icon and "0/6". The main content area contains the following text:

Once you have saved an electronic reference, an email request will automatically be sent to the reference on your behalf. Please advise your reference 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 references. References (sometimes called Letters of Evaluation, Letters of Reference, or Letters of Recommendation) are submitted by the references themselves via Letters by Liaison, our recommender portal; they cannot be completed or submitted by the applicant or another party on behalf of the reference. Visit the [Applicant Help Center](#) for more information.

References are not required in order to reach a Complete status for PTCAS. You can request a maximum of 5 references.

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.

Below the text, there is a button labeled "I Am Not Adding Any References". Underneath, there is a section titled "Create Reference Request" with a blue button labeled "+ Create Reference Request".

On the left side of the interface, there is a vertical menu with the following items: "Observation Hours", "Experiences", "Achievements", "Licenses and Certifications", and "Essay".

# THE REFERENCE PROCESS

WHEN YOU REQUEST REFERENCES, YOUR REFERENCE RECEIVES AN EMAIL REQUEST WITH A LINK TO LETTERS BY LIAISON. REFERENCES REVIEW YOUR REQUESTS, AND THEN ACCEPT, COMPLETE, OR DENY THEM. REFERENCES MAY COMPLETE ASSESSMENTS SUCH AS WRITING ESSAYS, COMPLETING LIKERT SCALES, AND/OR UPLOADING LETTERS.

ONCE YOUR REFERENCE COMPLETES YOUR REFERENCE, YOU'LL BE NOTIFIED VIA EMAIL. YOU CAN CHECK THE STATUS OF YOUR REFERENCE REQUESTS IN THE **CHECK STATUS** TAB OF YOUR APPLICATION AT ANY TIME.

## REQUIREMENTS

YOU CAN ENTER INFORMATION FOR A **MAXIMUM OF 4** REFERENCES. IF YOU WANT TO SUBMIT MORE, SEND THOSE ADDITIONAL REFERENCES DIRECTLY TO YOUR PROGRAMS.

## COMMITTEE LETTERS

IF YOU WANT TO SUBMIT A COMMITTEE LETTER AS PART OF YOUR APPLICATION, YOU CAN DO SO BY ENTERING THE COMMITTEE CHAIR (OR THEIR ALTERNATE) AS THE REFERENCE. THE COMMITTEE CHAIR MUST THEN COMPLETE THE RATINGS SECTION AND UPLOAD ONE LETTER (THAT INCLUDES THE ASSESSMENTS OF VARIOUS COMMITTEE MEMBERS) VIA THE RECOMMENDATION PORTAL. PTCAS WILL ACCEPT A COLLEGE PRE-HEALTH PROFESSION ADVISOR IN LIEU OF REFERENCES. NOTE THAT A COMMITTEE LETTER ONLY COUNTS AS ONE REFERENCE.

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# SUBMITTING A REFERENCE REQUEST

1. IN THE **REFERENCES** SECTION, CLICK **CREATE REFERENCE REQUEST**.
2. SELECT WHETHER YOU ARE REQUESTED A COMMITTEE EVALUATION.
3. ENTER THE REFERENCE'S FULL NAME AND EMAIL ADDRESS.
4. SELECT THE DATE BY WHICH YOU WOULD LIKE THIS REFERENCE COMPLETED. THIS DATE SHOULD BE BEFORE YOUR PROGRAM(S) DEADLINE.
5. ENTER A BRIEF MESSAGE OR NOTE FOR THE REFERENCE.
6. SELECT WHETHER YOU WANT TO WAIVE YOUR RIGHT OF ACCESS TO THE REFERENCE. SEE **WAIVER** BELOW.
7. CLICK THE CHECKBOXES TO INDICATE YOUR PERMISSION FOR US (AND PROGRAMS) TO CONTACT YOUR REFERENCES.
8. CLICK **SAVE THIS REFERENCE REQUEST** TO SUBMIT IT. ONCE YOU DO SO, AN EMAIL IS IMMEDIATELY SENT TO THE REFERENCE.
9. CONFIRM WITH YOUR REFERENCES THAT THEY RECEIVED THE EMAIL NOTIFICATION.
10. USE THE **CHECK STATUS** TAB TO MONITOR THE STATUS OF YOUR REFERENCES. COMPLETED REFERENCES ARE MARKED AS "COMPLETE" AND HAVE A COMPLETE DATE LISTED. FOLLOW UP WITH YOUR REFERENCES IF THEIR REFERENCES ARE STILL MARKED AS "REQUESTED" OR "ACCEPTED." IT IS YOUR RESPONSIBILITY TO ENSURE THAT REFERENCE REQUESTS ARE RECEIVED AND COMPLETED ON TIME. WE WILL NOT NOTIFY APPLICANTS ABOUT MISSING REFERENCES.



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# RESENDING & EDITING REFERENCES

## **RESEND THE REFERENCE REQUEST**

IF YOU NEED TO RESEND A REQUEST:

1. IN THE **REFERENCES** SECTION, LOCATE THE REQUEST YOU WISH TO RESEND.
2. CLICK THE **PENCIL ICON** TO EDIT THE REQUEST.
3. SCROLL TO THE BOTTOM OF THE PAGE AND CLICK **RESEND THIS REFERENCE REQUEST**.

## **CHANGE THE REFERENCE'S EMAIL ADDRESS**

IF YOU ENTERED AN INCORRECT EMAIL ADDRESS FOR ANY REFERENCES (OR IF ANY REFERENCE ASKS THAT YOU SEND THE REQUEST TO A DIFFERENT EMAIL ADDRESS), YOU MUST DELETE THESE REQUESTS AND THEN RE-ADD THEM WITH THE CORRECT EMAIL



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# WAIVING REFERENCES

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) GIVES YOU THE RIGHT TO ACCESS REFERENCES UNLESS YOU CHOOSE TO WAIVE YOUR RIGHT OF INSPECTION AND REVIEW. PRIOR TO REQUESTING ANY REFERENCES, YOU ARE REQUIRED TO INDICATE WHETHER YOU WISH TO WAIVE YOUR RIGHTS. PTCAS WILL RELEASE YOUR DECISION TO WAIVE OR NOT WAIVE ACCESS TO YOUR REFERENCES AND DESIGNATED PROGRAMS. YOUR WAIVER DECISION SERVES THE SAME PURPOSE AS A LEGAL SIGNATURE AND IS BINDING.

SELECTING **YES** INDICATES TO PROGRAMS THAT YOUR REFERENCE COMPLETED THEIR REFERENCE WITH THE UNDERSTANDING THAT YOU WOULD NOT BE ABLE TO VIEW IT. THIS MEANS YOU WILL NOT BE ABLE TO SEE THE CONTENT OF THE REFERENCE. PROGRAMS MAY VIEW THIS TYPE OF REFERENCE AS A MORE ACCURATE REPRESENTATION OF AN APPLICANT'S QUALIFICATIONS.

SELECTING **NO** INDICATES TO PROGRAMS THAT YOUR REFERENCE COMPLETED THEIR REFERENCE WITH THE UNDERSTANDING THAT YOU MAY CHOOSE TO VIEW IT IN THE FUTURE. SELECTING THIS OPTION DOES NOT ALLOW YOU TO VIEW YOUR REFERENCE VIA THE APPLICATION. IF YOU DO NOT WAIVE YOUR RIGHT TO VIEW THE REFERENCE, YOU MAY ASK YOUR REFERENCE FOR A COPY OF THE REFERENCE. PROGRAMS MAY VIEW THIS TYPE OF REFERENCE AS A LESS ACCURATE REPRESENTATION OF AN APPLICANT'S QUALIFICATIONS.

ONCE YOU MAKE A SELECTION, YOU CAN'T CHANGE IT, SO CONSIDER THE CHOICES CAREFULLY.



# OBSERVATION HOURS

Check the **Program Materials** section or contact your individual programs to learn their program-specific requirements. PTCAS 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.

For a step-by-step guide click [here](#).

My Application    Add Program    Submit Application    Check Status

## Observation Hours

0/16 Sections Completed

References

Observation Hours

Experiences

Achievements

Licenses and Certifications

Essay

+ Add Observation Hours

I Am Not Adding Any 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. PTCAS does not review or determine if you meet your program's minimum observation hour requirements. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit previously entered observation hours, but you can add new observation hours.

# Observation Hours

PTCAS | Observation Hours Section

https://ptcas.liaisoncas.com/applicant-ux/#/supportingInfo/observationHours/observationHour

### Experience Details

Recognition Type

Paid
  Volunteer
  Both

Experience Type

In-person/Face-to-face
  Virtual/Telehealth
  Hybrid In-person & Virtual

Role of person(s) shadowed

Physical Therapist (PT)
  Physical Therapist Assistant (PTA)
  Both a Physical Therapist & Physical Therapist Assistant

**Setting and Hours of Experience:** Check and enter hours for all settings that apply to your experience in this facility.

INPATIENT Settings: Facility generally admits patients overnight	Hours Completed	Hours Planned / In Progress
Acute Care Hospital	<input type="text" value="0"/>	<input type="text" value="0"/>
Nursing Home/Skilled Nursing Facility/Extended Care Facility	<input type="text" value="0"/>	<input type="text" value="0"/>
Other Inpatient Facility	<input type="text" value="0"/>	<input type="text" value="0"/>
Rehabilitation/Sub-acute Rehabilitation	<input type="text" value="0"/>	<input type="text" value="0"/>
OUTPATIENT Settings: Facility has no overnight patients	Hours Completed	Hours Planned / In Progress
Free-standing PT or Hospital Clinic	<input type="text" value="0"/>	<input type="text" value="0"/>
Home Health	<input type="text" value="0"/>	<input type="text" value="0"/>
Industrial/Occupational Health	<input type="text" value="0"/>	<input type="text" value="0"/>
Other Outpatient Facility	<input type="text" value="0"/>	<input type="text" value="0"/>

PTCAS | Observation Hours Section

https://ptcas.liaisoncas.com/applicant-ux/#/supportingInfo/observationHours/observationHour

Special Olympics Volunteer	<input type="text" value="0"/>	<input type="text" value="0"/>
HOSA: Future Health Professionals PT Competitive Event Participant	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>TOTAL # OF HOURS COMPLETED FOR ALL SETTINGS</b>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Patient Diagnoses / Patient Observed:** (Check all that apply)

General Orthopedic (musculoskeletal)  
 Neurological (neuromuscular)  
 Cardiovascular / Pulmonary  
 Integumentary (wound management)  
 Geriatrics  
 Pediatrics  
 Sports  
 Aquatics  
 Women's Health  
 Other

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## OBSERVATION HOURS CONTINUED

AFTER SUBMITTING YOUR PTCAS APPLICATION YOU CAN GO BACK IN AND ADD MORE OBSERVATION HOURS. HOWEVER, THESE MUST BE HOURS AT A NEW CLINIC. YOU CANNOT GO BACK AND ADD MORE HOURS TO A PREVIOUS CLINIC.

CLICK [HERE](#) FOR A LIST OF OBSERVATION REQUIREMENTS BY PROGRAM.



# ADDING OBSERVATION HOURS

1. CLICK **ADD OBSERVATION HOURS**.

2. ENTER INFORMATION ABOUT THE FACILITY WHERE THE OBSERVATION HOURS TOOK PLACE.

3. ENTER THE DATE RANGE IN WHICH THE OBSERVATION HOURS TOOK PLACE. NOTE THAT YOUR OBSERVATION HOURS WILL NOT DISPLAY ON YOUR APPLICATION IN ANY SPECIFIC ORDER, REGARDLESS OF THE DATES ENTERED.

4. INDICATE IF THE OBSERVATION HOURS WERE PAID, VOLUNTEER, OR BOTH.

5. ENTER THE TOTAL NUMBER OF OBSERVATION HOURS COMPLETED AND PLANNED/IN PROGRESS FOR THIS FACILITY.

6. INDICATE THE DIAGNOSES AND PATIENTS YOU DIRECTLY OBSERVED.

7. SELECT THE WAY YOU WANT YOUR HOURS TO BE VERIFIED, IF APPLICABLE. YOU CAN CHOOSE:

1. **Send my PT observation hours to my PT/PTA supervisor for verification:** PTCAS will email your PT/PTA supervisor instructions for verifying your hours via Letters by Liaison. We recommend asking your PT/PTA supervisor to monitor their inbox (including spam and junk folders) for an automated email from PTCAS.
2. **Upload a signed form verifying my PT observation hours:** upload a document that verifies your hours (typically an image of a paper hours form signed by the PT/PTA).
3. **I will not have my PT observation hours verified:** select this option if none of your selected programs require PT hour verification or if you will not request verification for this particular experience

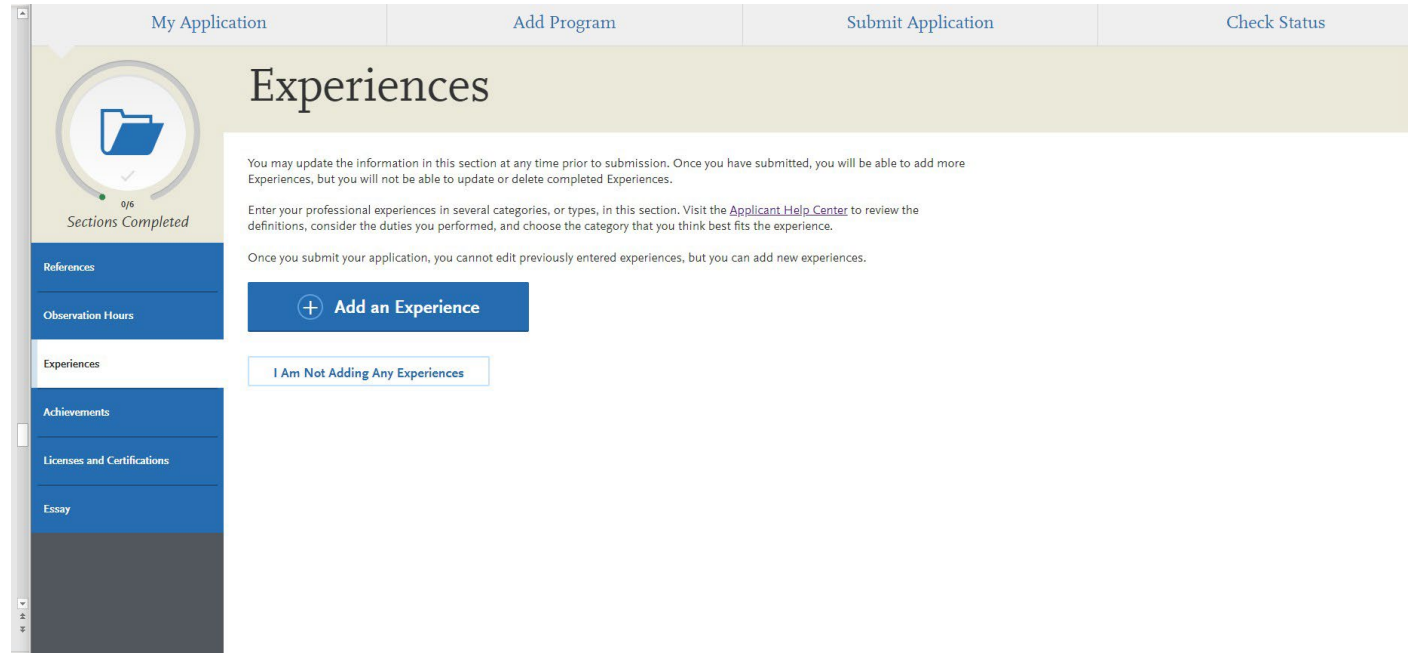
8. ENTER INFORMATION ABOUT THE LICENSED PHYSICAL THERAPIST/PHYSICAL THERAPIST ASSISTANT WHO SUPERVISED YOU AND CAN VERIFY YOUR HOURS. IF AN OFFICE ADMINISTRATOR AT THE FACILITY WILL VERIFY YOUR HOURS IN LIEU OF THE PHYSICAL THERAPIST/PHYSICAL THERAPIST ASSISTANT, ENTER THE NAME AND EMAIL ADDRESS OF THE OFFICE ADMINISTRATOR. IF YOU DON'T KNOW THE PHYSICAL THERAPIST/PHYSICAL THERAPIST ASSISTANT'S PT LICENSE NUMBER AND PT LICENSE STATE, YOU CAN LEAVE THESE FIELDS BLANK.

9. IF APPLICABLE, CLICK **ADD DOCUMENT** TO UPLOAD YOUR HOURS' DOCUMENTATION. ACCEPTED DOCUMENT FORMATS ARE PDF (.PDF), MICROSOFT WORD (.DOC), RICH TEXT FORMAT (.RTF), OR ASCII TEXT FILE (.TXT). UPLOADED DOCUMENTS MUST BE LESS THAN 5MB IN SIZE.

10. CLICK **SAVE AND CONTINUE**.

# 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. Once you submit your application, you cannot edit previously entered experiences, but you can add new experiences.



# TYPES OF EXPERIENCES

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.

## Employment

Paid work done outside of the physical therapy field; for example, a retail or restaurant job.

Do not enter work experience from high school.

## 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.

## 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.

## Volunteer

Volunteer work done outside of the health care field; for example, working for Habitat for Humanity, tutoring students, participating in or working for a fundraiser walk or blood drive, etc.



# ACHIEVEMENTS

Enter any relevant professional or academic achievements in several categories, or types, in this section. Once you submit your application, you cannot edit previously entered achievements, but you can add new achievements.

The screenshot shows a web interface for an application portal. At the top, there are four navigation tabs: "My Application", "Add Program", "Submit Application", and "Check Status". Below these is a header area with a folder icon and a progress indicator showing "0/6 Sections Completed". The main heading is "Achievements". Below the heading, there is a paragraph of instructions: "Enter any relevant professional or academic achievements in several categories, or types, in this section. Visit the [Applicant Help Center](#) to review the definitions, consider the achievement you earned, and choose the category that you think best fits." Below this is another paragraph: "Once you submit your application, you cannot edit previously entered achievements, but you can add new achievements." There are two buttons: a blue button with a plus sign and the text "Add an Achievement", and a white button with the text "I Am Not Adding Any Achievements". On the left side, there is a vertical menu with several categories: "References", "Observation Hours", "Experiences", "Achievements", "Licenses and Certifications", and "Essay".

# ADDING 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 particular 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.

## 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.

### Scholarships

Scholarships earned based on academic, athletic, and other achievements.

# LICENSES AND CERTIFICATIONS

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 Licenses and Certifications, but you will not be able to update or delete completed Licenses and Certifications. Once you submit your application, you cannot edit previously entered licenses and certifications, but you can add new licenses and certifications.

The screenshot shows a web interface for an application portal. At the top, there are four navigation tabs: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. The main heading is 'Licenses and Certifications'. On the left, there is a progress indicator showing '0/6 Sections Completed' with a folder icon. Below this is a vertical menu with options: 'References', 'Observation Hours', 'Experiences', 'Achievements', 'Licenses and Certifications', and 'Essay'. The 'Licenses and Certifications' section is active, displaying instructions: '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 Licenses and Certifications, but you will not be able to update or delete completed Licenses and Certifications.' It also includes a link to the 'Applicant Help Center' and a note: 'Once you submit your application, you cannot edit previously entered licenses and certifications, but you can add new licenses and certifications.' There are two buttons: a blue '+ Add a License or Certification' button and a white 'I Am Not Adding Any Licenses or Certifications' button. At the bottom left, a URL is visible: 'https://ptcas.liaisoncas.com/applicant-cv/#/supportinginfo/licenses/licenr2'.

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# ADDING A LICENSE OR CERTIFICATION

1. CLICK **ADD A LICENSE OR CERTIFICATION**.
2. SELECT **LICENSES** OR **CERTIFICATIONS** FROM THE **TYPE** DROP-DOWN.
3. ENTER THE TYPE OF LICENSE OR CERTIFICATION.
4. ENTER THE NAME OF THE ORGANIZATION THAT ISSUED THE LICENSE OR CERTIFICATION.
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. SELECT THE STATE THE LICENSE OR CERTIFICATION WAS ISSUED IN.
7. UPLOAD A COPY OF THE LICENSE OR CERTIFICATION.
8. 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.

# ESSAY

The 2023 statement of purpose essay was “Every person has a background, an identity, interests, or talents which they feel their application would be incomplete without having mentioned. Describe the traits or experiences that make you unique and explain how they will help you be a successful physical therapist.” This essay can’t be more than 4500 words.

You can attend UGA Career Center by making an appointment for in person or virtually.

You can find personal statement do’s and don’ts [here](#).

More tips can be found on our [website](#).

The screenshot shows a web browser window with two tabs: "Appointments | SAGE" and "PTCAS | Essay Section". The address bar shows the URL: <https://ptcas.liaisoncas.com/applicant-ux/#/supportingInfo/essays>. The PTCAS logo is visible, along with the text "Provided by APTA". In the top right corner, there is a user profile for "Casey Ellis" with CAS ID: 6276713731 and a "Sign Out" button. Below the navigation bar, there are four buttons: "My Application", "Add Program", "Submit Application", and "Check Status". The main content area is titled "Essay" and features a folder icon with a checkmark and the text "Sections Completed 0/5". A sidebar on the left lists various application sections: "Observation Hours", "Experiences", "Achievements", "Licenses and Certifications", and "Essay". The "Essay" section is currently selected. The main text area contains the following instructions: "Write a brief statement expressing why you would like to be considered for the programs you are applying to. Visit the [Applicant Help Center](#) for more information. DPT program faculty and admissions committees are looking for you to use this essay to persuade the reader that the physical therapy profession is the right fit for you. Please keep this in mind as you complete your personal essay." Below this, a note states: "Once you submit your application, you cannot edit this section." A legend indicates that an asterisk (\*) denotes a required field. The "Essay" label is marked with an asterisk. The text prompt is: "\* Every person has a background, an identity, interests, or talents which they feel their application would be incomplete without having mentioned. Describe the traits or experiences that make you unique and explain how they will help you be a successful physical therapist." A large text input box is provided for the user to write the essay. At the bottom right of the input box, it shows "0 word" and "0/4500". A "Save and Continue" button is located at the bottom of the page. The system clock in the bottom right corner shows "8:23 AM".

# ESSAY TIPS

• **KEEP YOUR TOPIC GENERAL:** KEEP THE STATEMENT GENERAL AS THIS ESSAY IS SENT TO ALL THE PROGRAMS YOU APPLY TO. IF YOU PLAN TO ONLY APPLY TO ONE PROGRAM, WE STILL STRONGLY RECOMMEND KEEPING YOUR STATEMENT GENERAL IN CASE YOU LATER APPLY TO ADDITIONAL PROGRAMS. ONCE YOU SUBMIT YOUR APPLICATION, THE ESSAY CANNOT BE EDITED OR CHANGED.

• **DO NOT EXCEED THE MAXIMUM LENGTH:** YOU CAN SEE BOTH THE WORD AND CHARACTER COUNT BELOW THE FIELD IN THE APPLICATION. THE RIGHT-HAND NUMBER SHOWS THE MAXIMUM NUMBER OF CHARACTERS THAT YOU CAN USE IN YOUR ESSAY. AS YOU TYPE, YOU CAN SEE HOW MANY CHARACTERS ARE STILL AVAILABLE AND THE ASSOCIATED WORD COUNT. CHARACTERS INCLUDE SPACES, CARRIAGE RETURNS, AND PUNCTUATION. YOU CANNOT SAVE YOUR ESSAY IF IT EXCEEDS THE 4,500 CHARACTER LIMIT.

• **USE YOUR OWN WORDS:** PLAGIARIZING ANY PART OF YOUR ESSAY IS A VIOLATION OF THE CODE OF CONDUCT AND MAY SUBJECT YOU TO SANCTIONS.

• **USE SIMPLE FORMATTING:** FORMATTING SUCH AS TABS, ITALICS, MULTIPLE SPACES, ETC., WILL NOT BE SAVED. TO DELINEATE PARAGRAPHS, TYPE A DOUBLE RETURN BETWEEN EACH PARAGRAPH.

BE SURE TO READ OVER YOUR ESSAY SEVERAL TIMES TO CATCH ANY SPELLING, GRAMMAR, PUNCTUATION, ETC., ERRORS BEFORE SUBMITTING. ONCE YOU SUBMIT YOUR APPLICATION, YOU CANNOT EDIT YOUR ESSAY. IF YOU FIND AN ERROR AFTER SUBMISSION THAT YOU BELIEVE COULD HAVE MAJOR EFFECTS ON YOUR APPLICATION, WE RECOMMEND SENDING A CORRECTED COPY DIRECTLY TO THE PROGRAMS YOU APPLIED TO.

# PROGRAM MATERIALS

The program materials section will consist of FAQ, deadlines, questions to be answered, and a list of pre-requisites. Each school you are applying to will be listed in this section.

The screenshot shows a web browser window with the URL <https://ptcas.liaisoncas.com/applicant-ux/#/programMaterials/48427616/home>. The page is titled "Doctor of Physical Therapy" and features a navigation menu with "Home", "Questions", "References", and "Prerequisites". The main content area includes a mission statement for Georgia State's DPT program, a note about application deadlines (08/15/2023), and a list of application requirements. The requirements are categorized into "Priority Review deadline - Aug 15, 2023" and "Hard Deadline - Oct 16, 2023".

**Sections Completed**

- Doctor of Physical Therapy  
Boston University
- Doctor of Physical Therapy  
Georgia Southern University - Armstrong Campus
- Doctor of Physical Therapy  
Georgia State University

**Doctor of Physical Therapy**

Home Questions References Prerequisites

The mission of **Georgia State's DPT program** is to prepare doctors of physical therapy who are committed to clinical excellence, professional distinction, and the pursuit of scholarly activities that contribute to the body of scientific and clinical knowledge. A major feature that distinguishes our program is the depth and breadth of our faculty. Known for their foundational and clinical knowledge, the faculty are leaders in their professions. Emeritus faculty, clinical adjunct faculty and part-time instructors enhance our clinical and academic instruction. We welcome students to our program from diverse backgrounds and locations, majors, and interests. We value that diversity. Our students are simply the best.

Please click [here](#) to visit the program's admissions page and [here](#) to visit our program's profile from the PTCAS Directory.

**\*Note: For an application to meet the deadline and be reviewed, your application must be complete and verified by the deadline.** GRE scores and transcripts take the longest time to be received and processed. When deciding when to take the GRE test and/or when to order and submit your transcript(s), please take this into account. Official GRE scores should be sent by ETS to Georgia State University. [The university code is 5251.](#)

**Priority Review deadline - Aug 15, 2023**

**\*For applicants that the following applies to:**

- You are satisfied with your overall and prerequisite GPA as calculated by the end of the Summer 2023 semester.
- GSU is your **FIRST** choice.
- You **WILL accept** if an offer is extended in September.
- This option is replacing the 'early decision' option previously offered thru PTCAS. This is no longer a *binding* option, but **should still be taken seriously. You should be seriously committed to GSU, and if accepted, you will accept the offer.**

**Hard Deadline - Oct 16, 2023**

**\*For applicants that the following applies to:**

- You are applying to multiple programs and want to wait thru October/November to hear back from them.
- GSU is **NOT** your first choice. But, is one of the ones you are interested in.

**An application is COMPLETE when:**

- At least (1) set of GRE scores has been received
- Prerequisites have been self-reported/matched within PTCAS
- GSU Graduate application and \$50 application fee have been received - <https://gradapply.gsu.edu/apply/>
- PTCAS application is **complete & verified** and their fee has been received (*all official transcripts rcvd, a minimum of 40 observation hours, and two references included and verified*)
- All official transcripts have been received by PTCAS

# PROGRAM MATERIALS CONTINUED

## 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.

## 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.



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# PROGRAM MATERIALS: KIRA ASSESSMENT

## **KIRA ASSESSMENT**

SOME PROGRAMS MAY REQUEST OR REQUIRE THAT YOU COMPLETE A KIRA TALENT ASSESSMENT, WHICH IS SEPARATE FROM YOUR PTCAS APPLICATION. KIRA TALENT IS A CLOUD-BASED, ONLINE VIDEO SCREENING PLATFORM WHERE YOUR PROGRAMS CREATE VIRTUAL INTERVIEW QUESTIONS. CONTACT EACH PROGRAM DIRECTLY IF YOU HAVE QUESTIONS.

TO SUBMIT A KIRA ASSESSMENT:

1. CLICK **OPEN KIRA ASSESSMENT**.
2. YOU WILL THEN BE REDIRECTED TO KIRA TALENT, WHERE YOU CAN REGISTER AND COMPLETE YOUR ASSESSMENT.

ONCE YOU COMPLETE THE KIRA ASSESSMENT, RETURN TO YOUR PTCAS APPLICATION TO VERIFY THAT THE SECTION IS MARKED COMPLETE. IT CAN TAKE UP TO ONE HOUR TO UPDATE, AND YOU MAY NEED TO REFRESH THE PAGE.

NOTE: IF YOUR PROGRAM'S KIRA ASSESSMENT IS OPTIONAL, YOU CAN CHOOSE NOT TO SUBMIT ONE BY CLICKING **I DO NOT WANT TO COMPLETE THIS ASSESSMENT**.



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# PROGRAM MATERIALS: PREREQUISITES

## 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?

## PTCAS

- PTCAS Phone: 617-612-2040
- Application Website:  
<https://ptcas.liaisoncas.com/applicant-ux/#/login>
- Email: [ptcasinfo@ptcas.org](mailto:ptcasinfo@ptcas.org)
- Hours of Operation: Monday – Friday, 9 AM – 5 PM, EST.
- PTCAS Chat: You can chat with a live agent by using the chat in the bottom right corner. Be sure to have your CAS ID number available (located in the upper-right hand corner of the application) when chatting with PTCAS.

Contact your program directly for questions about the following:

- Admission requirements and policies
- Deadline requirements
- Supplemental Materials
- Requirements about letters of evaluation
- Admission decisions and interviews
- Content and duration of a particular school's program

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# THANK YOU

Casey Ellis

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

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

