OTCAS APPLICATION WALKTHROUGH

2020-2021
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.

OTCAS Contact Info:
Phone: 617-612-2860 (applicant inquiries only)
Application: https://otcas.liaisoncas.com/applicant-ux/#/login
Email: otcasinfo@otcas.org
The OTCAS fee is $150 to apply to one program and $65 for each additional program.

Information on payments and fees:
https://help.liaisondu.com/OTCAS_Applicant_Help_Center/Starting_Your_OTCAS_Application/Getting_Started_with_Your_OTCAS_Application/03_Application_Fees
The OTCAS Fee Assistance Program helps students with extreme financial need.

If accepted, the initial $150 program fee is waived.

Request a waiver as soon as you create an account.

OTCAS Fee Assistance Program
HOW TO REQUEST A WAIVER

1. Go to your name
2. Select “Fee Waiver”
What is a fee waiver?

A fee waiver is an application fee discount granted to applicants who apply for the waiver and who meet the specific requirements described in the OTCAS instructions. The amount of the fee waiver may cover some or all of your program application fees.

How do I get a fee waiver?

There are a limited number of fee waivers available in each application cycle, and they are awarded on a first-come, first-served basis. For more information about how to qualify for a fee waiver, see the OTCAS Instructions and FAQ.

How will I know if I’ve been awarded a fee waiver?

When a decision is made on your fee waiver application, OTCAS will notify you through your application, and will also send you an email. It is very important that you not e-submit your application until you receive your fee waiver decision. All fee waiver decisions are final.

How do I use my fee waiver?

If you are awarded a fee waiver, you have 14 calendar days from the award date to e-submit your application. The fee waiver amount will automatically be applied to your account during the checkout/payment process. If you apply to additional programs beyond the scope of your awarded fee waiver, you may be responsible for additional program fees.

If you do not e-submit your application within 14 calendar days after the fee waiver award date, your fee waiver is automatically forfeited. If you forfeit your fee waiver, you cannot submit another fee waiver request during this application cycle.

Be sure to review the Fee Waiver information provided on the next screen after you select “Fee Waiver” under your name.
You will need to upload your most recent federal tax return such as a 1040 or 1040EZ. Then click “submit” at the bottom of the page.
OTCAS opens for the 2020-2021 cycle on July 16th, 2020. In some instances, the individual program's deadline may differ from the application's cycle dates. To view a program's deadline date, click Add Program and review the information under Deadline. You can submit your application up until 11:59 PM ET on the deadline date. Use the Timeline info link to see a detailed timeline of things to do for your OTCAS application.
If you are reapplying, this link will provide you with all of the instructions you need to reapply.

https://portal.otca.org/applicants2013/boy/otca
5_reapply.html
Create only one account to avoid processing delays and difficulties. Duplicate accounts and any documents associated with those accounts are deleted. For your own security, do not share your password or account information with anyone. Usernames and passwords are case-sensitive. Use an email address that you check frequently to avoid missing important updates. Students will sometimes create an email specifically for application things.
Go to the OTCAS homepage and select Create an Account.
Once you log in, you will see your dashboard displaying the 4 components to your OTCAS applications under the first tab you see called “My Application”.
The first thing you need to do when you get to your dashboard is select the program or programs that you would like to apply to. Select “Add Program” at the top next to the “My Application” tab. Enter or filter to select your programs that you want to apply to.
Let’s start with Personal Information.
There are 5 subsections under personal information that you need to complete.
The first is Biographic information where you will include your name, any alternate names, gender, and birth information.
Next enter your contact information. Remember to select an email that you will check frequently.
Next, include your citizenship and residency information. This is where you will include any necessary visa information.
Enter your race and ethnicity information under the next tab.
The last part of this section is called “Other Information.” Under this section you will include your language proficiencies, military status, any previous OT education, and felony convictions. When you complete this section, go back to your dashboard and select “Academic History” to start on.
There are 4 sections that we will cover under Academic History: High School Attended, Colleges Attended, Transcript Entry, and Standardized Tests.
First click on “Add Your High School”. Then you will be prompted to complete the high school information for your school and then select “save this school.”
Next select “Colleges Attended” and add your college. Start typing in your college name and click “save this college.”
You will answer a series of questions 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**.

You need transcripts from every college you have attended.
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
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.
Obtain a transcript for each college-level institution you have attended. Use the transcript and the UGA Bulletin to complete this section.

Entering Coursework:

- **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).
- **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:
You will enter all 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.
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.
• 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 you can indicate if courses are repeated, advanced placement, honors, or study abroad, etc.
• 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.
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, and date should include Fall 2017.
- 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 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.
Let’s watch this brief video on entering transcript information.
- This is an optional service and costs $69 for up to 3 transcripts, $95 for 4-6 transcripts and $145 for 7 more transcripts.

- There will be a link to the professional service within the application.
Let’s take a brief break before moving into Standardized Tests. Make sure that when you sit down to do your applications that you allocate enough time to complete the transcripts section in its entirety before moving on.
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.

If you have not already taken the test, enter when you plan on taking the GRE.
Under this section you will submit your requests for evaluations, record your observation hours, enter any achievements, licenses, and certifications, sign your release statements and provide any additional documents like a personal statement.
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 to waive their access to the evaluation. ALWAYS waive your right to read this letter.
- 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 an orange STATUS box will appear.
Click on ‘Add Observation Hours’

If you DO NOT intend to enter Observation Hours, please select the ‘I Am Not Adding Any Observation Hours’
You can upload your observation logs by selecting “documents” under the supporting information tab and then upload observation hours documents. I’ll show you where that’s it is in just a moment. Here, you can enter in information about your observation hours.
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).
- **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. But make sure you include everything! So many times students leave out wonderful experiences because they don’t think they are “relevant”.
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.
- 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.
- Provide information about certifications.

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

- List only valid certifications.
This is where you can upload your observation logs. This is also where you are going to upload your 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 OT.

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

Do not personalize your personal statement for one particular school.
These are some potential prompts that you may receive to write your personal statement on.

- Some students have a background, identity, interest or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
- The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
- Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
- Describe a problem you’ve solved or a problem you’d like to solve. It can be an intellectual challenge, a research query, an ethical dilemma—anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
- Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself and others.
- Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
- Share an essay on any topic of your choice. It can be one you’ve already written, one that responds to a different prompt, or one of your own design.
Your Personal Essay should address why you selected occupational therapy as a career and how this degree relates to your immediate and long-term professional goals. Describe how your personal, educational, and professional background help you achieve your goals. This essay is an important part of your application and allows you to clearly and effectively express yourself. Do not personalize this essay for a particular program, as it is shared with all your programs.

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

* Indicates required field

You can add your personal statement by selecting “add document”
You will have 2 release statements and then you will need to certify and authorize. You will have an advisor release statement and an OTCAS release. This is an example of the Advisor release.
OTCAS Release

* Before You E-Submit Your Application

Review the list below to ensure that you have properly completed the OTCAS application process:

Did you...

- Request ALL official transcripts be sent to OTCAS?
- Enter all of your coursework from your entire academic career?
- Review your application for accuracy?
- Research school pages for deadline requirements and supplemental information?
- Read and understand the OTCAS Help Center?
- Confirm that the e-mail to the Electronic Reference Portal was received by your evaluators?

Do you...

- Understand that once you E-Submit your application, NO changes can be made to any section other than your personal data?
- Understand that once you E-Submit your application, NO refunds will be granted for any reason?
- Understand that it is your responsibility to monitor the status of your application on a regular basis?

NOTE: If there is any section that you do not understand, contact OTCAS customer service immediately for clarification.

DO NOT continue with your application until you have completed each task requested by OTCAS and fully understand the OTCAS policies.

☐ Indicate your understanding and acceptance of the terms described above by checking this box.

This is the OTCAS Release.
The Program Materials section contains program specific details. For example, if your school (here, we have Brenau as the example) requires an additional essay or resume, this is where you can upload those documents. For Brenau, you can see that they require an additional 500 word essay to be included. The “Home” page under program materials gives specific details about the program, the Documents tab is where you will upload any additional documents for the program and the Prerequisites tab is where you can verify prerequisites that you have taken for that specific schools.
Again, this is Brenau as an example, but you can see the specific prerequisites that this program has and verify these using “Go to Transcript Entry”.

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Credits</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Anatomy and Physiology 1</td>
<td>3.0</td>
<td>HUM 1101</td>
<td>Human Anatomy &amp; Physiology 1 (for allied health)</td>
</tr>
<tr>
<td>Human Anatomy and Physiology 2</td>
<td>4.0</td>
<td>HUM 1102</td>
<td>Human Anatomy &amp; Physiology 2 (for allied health)</td>
</tr>
<tr>
<td>Human Anatomy and Physiology 3</td>
<td>3.0</td>
<td>HUM 1103</td>
<td>Human Anatomy &amp; Physiology 3 (for allied health)</td>
</tr>
<tr>
<td>Statistics</td>
<td>1.0</td>
<td>STA 2023</td>
<td>Statistical Analysis for the Behavioral Sciences</td>
</tr>
<tr>
<td>Developmental Psychology</td>
<td>3.0</td>
<td>PSY 2050</td>
<td>Developmental Psychology (3 hours)</td>
</tr>
<tr>
<td>Abnormal Psychology</td>
<td>3.0</td>
<td>PSY 2055</td>
<td>Abnormal Psychology (3 hours)</td>
</tr>
<tr>
<td>Introduction to Technology</td>
<td>3.0</td>
<td>ITS 1010</td>
<td>Introduction to Technology (3 hours)</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>3.0</td>
<td>ITS 1010</td>
<td>Medical Terminology (3 hours)</td>
</tr>
<tr>
<td>Medical Office Procedures</td>
<td>3.0</td>
<td>ITS 1010</td>
<td>Medical Office Procedures (3 hours)</td>
</tr>
</tbody>
</table>
- Once all of the sections are complete, an applicant pays and submits their application.

- Submitting the application does not mean that 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.
Make sure you check the status of your application regularly and keep an eye on your emails.

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)
This link will take to their updates page regarding COVID-19 impacts.
Any questions?