DO YOUR OWN RESEARCH

- This presentation is meant to serve as a resource during this application cycle.
- It does **NOT** cover all aspects of the application, so you must do your own research!
- Review the OTCAS Application Instructions for more detailed information.
- You can also contact OTCAS for further assistance:
  - **Phone:** 617-612-2860 (applicant inquiries only)
  - **Application:** [https://otcas.liaisoncas.com/applicant-ux/#/login](https://otcas.liaisoncas.com/applicant-ux/#/login)
  - **Email:** [otcasinfo@otcas.org](mailto:otcasinfo@otcas.org)
  - **Hours of operation:** Monday - Friday, 9:00 a.m. - 5:00 p.m. (Eastern Time), except federal holidays.
WHEN TO APPLY/CHECKLIST

- OTCAS Opens: July 2018
- Before this date you should have:
  - Completed all your pre-OT prerequisite courses listed on the Pre-OT Quick Facts Sheet
  - Created a OTCAS account
  - Taken or scheduled the GRE
  - Asked your (3) evaluators to write letters of recommendation (one General Occupational Therapist, one hard science professors and one professional letter)
  - Completed personal statement (7500 characters (including spaces) max)
  - Compiled your resume
  - Documented your shadowing hours
  - Printed out an unofficial transcript to help you list your courses within the application
  - Re-applicants should print out a copy of their 2017 application in preparation for the 2018 cycle.
FEE ASSISTANCE PROGRAM

- The OTCAS Fee Assistance Program is a fee assistance program designed to assist students who demonstrate extreme financial need while applying to OTCAS.

- FAP-approved applicants will receive assistance to cover the one OT school designation ($140). If an applicant receives a fee waiver and wishes to apply to more than one school, they are still responsible for the additional fees of $60 per program.

- You may request a fee waiver as soon as you have created an OTCAS Application. Only a limited amount of funds are available for OTCAS to use for granting fee waiver requests, and once these funds run out, OTCAS will not honor any further fee waiver requests. You can contact customer service to inquire if waivers are still available before submitting a fee assistance request.
Select Programs

- The first program will cost $140. Additional programs cost $60 each.
Confirm Selected 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 FEES: $140

Continue To My Application

College of Saint Mary
Combined Baccalaureate / Entry-Level Masters Degree Program
Deadline: Rolling
Once the application opens, the **FIRST** thing you should do is enter your personal information.

This section includes a Biographic Information, Contact Information, Citizenship Information, Race & Ethnicity, and Other information.
In the Biographic Information you will be asked for your Name, Alternate Name (maiden name), Gender and Birth Information.
Contact Information

- In the Contact Information section you will be asked for: Current Address, Permanent Address, Phone and Email
In the Citizenship Information section you will be asked for: United States Citizenship Details, Residency Information, Visa Information.
Race & Ethnicity Information

- In the Citizenship Information section you will be asked for: Ethnicity information, Race information
In the Citizenship Information section you will be asked for: Military Status, Felony Information, Academic Infractions, Language Proficiency, Previous Occupational Therapy Education (have you started another program or been dismissed from a program)
ACADEMIC HISTORY SECTION
High School Attended

Click on ‘Add Your High School’

Fill out your high school information and select ‘Save This School’
Colleges Attended

Click on ‘Add a College’, make sure you add each school you have attended.

There will be a series of questions, based on the answers given. Answer all questions and click ‘Save This College’.

Type in your college name and click ‘Save This College’.
UGA uses Parchment—therefore, you do NOT need the Transcript Matching Form. You will be able to order the transcript online through ATHENA.

- If you wish to mail your transcript, click the blue button that says “DOWNLOAD TRANSCRIPT REQUEST FORM.”

- Do this for each college and provide it to the college registrar who will, in turn, attach to the official transcript.
APPLICATION TRANSCRIPT PROCESS

**MAILING YOUR TRANSCRIPT THROUGH PARCHMENT:**

- In Athena choose the **Student tab** and click on **Student Records**, then choose **Request Official Transcripts**. It will redirect you to the **My UGA Portal** where you will need to log in with your student ID and password. Once you have done so, choose the Parchment Icon.

- Once you click on the Parchment icon it will direct you to another page. Type in **OTCAS** under institution and follow the instructions. If you type in **OTCAS** and it does not show up in the search bar, click on the blue link below that says “**click to enter your own**” here you will enter the OTCAS mailing address. You will need to include your **Transcript Matching Form** which you will download under “**Colleges Attended**.” You will scan this form and then choose “attachment,” within your Parchment order. You will attach that form in Parchment before you complete your transcript order through UGA.

- Remember **DO NOT** send your transcripts before the application opens.

- Due to mailing and processing times, transcript verification can take up to six weeks so make this the **FIRST** item on your checklist after creating an account on OTCAS.

- All transcripts **MUST** be sent to OTCAS for each school you have attended (even joint enrollment). Only original, official transcripts will be accepted. The application cannot be processed without official transcripts sent directly to:
  
  **OTCAS**  
  Transcript Processing Department  
  P.O. BOX 9120  
  Watertown, MA 02471
If you choose to manually enter your transcripts please follow these directions:

Now you will choose **Transcript Entry** and begin to add in your coursework for each institution.

Once you are finished entering each transcript, make sure to review your entries.

For your FYOS course you will want to choose “special topics” as the subject.
COURSEWORK ENTRY STEP-BY-STEP

1. Obtain a transcript for each college-level institution you have attended. Use the transcript and the UGA Bulletin to complete this section.

2. Complete the “Colleges Attended” section.

3. Entering Coursework:
   1. Add a term for the first institution. Term choices are Fall, Winter, Spring, Summer or Interim. Academic Choices are Freshman, Sophomore, Junior, Senior, Graduate and Post baccalaureate (In general, four-year students list one year per designation and five-year students list their last two years as senior).
   2. Add all courses for the new term. Use a recent copy of the transcript to enter the course code, course title, subject, credits and grade. See example below:
EXAMPLE OF COURSEWORK

You will enter all of your courses each semester as it is designated on your transcript. DO NOT rush through this section as you will need to select the courses you have entered for later sections.
COURSEWORK ENTRY STEP-BY-STEP

- Once all courses have been entered, a blue button will appear on the Transcript Entry page which says Review and Finalize My Transcripts. This process will allow applicants to designate specific courses study abroad, repeat, advanced placement etc. (If you need additional help with entering course work in for Transcripts please watch this video)

- OTCAS is required to factor ALL attempts at courses into the GPA calculation, regardless of school or state’s academic forgiveness policies. Marking a course as “repeated” will NOT exclude it from your GPA calculation.

- OTCAS allows each occupational therapy school to request applicants to identify prerequisite coursework. Once the Colleges Attended and Transcript Entry sections are complete, go to Program Materials to identify prerequisite coursework for each dental school.
1. **How do I indicate that a course is honors, AP or another special designation?**
   - After entering all course, you will be prompted to complete the “Transcript Review” where identification of courses that are repeated, advanced placement, other tests, honors, or study abroad.

2. **How do I list a lab?**
   - If the transcript lists labs separately, then they must be listed separately on the application as well. Record the lab as it appears on the transcript, with the title, prefix/number, amount of credits, and grade given. If the transcript combines the lab/lecture courses into one class on a transcript, the should be reported as one entry on the application.

3. **How do I enter in planned or in-progress terms and courses?**
   - List the school “Colleges Attended” section of the application. Make sure that the attendance dates entered for this school include the time period for in-progress or planned courses. For example, if the applicant is entering a planned Fall 2017 term, end date should include Fall 2017.
   - In the course work section, add the planned or in-progress term and year. Select “In-Progress/Planned” from the drop-down menu rather than “Completed.”
   - Enter the course information. The box for the grade will be grayed out so that nothing can be entered into it.
   - Add additional planned/in-progress terms if necessary.

1. **Can I update my coursework after I submit my application?**
   - No. Once you have submitted your application to OTCAS, no changes to coursework can be made. If you submit your OTCAS application before your updated grades are available, you may update your coursework during the Academic Update period. An email will be sent to the applicants when the Academic Update period opens.
This is an optional service and costs $65 for up to 3 transcripts, $90 for 4-6 transcripts and $140 for 7 more transcripts.

There will be a link to the professional service within the application.
Standardized Test Scores

- If you **DO NOT** wish to enter standardized test scores, please choose the ‘I Am Not Adding Any Standardized Test’.

- If you **DO** wish to enter the standardized test scores, please enter all of the test scores that apply to you.
SUPPORTING INFORMATION SECTION
Letters of Evaluation
Letters of Evaluation

- For each letter, include:
  - First Name
  - Last Name
  - Email Address
  - Due date
  - Personal message/notes.

- Indicate the date which the evaluation needs to be submitted based on the earliest OT school deadline date.

- This deadline is not imposed by OTCAS and evaluators can still submit after the date. You can write the evaluator a message in order to remind them.
Letters of Evaluation

- Once a reference is completed on the OTCAS application, it cannot be removed or replaced.

- Once evaluators are selected, be certain to inform them of the process and that they will be filling out the reference electronically. Obtain their preferred email address and make sure they are monitoring their email inbox for the request email.

- Requesting Evaluations: Applicants can select three individual evaluations (more can be requested by ‘creating evaluation request’) and each letter should be written by one person.

- For each evaluation, the applicant must select whether or not to waive their access to the evaluation. **ALWAYS** waive your right to read this letter.
Letters of Evaluation

- If the evaluation has been sent, a **green** STATUS box appears under the Evaluator’s name.
- If the letter of recommendation has yet to be sent a **orange** STATUS box will appear.
Observation Hours

- Click on ‘Add Observation Hours’
- If you DO NOT intend to enter Observation Hours, please select the ‘I Am Not Adding Any Observation Hours’
Observation Hours

Add Your Observation Hours

Enter your paid or volunteer observation hours in this section.

- Not all programs require observation hours. Review the OTCAS Directory for program-specific requirements. OTCAS will not determine if you meet the minimum observation requirements for your designated OT programs.

Facility
- Facility Name
- Street Address
- City
- State/Province
- Phone

Experience Dates
- Start Date
- End Date

Experience Details
- Navigation Type
  - Paid
  - Volunteer
  - Date

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

<table>
<thead>
<tr>
<th>Setting</th>
<th>Hours Completed</th>
<th>Hours Planned</th>
<th>In Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical and Health</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Health and Wellness</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Social Health</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Psychiatric</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Work and Industry</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>OUTPATIENT Settings (outside hospital)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hospital</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Hours Completed: All Settings</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Patient Diagnosis/Patient Hospital (Check all that apply):
- General Pediatrics/Neonatology
- Neurological (Pediatrics)
- Geriatrics/Palliative
- Intensive Care (ICU/ICU)
- Gastroenterology
- Others

Notes:
- Add any other information about your experience here.
Experiences

- Applicants use the **Experiences** section to provide detailed information about:
  - **Academic Enrichment:** Programs sponsored by colleges, universities or other not-for-profit organizations (e.g., Summer Medical and Health Professions Education Program).
  - **Occupational Therapy Shadowing:** Time spent officially following and observing a health care professional at work, preferably a dentist.
  - **Employment:** Paid work done outside of the health care field; for example, a retail or restaurant job.
  - **Extracurricular Activities:** Any sports teams and other activities through a college or university.
  - **Research:** Research projects done in addition to classroom work; research should NOT appear as credit on a school transcript.
  - **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.

- Include the name and address of each organization and supervisor, dates associated with the experience, title held by the applicant, average weekly hours, and a description of key responsibilities.

- Applicants should only record experiences obtained during college and should limit their entries to the top six in each category.
Click Add an Experience.

Use the drop down box to designate type of experience.

You will also have a description box that allows 600 characters to list your duties regarding your experience.

Make sure you have your resume completed and use it to fill out this section of the application.
EXPERIENCES CONT...
EXPERIENCES FAQ

1. I’ve begun my experience, but I plan on accumulating more hours before OT school begins. Can I include those?
   ▪ In the experience sections, you may only document (in hours/weeks, etc.) the time already completed. Once you submit your application, you may not update your hours. However, in the text box under “duties,” you may clarify your expected time commitment, and send any updates directly to the schools to which you are applying.

2. I have plans to add experiences after I submit my application. Can I add new experiences after I submit?
   ▪ Yes, new experiences can be added but existing experiences cannot be updated after the application in submitted.
ACHIEVEMENTS

- Provide information about relevant academic awards, honors, and scholarship achieved.

- When adding achievements, detail the name of the presenting organization, issue date and a brief description.

- For honors, awards or scholarships received in multiple years or semesters, either enter them as multiple entries with the same name, or, if the honor or award was received consecutively, as one entry spanning multiple years.
LICENSES

- Provide information about certifications.

- Types may include:
  - CPR
  - PCT (Personal Care Technician)
  - CNA (Certified Nursing Assistant)

- List only valid certifications.
This is where you upload your Personal Statement.
Personal Statement

- 1 page; 7,500 characters including spaces

Prompt: Discuss how your academic background and life experiences will contribute to your success in the OT program while enhancing our program and the profession of occupational therapy.

Traits to express: motivation, academic preparedness, articulate, socially conscious, and knowledgeable about dentistry.

Write about your experiences and any qualities that will make you stand out.

Do not personalize your personal statement for one particular school.
PROGRAM MATERIALS SECTION
PROGRAM MATERIALS

- This section is for if you are enrolled in a program that has a bachelor's and master's program of occupational therapy.

- If you are not enrolled in such a program you can ignore this section.
**SUBMIT APPLICATION**

- Once all of the sections are complete, an applicant pay and submit their application.

- Submitting the application does not mean the it will immediately be reviewed by the OT schools.

- Once an application is complete (submitted and all transcripts are received), it begins the verification process (i.e., standardized GPAs are calculated and transcripts are reviewed for errors).

- All applicants are encouraged to submit the application well in advance of posted deadline dates.
  - Applicants who submit early are more successful in being invited to interviews.
MANAGE YOUR APPLICATION

- These sections can be edited after the OTCAS application is submitted.
  - Current address
  - Permanent address
  - Phone
  - Email
  - High School Attended
  - Colleges Attended (if still attending)
  - Transcript Entry (if still attending)
  - Evaluations (may be deleted after submission if not completed; new evaluations may be added up to the maximum)
  - Experiences (new or in progress only)
  - Achievements (new or in progress only)
  - Certifications (new or in progress only)
YOU'VE GOT THIS!

BUT GOOD LUCK!