**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 [PTCAS Applicant Help Center](https://ptcas.liaisoncas.com) for more detailed information.
- You can also contact PTCAS for further assistance:
  - Phone: 617-612-2040 (applicant inquiries only)
  - Application: [https://ptcas.liaisoncas.com](https://ptcas.liaisoncas.com)
  - Email: ptcasinfo@ptcas.org
  - Hours of operation: Monday – Friday (9:00 am – 5:00 pm Eastern Time)
- PTCAS verification process may take up to six weeks after your application, transcripts, and payment are received.
WHEN TO APPLY/CHECKLIST

- Before the application opens, you should have:
  - Completed all prerequisite courses listed on the Pre-PT Quick Facts Sheet, or have a plan to complete the rest of the required prerequisite courses for all PA schools to which you wish to apply.
  - Taken or scheduled the GRE
  - Asked your (3) evaluators to write letters of recommendation (one PT, one faculty member and one supervisor/employer letter are typically recommended, but programs may have specific requirements that differ from these recommendations—be sure to research your programs of interest)
  - Completed, or at least have a draft of, your essay (4500 characters max)
  - Compiled your resume
  - Documented your shadowing hours with a Physical Therapist
  - Printed out an unofficial transcript to help you list your courses within the application

- PTCAS’s checklist for the application process can be found here.

PTCAS Opens: July 5, 2018
It is recommended that you follow these steps first when applications open:

1. Create a PTCAS application account.
   - Consider also creating an email account specifically for application materials so that no important emails are missed! Be sure to check this account daily once you begin the application process!

2. Complete the “Colleges Attended” section first by entering all institutions attended.
   - PTCAS cannot post transcripts to your application until this step is done!

3. Upload a PTCAS transcript matching form for each institution attended.

4. Arrange for all official transcripts to be sent to PTCAS with transcript matching form enclosed/attached.

5. Enter all United States and Canadian college courses using personal copies of your transcripts.

6. Enter all GRE scores on the application and arrange for ETS to send your official test scores.

7. Complete the References section, so your evaluators have adequate time to respond.

8. Complete the Observation Hours section, so a licensed physical therapist can verify your experiences.

9. Submit supplemental materials directly to your selected programs.

10. Complete remaining application sections/components, including your essay and other supporting materials.
The PTCAS FAP is a fee assistance program designed to assist students who demonstrate extreme financial need while applying to PTCAS.

A limited number of PTCAS application fee waivers are available to financially disadvantaged applicants and are granted on a first-come, first-served basis.

PTCAS will decide if you qualify for a fee waiver based on your income, or your parent's income if you are claimed as a dependent, as reported on the most recent federal income tax return. No other documentation is accepted.

If you receive a fee waiver, you may apply to 1 program in PTCAS for free ($150 value)

If you choose to apply to more than 1 program, you will pay a fee of $45 for each additional designation.

The PTCAS waiver applies to the PTCAS application fee only. You could still be responsible for supplemental application fees, regardless of your PTCAS waiver status.
FEE ASSISTANCE PROGRAM

How to apply:
- On the application dashboard, click your name and select "Fee Assistance Program".
- Upload an electronic copy of your most recent federal income tax return (1040, 1040A, 1040EZ) to PTCAS. If you are claimed as a dependent on someone else's tax return, such as a parent or parents, submit that tax return instead.

Important notes:
- Your fee waiver request must be received and processed before you submit your PTCAS application.
- Do not submit your application until PTCAS approves or denies your fee waiver request. If you submit your application prior to notification, PTCAS will automatically deny your fee waiver request.
- If you are approved for a PTCAS fee waiver, you must submit your PTCAS application within 14 business days from the time the fee waiver approval is emailed to you. If you do not submit your application within 14 calendar days after the fee waiver award date, your fee waiver is automatically forfeited, and you will not be able to submit another fee waiver request during this application cycle.
CREATING AN ACCOUNT

- 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!
REAPPLYING TO PTCAS?

- Applicants who submitted completed applications during the 2017-2018 application cycle and are reapplying in the 2018-2019 will have the ability to pull forward selected data and materials.
- Find more information about reapplying [here](#).
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 on, 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.
1 school: $150
   Each additional school: $50

Average applicant applies to 6 schools
   6 schools: $400 (price does not include potential supplemental application fees)
   You will pay for your program selections at the end of the application. Under the Submit Application tab you can see the total cost before you confirm your application

<table>
<thead>
<tr>
<th># of PTCAS Designations</th>
<th>2018-2019 PTCAS Application Fees</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>$150</td>
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<tr>
<td>11+</td>
<td>Add $50 for each additional PT program</td>
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</tbody>
</table>
Click on your name at any time to access the FAQ and instructions!

Your name and unique PTCAS ID number appear here. Please use this ID when sending materials to PTCAS or contacting them via email or phone.
PERSONAL INFORMATION SECTION

- This section includes:
  - Release statement
  - Biographic Information
  - Contact Information
  - Citizenship Information
  - Race & Ethnicity
  - Other Information

- Proofread your application for accuracy and grammar errors.

Please list any alternate names used such as nickname, maiden name, or name variance in the Alternate Name field under the Biographic section of the application.
PTCAS RELEASE STATEMENT

◊ You must review and respond to the following release statements in order to submit your application:
  ◊ Presubmission 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
OTHER INFORMATION

Enter in this section, your:

- Language proficiency
- Military status
- Any felony and misdemeanor convictions
  - Applicants who have felony or misdemeanor convictions or academic or license infractions will be asked to provide an explanation including a brief description of the incident, specific charges made, related dates and a reflection on the incident.

- Applicants should carefully review their responses to these questions.
- This section cannot be edited post submission; however, if you are convicted of a felony after you submit your application, you must inform your designated programs that an action has occurred.

- Any academic and license infractions

- Background information

- Academic record: does your academic record accurately reflect your capabilities?
  - If no, describe why it does not. Present any information that may assist the admissions committee in interpreting and evaluating your academic history or credentials. (1000 words)
ACADEMIC HISTORY SECTION

Complete the Colleges Attended section FIRST!
**ACADEMIC HISTORY SECTION**

- **Choose Colleges Attended**
  - Choose **Add A College** and enter your information for UGA.
  - If you attended other institutions, even if through dual enrollment or transient summer coursework, click Add a College again and follow the instructions.
    - You must enter ALL colleges and universities attended, regardless of whether the courses are required for admission or transferred to another institution.
    - Only enter each institution once, regardless of gaps in attendance or number of degrees!

Once you have added a college, a transcript request form will be generated for that institution.
TRANSCRIPT PROCESS

- You must arrange for PTCAS to receive an official transcript from every college and university you attended in the United States and Canada (if in English).

- Your file will not be verified until all official transcripts are received.

- Arrange for only 1 transcript to be sent for each institution attended, regardless of the number of programs you select in PTCAS.

- Arrange for your official transcripts to be sent to:
  
  PTCAS Transcript Department
  
  PO Box 9112
  
  Watertown, MA 02471

Transcript Rules

- Official transcripts are required for every United States and Canadian college attended, even if the courses later transferred to another institution.

- Student-issued transcripts are not accepted, even if they are sealed.

- Faxed and photocopied transcripts are not accepted.

- Do not send transcripts to APTA.
Once you have entered a college attended, click the **Download Transcript Request Form** button. Each PDF form is unique to you and that particular college or university and is utilized for matching purposes.

- You will need Adobe Acrobat Reader to view/print the file.

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

- UGA uses Parchment. You will be able to order your transcript online through ATHENA and upload this PDF request form as an attachment.

- Other institutions may or not participate in an online system accepted by PTCAS such as Parchment or Credentials Solutions. If so, a physical letter from the Registrar’s Office of that institution will be needed.
**TRANSCRIPT PROCESS @ UGA**

**In order to submit your UGA transcript:**

1. Log into the **My UGA Portal**
2. Choose the Parchment Icon (“Order Transcripts”)
3. Once here, select **Transcript**
4. When asked where you would like your document(s) sent, type in **PTCAS** under institution and select **search**.
   - If you type in **PTCAS** 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 PTCAS mailing address.
5. You will need to include your Transcript Matching Form which you will download under “**Colleges Attended**.” You will attach that form in Parchment before you complete your transcript order through UGA.

**Important Notes**

- 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 PTCAS and entering your colleges attended.
- All transcripts MUST be sent to PTCAS 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:
  
  **PTCAS Transcript Department**  
  PO Box 9112  
  Watertown, MA 02471
TRANSCRIPT PROCESS @ UGA
TRANSCRIPT PROCESS

- It is your responsibility to monitor your application for transcript receipt.
  - PTCAS will NOT notify applicants concerning missing transcripts.
  - If it has been longer than 10 business days since the transcript was mailed and it has not been posted—resubmit. The status of all transcripts can be viewed in the **CHECK STATUS** tab.
Can I submit my application before my transcripts are received by PTCAS?

Yes. Once you have successfully filled out your application, you can submit to PTCAS at any time. However, your application will not be processed until PTCAS has received all of your original transcripts and your payment.

If I have attended multiple colleges and transfer credit is listed on the transcript of my primary institution, do I still need to send a transcript from each school?

Yes. You are required to send ONE transcript from each college you have attended regardless of the number of courses you have taken.

Do I need to send transcripts for planned or in-progress coursework?

Not initially. You are only required to send transcripts covering all of your completed coursework. PTCAS does not require transcripts labeled as “Planned/in-progress” at time of initial application. Please note that when you do complete these courses, though, updated transcripts can be submitted directly to the schools to which you are applying, or you can use the “Academic Update” period (typically Dec-Feb) to update this information in your PTCAS application.

Can my designated programs view the transcripts I send to PTCAS?

Yes. The transcripts that you are required to send to PTCAS are visible electronically to your designated program(s). Please note that upon a program’s request, you may still be asked to send an official transcript directly to the school.
TRANSCRIPT FAQ

How long will it take to upload my transcript to PTCAS? Who do I contact if it hasn’t been received?
- Allow 7-10 business days following your request for the electronic transcript to post to your application.
- For UGA: If the transcript is not posted within 10 business days, contact Parchment directly to confirm that the order was completed.

What if I took courses from multiple college campuses of the same institution?
- If grades for multiple branches or campuses of an institution appear on 1 transcript, enter all in the “Institutions Attended” section. It is not necessary to send a Transcript Matching Form for each campus.

What about transcripts from Study Abroad experiences?
- If you participated in a study-abroad program under the auspices of a United States institution, and the course work appears on the United States transcript as regular itemized credit, follow the steps below.
  - Send the United States transcript with study-abroad credits to PTCAS.
  - Enter all study-abroad courses that appear on a United States transcript with separate grades and credits in the Transcript Entry section.
  - If the United States transcript does not display the grades or credits for study-abroad courses, follow the policies for international transcripts and coursework.

Overseas United States Institutions
- PTCAS recognizes overseas United States institutions that are accredited through an agency approved by the United States Department of Education and uses English as the primary language of instruction and documentation. Submit transcripts and coursework for overseas United States institutions and United States institutions with a campus overseas (e.g., the University of Maryland at Munich).
If you do not wish to enter all of your coursework yourself, PTCAS offers all applicants the option to have coursework professionally entered on their behalf by their specialists, for an additional fee.

This is an optional service and costs $65 for up to 3 transcripts, $90 for 4-6 transcripts and $140 for 7 more transcripts.

This service is only available for completed coursework from accredited schools. Coursework from Not-Listed Schools, foreign coursework, and planned/in-progress courses are not eligible for PTE and must be entered by you.

For more information, click here
After completing the **Colleges Attended** section and requesting transcripts it is time to begin **Transcript Entry** of coursework.

Choose **Transcript Entry** and begin to add coursework for each institution.
You must enter all United States and Canadian coursework attempted exactly as it appears on your official transcripts, including those that were attempted, failed, repeated, and withdrawn.

How to Enter Your Courses

Do not enter courses from memory. Refer to a personal copy of your transcripts.

Enter each course once from the transcript provided by the school where you originally took the course, even if the credits transferred to another institution.

Enter all courses, even if they do not fulfill a prerequisite or you later repeated them.

Enter courses in order of oldest to most recent.

Enter college credit granted in high school, such as Advanced Placement (AP) or International Baccalaureate (IB).

Enter community college courses completed during summer terms.

Enter placement exams (eg, CLEP or a departmental exam) where college credit was earned.

Do not enter foreign coursework completed outside of the United States or Canada, unless it is a study-abroad program.

For any undergraduate-level terms completed after you received a bachelor’s degree, select “Post-Baccalaureate.”

For any courses that fall outside of the typical academic statuses, choose “Freshman.”
Note regarding entering grades:

- Enter the grade exactly as it appears on your transcript. The official PTCAS reported grade will automatically populate. For non-graded courses, enter the appropriate letter abbreviation:
  - CR – Credit
  - I – Incomplete
  - S – Satisfactory
  - U – Unsatisfactory
  - W – Withdrawn
  - WF – Withdrawn Failing
  - WP – Withdrawn Passing
Once all courses have been entered, a blue button will appear on the Transcript Entry page which says **Review and Finalize My Transcripts**.

For a more detailed walkthrough regarding course subjects click here.

In Transcript Review, you will be asked to identify additional attributes about your coursework including **Primary College**, and courses that are **Labs**, **Repeated**, **Advanced Placement**, **Other Tests**, **Honors**, and **Study Abroad**.

PTCAS allows each PT 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 PT program.
You must enter all attempts of every course taken, even if you later repeated a course or if your college removed the initial attempt from your GPA calculation.

Mark the first, subsequent, and final course attempts as "Repeated."

Enter the number of credit hours attempted, regardless of how many credits you earned.

List all grades as stated on the transcript.
TRANSCRIPT REVIEW: AP COURSES

- 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.
If you have course credits fulfilled by tests other than AP exams (such as CLEP, Department Exam, Institutional Exam, IB, and the Regents Exam—i.e. courses you "tested out of" at college) and clearly marked as a test credit on your transcript, then select yes.

Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as test credits on your transcript.
TRANSCRIPT REVIEW: HONORS COURSES

- Indicate if you took any honors courses, which are generally college 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.
If you studied abroad, indicate the courses you took as part of your institution’s study abroad program. Refer to the transcripts section of the PTCAS instructions page for more information.

If you studied abroad, select Yes and click Continue. Then, click the plus sign next to the courses.
TRANSCRIPT COURSEWORK ENTRY FAQ

Do I need to include all of my courses on my PTCAS application?

Yes. All previous coursework must be listed (including repeated, failed and withdrawn courses). You must include the course title, department prefix and course number exactly as it appears on your official transcript. PTCAS must receive an official transcript directly from the Registrar at each institution attended. Applications that do not include all courses listed on their transcripts will be put on hold until the discrepancy is resolved.

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, it should be reported as one entry on the application.

How do I report Advanced Placement (AP) credits?

Please enter your AP credits under the first semester attended at the post-secondary institution where the AP credit was awarded. You will enter the test name and subject in the course title and prefix fields and the grade will be CR for credit. Please be sure to add the correct number of credit hours for the AP exam. PTCAS does not require a copy of the AP test score report.
I have taken courses outside the U.S. as part of a study abroad program. How do I list it in my application?

- Study abroad coursework should be listed under the U.S. institution that sponsored the program. All courses must be designated as “study abroad” during the transcript review process. DO NOT list study abroad coursework under a “Not Listed US/Canadian (foreign) Institution” or under the name of the foreign institution where you took the courses. A foreign evaluation is not needed for study abroad coursework.

How do I enter 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 2018 term, end date should include Fall 2018.
- In the coursework 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.

Can I update my coursework after I e-submit my application?

- No. Once you have e-submitted your application to PTCAS, no changes to coursework can be made until your application has been verified. If you e-submit your PTCAS application before your Summer/Fall 2018 grades are available, there will be an Academic Update (AU) period in December-February, which will allow you to update your coursework. Arrange for your updated Summer/Fall transcript to be sent to PTCAS as soon as it is available. You can only update your coursework once during the Academic Update period. An email will be sent to applicants when the Academic Update period opens.

Note: As mentioned below, PTCAS will only calculate grades once so any “in progress” courses listed will not be factored into GPA calculations viewed by programs.
STANDARDIZED TESTS

- Provide the date(s) of all taken or planned GRE administrations

- PTCAS requires applicants to provide GRE scores in two ways:
  1. **Manually Self-Report Scores**: Use the official score report from the Educational Testing Service.
  2. **Sending Official U.S. GRE Scores**: When registering for the GRE, applicants can select any number of schools to receive the GRE score at no additional cost. It is strongly encouraged that an applicant selects ALL PT programs they plan on applying to. There is an additional fee if schools are added at a later time. The official score will be sent electronically to PTCAS 3-4 weeks after the test date and the score will be shared with all the schools the applicants applies to.

- Official GRE Scores are submitted electronically to PTCAS directly from ETS using a special PTCAS GRE code that is different for each program and different from the school’s regular GRE code. Schools can only see scores that are sent with their code, so it is vital that program codes are entered correctly. View [GRE codes for PTCAS programs](#).

- **NOTE**: Official GRE scores from ETS can be received by PTCAS at any point during the application cycle, even after your application is submitted or verified; however, some programs may have a deadline by which they want your scores posted. Once your official GRE scores are attached to your application, they cannot be removed.
STANDARDIZED TESTS

Enter your unofficial GRE scores  
OR
Enter your planned GRE date
**STANDARDIZED TESTS**

**Important Notes:**

- PTCAS Will Not Report Your Official GRE Scores to a Particular PT Program, If...
  - You use the GRE code for a different program
  - You do not apply to the program during the 2018-2019 cycle
  - The DPT program only has a “university” GRE code

- Failure to send official GRE scores correctly may jeopardize your chances of admission to a program. Visit the PTCAS site for a [list of GRE codes](#).
If you are planning to take the test after the application opens, you can add your GRE scheduled test date.

REMEMBER you can still apply without having your official GRE scores.
How do I check if my official GRE scores have been received?

- Login to your account to check the status of your GRE scores at PTCAS for each selected program. If received, PTCAS will share your scores with only the programs that you selected to receive them from ETS and that have a PTCAS GRE code.

I took the test more than once. How do I report may scores?

- Enter your scores for each date separately. Also enter any planned GRE test dates. Do not mix and match scores from different dates.

I applied to PTCAS last year and sent in my GRE scores then. I haven’t re-taken the test; do I need to resend my GRE scores?

- Reapplicants must request GRE scores for new designated PT programs and new exams taken.
**Important considerations:**

- **Evaluations must be submitted electronically by evaluators** using the Evaluator Portal.

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

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

Check to see what references are required for each PTCAS Program [here](#).
REFERENCES

- For each letter, include:
  - Name
  - Email Address
  - Due date
  - Personal message/notes
  - Waiver of Reference

- Indicate the date by which the evaluation needs to be submitted based on the earliest PT school deadline date (4 weeks prior to earliest deadline is recommended).

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

Up to 4 references may be added to your application
When an applicant saves an evaluation request, the evaluator will receive an email request to complete the evaluation. The email will include a link to an online portal where the evaluator can upload a letter.

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.

References on PTCAS have 2 components. Each of these is outlined on the next page...

**Remember:**

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

*It is NOT necessary to wait until your evaluators have uploaded a letter to submit your application.*
REFERENCE PROCESS PART I

Evaluators will respond to the following questions via the portal:

- How long have you known the applicant?
- How well do you know the applicant?
- Select the role that best describes your primary interaction with the applicant.
- If you selected "Instructor/Professor" above, list all courses in which you have had the applicant.
- Approximately how many references do you submit on behalf of physical therapy applicants each year?
- Are you a licensed physical therapist?
- If you are a physical therapist, please indicate the physical therapy institution from which you graduated.
- If you are a physical therapist, please indicate the state in which you are licensed.
- If you are a physical therapist, please enter your PT licensure number.

Evaluators will also rate the applicant (5=excellent, 1=poor) for the following traits:

- Commitment to Learning
- Critical Thinking
- Empathy
- Ethics
- Interpersonal Skills
- Leadership
- Oral Communication
- Professional Demeanor
- Response to Criticism
- Responsibility
- Stress Management
- Team Skills
- Time Management
- Written Communication

Finally, the evaluator will give an Overall Recommendation for the applicant. Options for evaluators include:

- I highly recommend this applicant
- I recommend this applicant
- I recommend this applicant with some reservations
- I am not able to recommend this applicant

Make sure your references know you well enough to rate you on all of these qualities!
Evaluators must upload a letter of recommendation on institutional or organizational letterhead via the PTCAS Reference Portal.

- Accepted formats for uploads are .pdf, .doc (Microsoft Word), .rtf (Rich Text Format) or .txt (ASCII Text File) files only. Uploaded letters must be less than 5MB in size.
- It is recommended that the letter include a signature.
Enter all of your paid or volunteer physical therapist observation hours on the application.

- Not all programs require PT observation hours or a signed form as part of the admissions process.
- Review the Directory for program-specific requirements. PTCAS will not determine if you met the requirements for your selected programs.

- If you have observed a PT in more than 1 setting, select “Add New Entry” for each additional experience.
Submission Type

- **Option #1: PTCAS Observation Portal**
  - PTCAS will email the PT with instructions on how to verify your hours via the PTCAS Portal. Select “Send my PT observation hours to my PT supervisor for verification” and enter the email address for the PT. Alert the PT to watch for an automated email from PTCAS.

- **Option #2: Upload Signed Form**
  - You will upload an image of a paper hours form signed by the PT. Select “Upload a signed form verifying my PT observation hours.” Select the “Add Document” button to upload the form.

- **Option #3: No Signed Form**
  - Select “I will not have my PT observation hours verified” if none of your selected programs require PT hour verification or if you will not request verification for this particular experience.

Notes

- It is generally recommended that you have your experiences verified via the observation portal.
- Your selected programs can view your experiences, regardless of whether the hours were verified by a physical therapist.
OBSERVATION HOURS

For each set of observation hours, you will be asked to include:

- Facility name and address
- Experience dates (can be planned or to current)
- Experience details including:
  - Whether the experience was paid, volunteer, or both
  - The setting and hours of experience
  - Patients observed

A description of each setting listed above can be found linked here
OBSERVATION HOURS

After you e-submit your PTCAS application, you can do the following:

- Add new PT observations to the application
- Request a PT to verify a new observation

**You may add new experiences at any time during the application cycle. If you have completed additional hours at a facility where you have already listed the experience, please create a new entry and list only the new hours completed.**

After you e-submit your PTCAS application you cannot make edits to the following:

- PT observations that have an uploaded verification form
- PT observations that have already been electronically verified
- PT observations that were listed as “I will not have my experience verified”
Applicants use the Experiences section to provide detailed information about:

- **Employment**: Paid work done outside of physical therapy. Include a brief description of your responsibilities.

- **Extracurricular Activities**: This includes research, club memberships, sports, etc.

- **Volunteer**: List all volunteer experiences with this experience type. Note 1-time experiences in the job description section.
ACHIEVEMENTS

List all relevant awards, honors, and scholarships that you have received or have been awarded.

For each entry, provide a brief description, especially if the achievement is not clear based on its title. You can also note if any special circumstances surrounded it.

Although you can enter any achievements that you believe are relevant to your application, it is recommended that you focus on those achievements within the last 10 years and at the collegiate level and above.
LICENSES AND CERTIFICATIONS

- Complete items in this section for all professional licenses and certificates earned, including a physical therapist assistant and CPR license.

- If you have more than 1 license or certificate, select the “Add a new entry” button for each. Upload an image of the license or certificate.

- Be sure to list only valid certifications.
Use your own words to create a personal essay that responds to the question below.

- Describe a meaningful experience in your life. Reflect on how that experience influenced your personal growth, such as your attitudes or perceptions.

- You are limited to 4,500 characters, including spaces
- Some formatting characters used in programs such as Word (angled quotes, accents, special characters, bold, underline, or italics) will not display properly.
- PTCAS recommends that text be copied and pasted into the web form from a plain text editor such as Notepad, rather than Word.
- You cannot make edits to your personal statement after you have submitted your application to PTCAS.
- Your personal statement will be sent to all PTCAS programs to which you apply, and so you should not personalize it to any specific program.
This section includes additional information and requirements for programs you selected in the Add Programs section of the application.

Depending on your program's requirement(s) you will see one or more of the tabs outlined on the next screen for each program selected.

These may include: program-specific questions, prerequisites, documents, and supplemental requirements,

Check with each school to determine if additional information, fees, or documents are required outside of what is required here via PTCAS.
Remember:
The deadline for supplemental applications and materials may or may not be the same as the program’s PTCAS deadline. Review the PTCAS Directory or contact the program directly to obtain supplemental instructions or materials.
PROGRAM MATERIALS

○ Documents

○ The Documents tab will display any program-specific requirements for uploaded materials.

○ This tab may or may not be available, depending on the selections of each PTCAS program.

○ Types of documents that may be requested include the following:
  ○ Catalog course descriptions
  ○ Cover letter
  ○ Writing sample
  ○ Other
PROGRAM MATERIALS

- Prerequisites
  - The Prerequisites tab will allow you to match your coursework to the course prerequisites for each selected program.
  - The Prerequisites tab may or may not be available, depending on the settings for each program.
  - If available, the program’s list of prerequisite courses will be displayed on the screen. You must complete the Transcript Entry section and the “Review & Finalize My Transcript” process before you can select courses for prerequisites.
  - There is no guarantee that the courses you selected will fulfill the program’s course prerequisites. PTCAS will not verify that you have properly matched your courses or that you have fulfilled the program’s course prerequisite.
Program-Specific Questions

- Some programs require applicants to respond to custom questions in addition to the standard PTCAS application questions.
- The PTCAS application will automatically prompt you to respond to any program-specific questions when you designate programs that require them.

Supplemental Requirements

- In addition to the PTCAS application, programs might require you to send a supplemental application, fee, and other materials directly to that institution. Examples of supplemental materials include, but are not limited to, the following:
  - Graduate school application
  - Supplemental fee
  - Official GRE scores
  - Results of a physical examination
  - Immunization records
  - Final transcripts
DEADLINES

APPLY EARLY!

- Since most physical therapy school acceptances are done on a rolling basis, applicants who submit early are more successful in being invited to interviews and considered for scholarships first. Please note that there are exceptions.

- Once your application becomes complete (application submitted and all official transcripts received) it can take an additional 4 – 6 business weeks for your application to be verified.

FAQ

- **Who determines deadlines?**
  - Deadlines are determined by the individual programs, NOT BY PTCAS. It is the applicant’s responsibility to research each program’s deadline requirements before submitting their application.

- **Am I able to request a deadline extension?**
  - Contact the program directly to request a deadline extension

- **Will schools have the same deadline?**
  - No, each school has its own deadlines. View the deadlines for 2018-2019 by PT program [here](#).
Some programs offer "Early Decision" through PTCAS. Early Decision is a binding option for applicants who have decided that 1 particular program is their first choice. As an Early Decision applicant, you can apply to only 1 program that participates in Early Decision. If accepted as an Early Decision applicant, you will not be permitted to apply to any additional programs in PTCAS during the application cycle. You should only apply as an Early Decision candidate if you are certain you want to attend that particular program. If not, apply as a regular applicant instead.

In the state of Georgia, the following programs participate in ED:
- Augusta University
- Emory University
- Georgia State
- Georgia Southern-Armstrong Campus
- Mercer University
- University of North Georgia

**Note: This is the first application cycle in which Augusta University, Emory University, and Mercer University have participated in ED. Be sure to explore academic requirements of ED applicants on each program's profile page as many have GPA requirements in place!**
**EARLY DECISION**

**Deadlines:**
- The Early Decision application deadline is anticipated to be August 15, 2018. In addition to completing the PTCAS application, you must arrange for PTCAS to receive all of your official United States and Canadian transcripts and fee by August 15.
- Early Decision candidates must take the GRE® and request scores no later than July 30, 2018, if the GRE is required by the program.
- If your application, transcripts, or fee arrive after the Early Decision deadline, PTCAS will automatically move your file from Early Decision to regular status.

**PTCAS institutions are required to make admission decisions on Early Decision candidates no later than September 25, 2018. The program will choose to accept or deny an applicant, or move an Early Decision application to regular status.**
- Applicants who are denied or moved to the regular pool will be permitted to apply to additional programs for an additional fee.
- It is possible that programs participating in the PTCAS Early Decision process will fill their next entering class with Early Decision applicants before their regular deadline date passes.
SUBMITTING YOUR APPLICATION

Once all of the sections are complete and release statements have been signed, an applicant may pay and submit their application.

Submitting the application does not mean it will immediately be reviewed by programs.

An application can be submitted before the receipt of official transcripts, evaluations, and GRE scores; however, it will not be officially reviewed and verified until these documents and payments are received.

All applicants are encouraged to submit the application well in advance of posted deadline dates.

Do not wait for PTCAS to receive all materials before submitting your application.
SUBMITTING YOUR APPLICATION

- Review your application for accuracy before submitting the application.

- Print a hard copy of your application for your personal records.

- Do not apply to a program unless you meet its admission requirements.
APPLICATION VERIFICATION

PTCAS will consider an application complete and ready for transcript verification once the following items are received:

- Submitted PTCAS application
- Official transcripts from every United States and Canadian institution attended
- Correct PTCAS application fee

PTCAS will also accept up to 4 letters of reference, signed PT observation hours forms, official GRE scores sent via the Educational Testing Service (ETS) to PTCAS GRE codes, TOEFL scores, and foreign transcript evaluation reports from World Education Services (WES), as required by participating programs. PTCAS does not hold applications for these missing documents.
Application verification

- During Verification, PTCAS uses the information you entered in the Transcript Entry section to calculate several GPAs, including GPAs for each institution you attended
  - More information about calculating PTCAS GPAs can be found [here](#).

- Verifications occur in chronological order and can take 4-5 weeks once all materials are received and the application is in “complete” status
  - **Contact customer service if it has been more than 5 weeks** from the date your application’s status changed to complete and if has not yet been verified.
POSTSUBMISSION CHANGES

- Review your application carefully before you submit. You generally cannot make corrections after your application is submitted.

- Only the following sections can be updated following submission:
  - Alternate Name
  - Contact Information
  - Password and Security Questions
  - Add Programs: No substitutions or deletions.
  - Colleges Attended: Add new institutions attended.

- Courses: Add new coursework completed or planned at any time.

- Evaluations: New references only. No deletions once reference is received.

- PT Observation Hours: Add new PT experiences at any time. Programs might not consider newly listed hours.

- GRE and TOEFL: Add new test dates and scores at any time. Programs might not consider updated scores in the admissions process.

- Experiences and Achievements: New entries only. No deletions or revisions.
MANAGING YOUR APPLICATION

- Login to check status of your transcripts, references, GRE scores, and PT observation hour forms.
  - A description of statuses and screenshots of these varying application statuses can be viewed [here](#).

- Check your email daily for important messages from PTCAS and programs.

- **Changing Program Selections After Submission**
  - **Withdrawing Your Application.** If you wish to withdraw your application from 1 or more programs, contact the institution directly.
  - **Substituting or Deleting Program Selections.** PTCAS cannot substitute or delete program choices or refund application fees after you submit your application. If you wish to rescind your application to a particular program after you submit, contact the institution directly to remove your application from consideration.
  - **Adding a New Program after Submission.** You may apply to additional programs after you submit your application, provided the application deadlines have not yet passed. To apply to additional programs, review the “Add Programs” instructions.
If you submit your application before your summer or fall 2018 grades are available, enter your updated courses online during the Academic Update and arrange for your updated transcript to be sent to PTCAS as soon as it is available.

PTCAS will send an email to you once you are eligible to enter your updated grades and any new planned/in-progress courses.

Further instructions regarding entering updated coursework and requesting subsequent transcripts can be found [here](#).

**Dates for Academic Update 2018-19**

- **December 17, 2018:** The Academic Update opens. New courses will not be verified until the Academic Update window is open and your initial file is verified.
- **January 15, 2019:** Priority deadline to submit your updated courses and transcripts to PTCAS. PTCAS will continue to accept updated transcripts after the priority deadline date through February 15.
- **February 15, 2019:** The Academic Update closes. You cannot edit your courses after this date. PTCAS will no longer accept Academic Update transcripts.

Please note that the dates for the 2018-19 application cycle have not yet been released, but will be available in mid-May when the new instructions are posted.
GOOD LUCK!

http://www.ptcas.org/ApplicationInstructions/

Information utilized here was provided by the PTCAS Application Instructions Page