




# PTCAS WALKTHROUGH

2020-2021



# PTCAS Contact and Help

- PTCAS Customer Service:  
617-612-2040
- PTCAS Help Center:  
[https://help.liaisonedu.com/PTCAS\\_Applicant\\_Help\\_Center](https://help.liaisonedu.com/PTCAS_Applicant_Help_Center)
- PTCAS Email:  
[ptcasinfo@ptcas.org](mailto:ptcasinfo@ptcas.org)

This is a general walkthrough of how to use the PTCAS application platform. It is not exhaustive so make sure you do your own research. If you get stuck there are lots of great resources to help you get through the application. Start with the Help Center website which offers step by step guides. You can also email or call PTCAS customer service to receive help.

## Checklist and Dates

- PTCAS Opens June 17, 2020
- <http://www.ptcas.org/Checklist/>



PTCAS will open for the 2020-2021 cycle on June 17<sup>th</sup> and begin submitting information to programs as early as July 1. Open checklist link and briefly provide overview of PTCAS checklist.

As updates regarding the DPT admissions process at PT education programs become available, they will be shared here.

**May 8, 2020: PTCAS Early Decision Notice:**

For the upcoming 2020-21 application cycle, the decision has been made to eliminate the early decision process for applicants and participating DPT education programs in PTCAS. Several factors were considered in making this decision, including ongoing U.S. Department of Justice investigations into admissions practices and commonality of similar programs in comparable health professions application services, among others. To help address this change, PTCAS has added earlier deadline dates for the 2020-21 application cycle, beginning August 17. With this policy change, applicants will be able to complete and submit an application as early as July 1 for as many PTCAS programs as they would like – PTCAS will no longer require that applicants wait for an acceptance decision from their top-choice program to apply to additional programs. Questions regarding the elimination of the PTCAS Early Decision process should be sent to [CAS@apta.org](mailto:CAS@apta.org).

## EARLY DECISION UPDATE

#### PTCAS Fees

The PTCAS application fees are automatically calculated for you on the program selection screen. The fees are \$155 to apply to the first program and \$60 for each additional program.

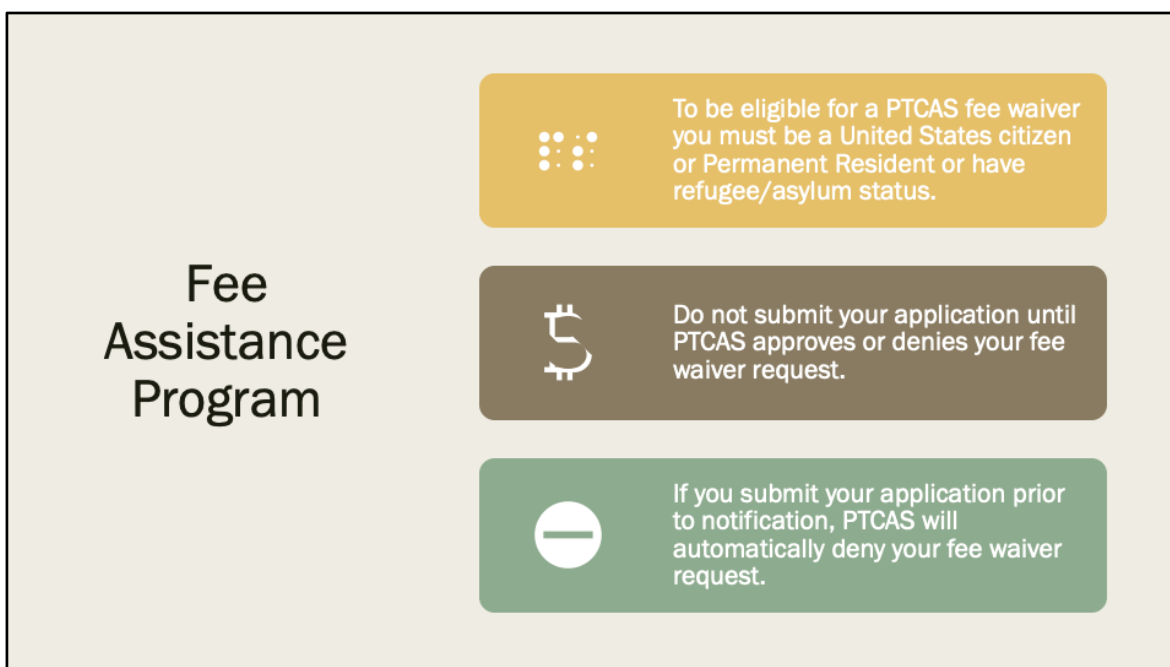
# of PTCAS Designations	2018-2019 PTCAS Application Fees
1	\$155
2	\$215
3	\$275
4	\$335
5	\$395
6	\$455
7	\$515
8	\$575
9	\$635
10	\$695
11+	Add \$60 for each additional PT program

## FEES

\$155 for initial  
program

\$60 for every  
additional program

The first program fee is \$155 and then you will be charged \$60 for each additional program that you select. There is a Fee Assistance Program for those that qualify.



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** (\$155 value)

If you choose to apply to more than 1 program, you will pay a fee of \$60 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.*

## How to apply for Fee Assistance Program



ON APPLICATION  
DASHBOARD, CLICK  
YOUR NAME AND  
SELECT "FEE  
ASSISTANCE  
PROGRAM"



COMPLETE THE  
REQUIRED FIELDS



UPLOAD TAX  
INFORMATION  
(RECENT FEDERAL  
TAX RETURN 1040,  
1040EZ, ETC.)

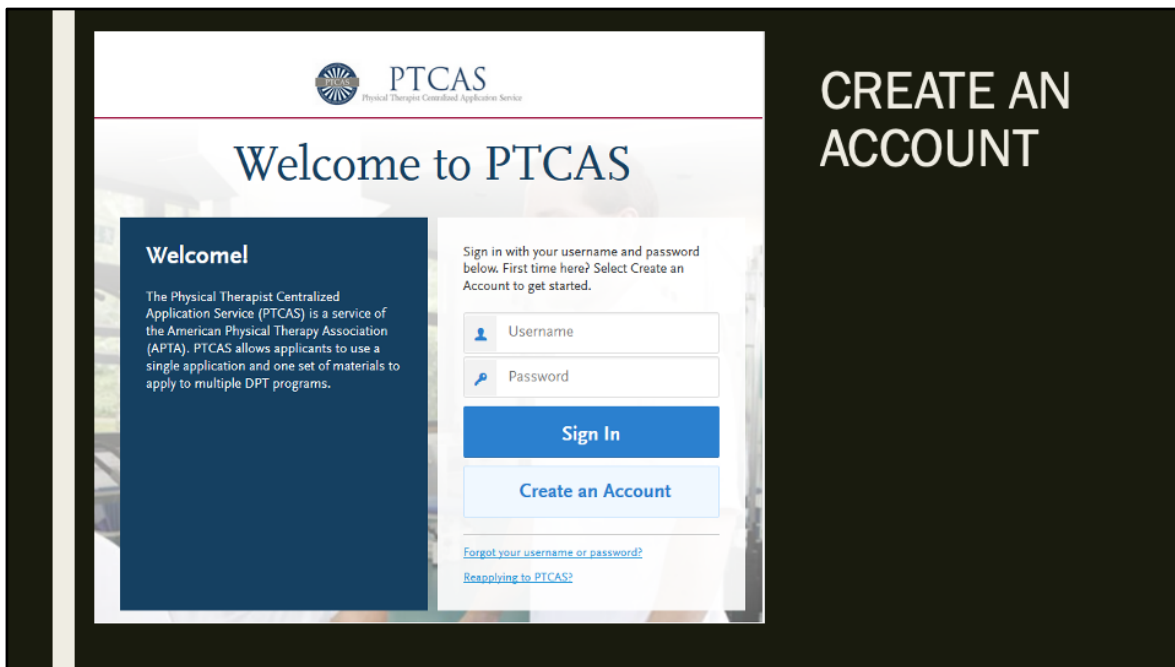


SUBMIT

On the application dashboard, click your name and select "Fee Assistance Program" from the list.

Complete the required fields in the "Financial Income Fee Waiver Request" section. 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.

Click the Submit button.



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!

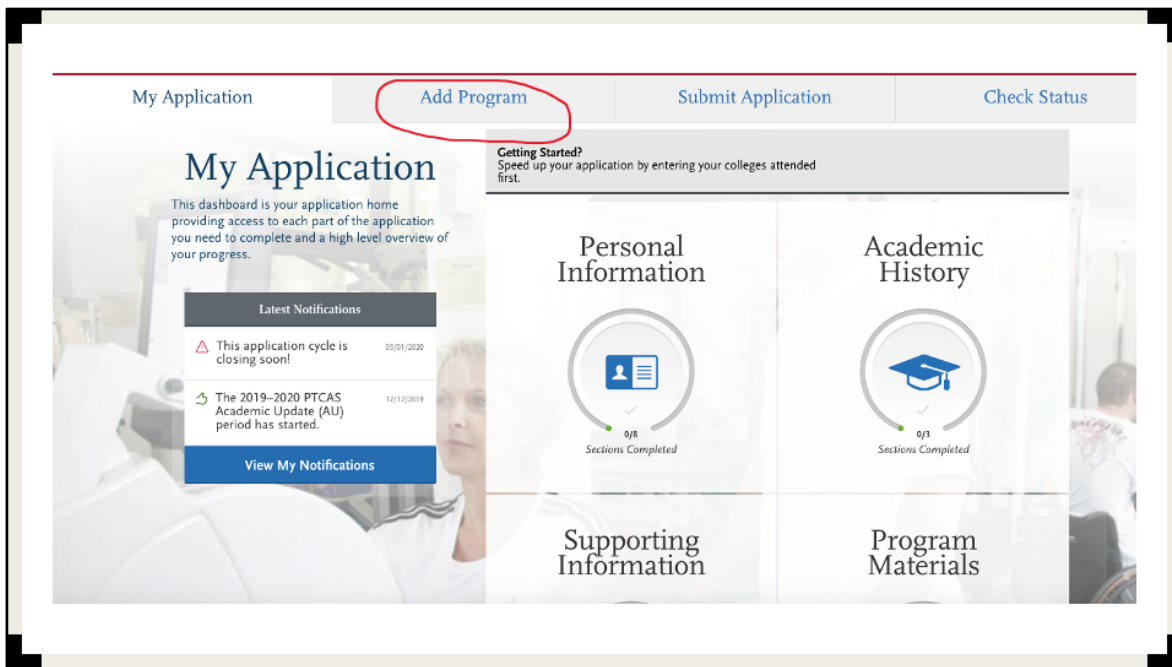


# Reapplying to PTCAS

## ■ How to reapply to PTCAS:

[https://help.liaisonedu.com/PTCAS\\_Applicant\\_Help\\_Center/Starting\\_Your\\_PTCAS\\_Application/Creating\\_and\\_Managing\\_Your\\_PTCA\\_Account/02\\_Use\\_an\\_Existing\\_Account\\_to\\_Re-Apply](https://help.liaisonedu.com/PTCAS_Applicant_Help_Center/Starting_Your_PTCAS_Application/Creating_and_Managing_Your_PTCA_Account/02_Use_an_Existing_Account_to_Re-Apply)

You have two options for reapplying. You can choose to start a fresh application, or you can choose to copy data from an existing account. Make sure you update all of your information including courses and experiences. Use the link provided for a guide on reapplying.



Once you log into your dashboard, this will be what you see. The first thing you need to do is add your programs that you wish to apply to. To do this, select “add program” at the top next to “my application.”

My Application | Add Program | Submit Application | Check Status

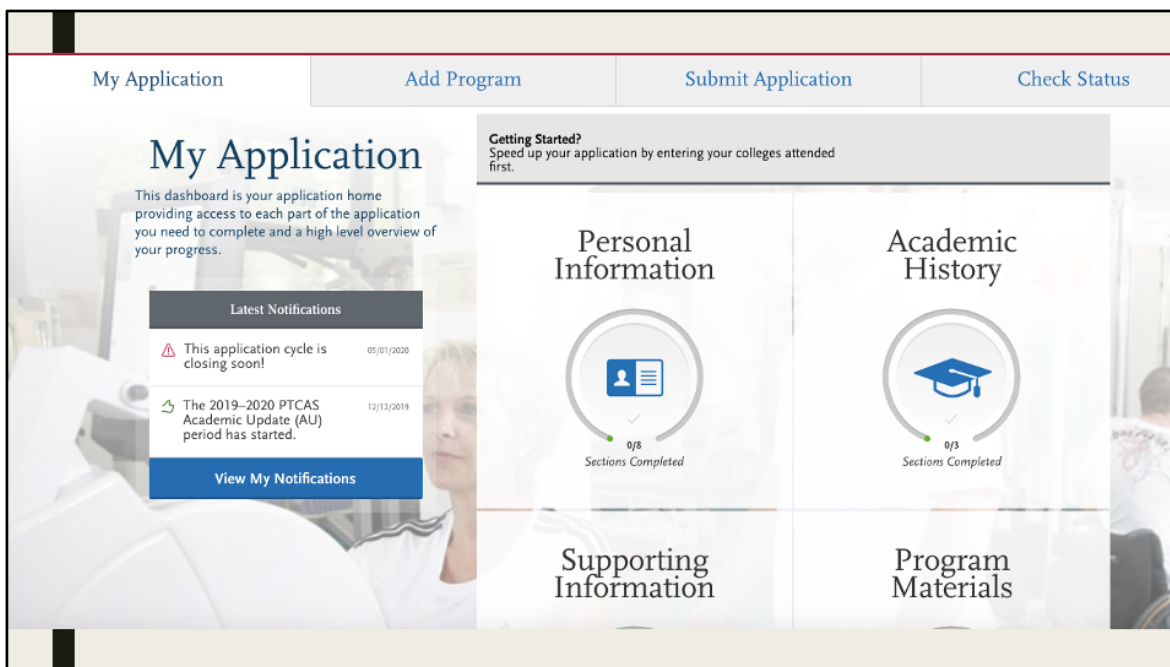
School: All Schools | State: All States | Program Start Date: Program Start Date

Show ☒ Available Programs ☐ Past Programs ☐ Future Programs [Reset Filters](#)

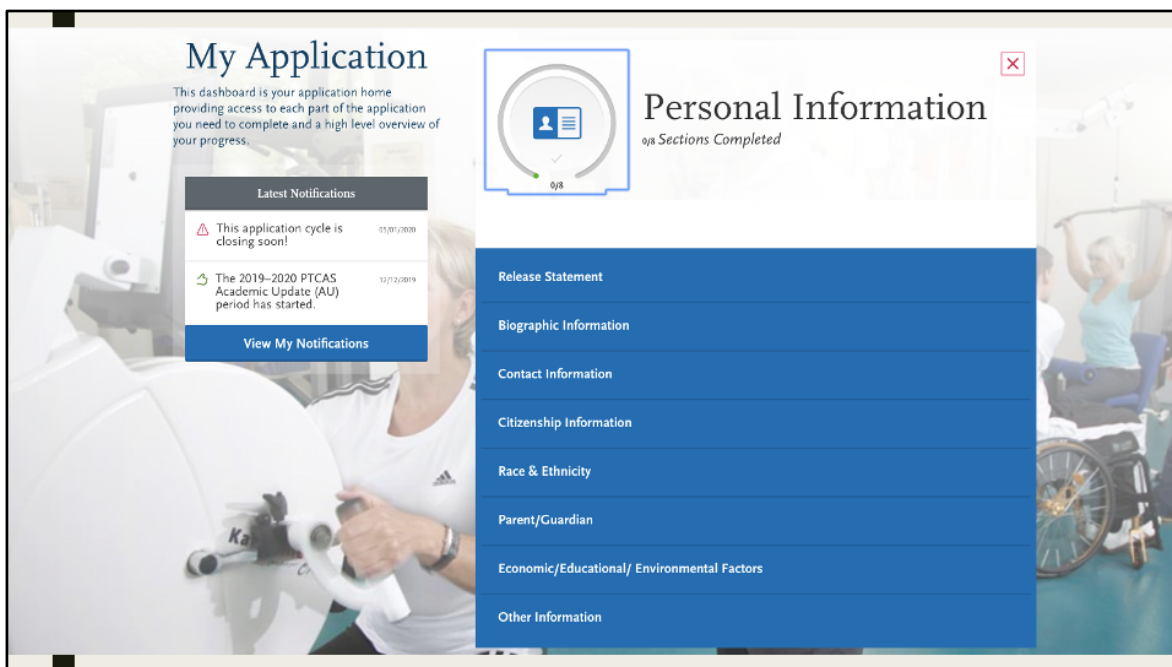
PROGRAM	PROGRAM START DATE	CTY	STATE	DEADLINE
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Once you have created an account, you must select at least one PT school or college to which you will be applying. **It is best to add all programs you are applying to at this point.** You can always add more programs later on or remove a program **prior to submission** of the application if you opt not to apply to this program.

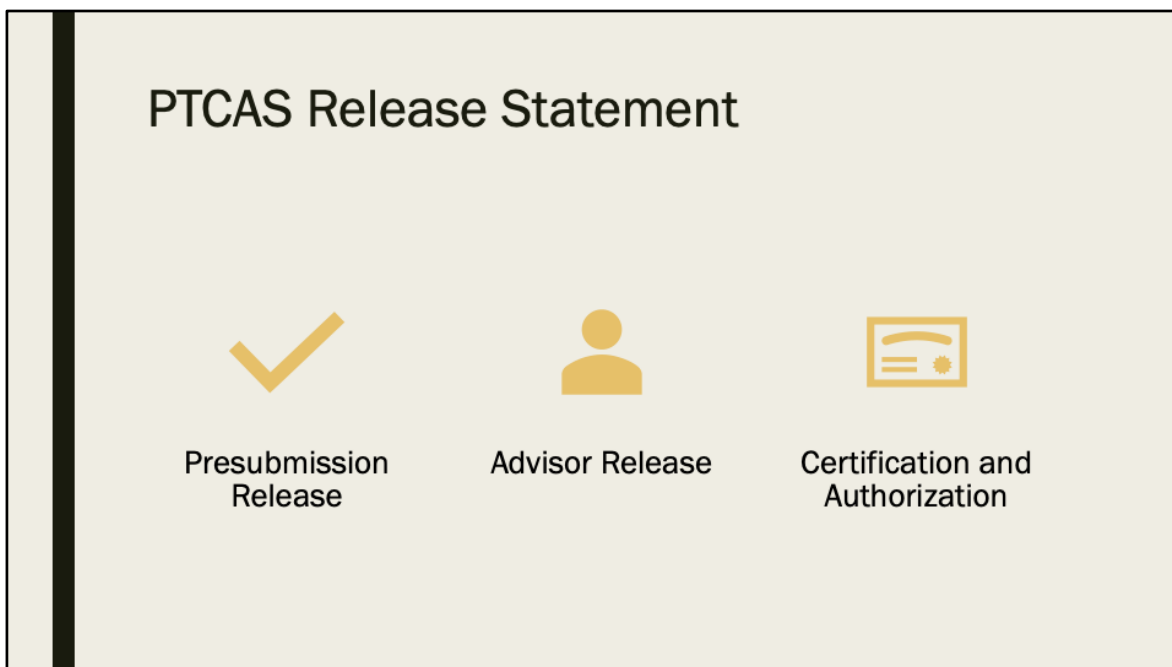
After you submit, you can only add new programs---you can NOT delete or substitute program selections. Once you have added one or more programs to which you are applying, you will need to review the list of designations schools and colleges, and then advance to the application. The average applicant applies to 6 programs.



Click on your name at any time to access the FAQ and instructions! We will start with personal information, but you can speed up your application by entering your colleges that you have attended first.



When you select personal information you will see these options to complete. Make sure you are continuously proofreading your application for accuracy. Most of this is pretty straight forward. I will go over the Release Statement section in the next slide, but the biographic information is your name and birth information. Please enter any alternate names that you have in this section. Contact information is your address, email, and phone information. Make sure you use an email that you check frequently. Students have even created emails specifically for their applications. Next, under Citizenship Information you will disclose your citizenship and residency information as well as include any necessary visas information. Indicate your race and ethnicity under this tab and then you can choose to enter parent/guardian information or not under the Parent/Guardian tab. The Economic/Educational/Environmental Factors section is going to ask you a series of questions regarding your family's socioeconomic information, your childhood residency, and collect your high school information. I will go over the "other information" in a following slide.



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:

#### 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” section of Personal Information

- Language proficiency
- Military status
- Felony and misdemeanor convictions
- Academic and license infractions
- Does your academic record reflect your capabilities?
  - *Why not?*

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

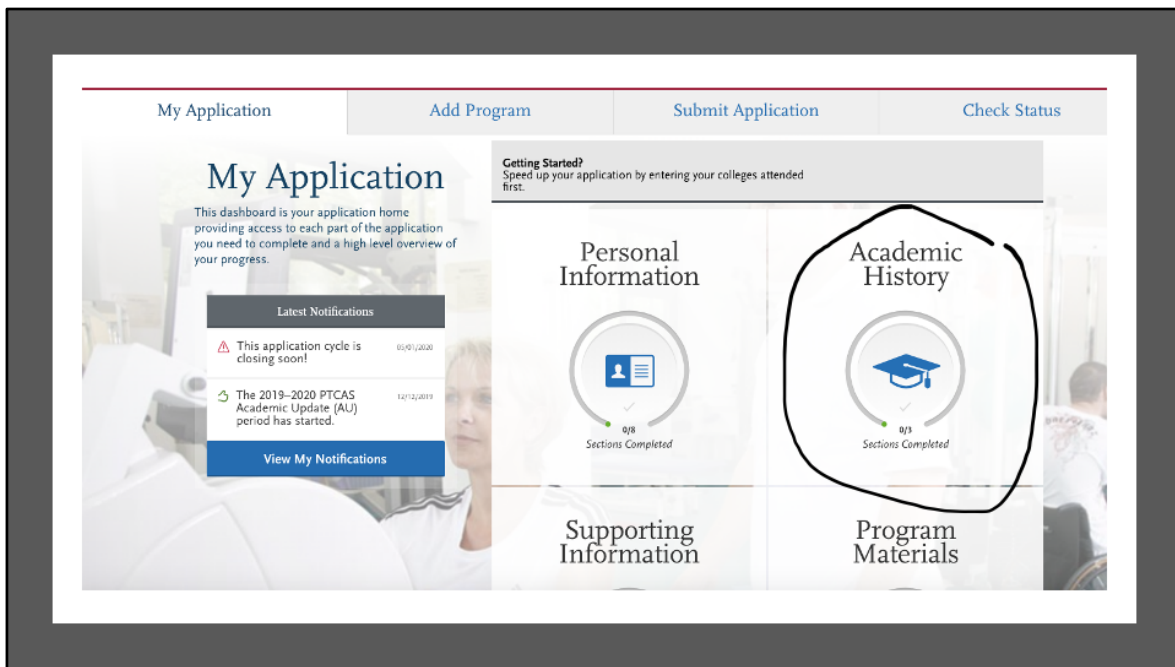
Background information

Academic record: does your academic record accurately reflect your capabilities? This is an opportunity to explain any inconsistencies or red flags on your transcript.

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)



Are there any questions regarding the Personal Information section of the application at this time? Now we will move on to the Academic History section of the application. This will be the most tedious section so make sure you have adequate time to sit down and complete this section in its entirety.

The screenshot shows a web interface for adding colleges. On the left is a sidebar with a circular progress indicator labeled 'Sections Completed' and four menu items: 'Colleges Attended' (highlighted), 'Transcript Entry', 'Standardized Tests', and 'Add Your Colleges'. The main content area is titled 'Colleges Attended' and 'Add Your Colleges'. It contains instructions to add all undergraduate, graduate, or professional institutions. The form includes fields for 'What college did you attend?' (with 'UNIVERSITY OF GEORGIA' entered), a radio button for 'Did you obtain or are you planning to obtain a degree from this college?' (set to 'Yes'), and a section for 'Degree Info' with radio buttons for 'Degree Awarded' and 'Degree in Progress'. Below this are dropdowns for 'What type of degree are you planning to earn?', 'When will you earn that degree?' (with 'Select Month' and 'Select Year' dropdowns), 'What is your major?' (with 'Select Major' dropdown), and 'What is your minor?' (with 'Select Minor' dropdown). There is a checkbox for 'Check if you were a double major' and an 'Add another Degree' button. At the bottom, there is a section for 'When did you attend this college?' with radio buttons for 'Quarter', 'Semester' (selected), and 'Trimester', and a 'When did you attend this college?' section with 'First Semester' and 'Last Semester' dropdowns.

There are 3 sections to your Academic History, Colleges Attended, Transcripts Entry, and Standardized Tests. You should start with Colleges Attended.

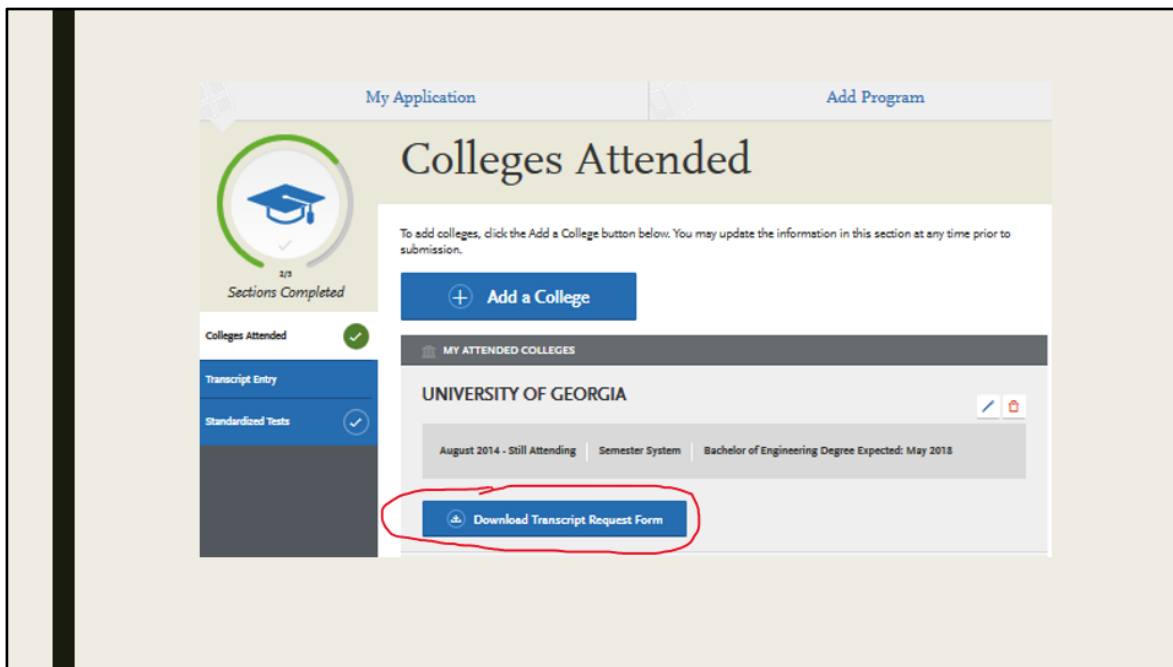
Choose **Add A College** and enter your information for UGA.

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

**PTCAS**  
Physical Therapist Centralized Application Service

**Transcript Matching Form**  
Physical Therapist Centralized Application Service (PTCAS)

CAS ID: 2722541036

Applicant's Name: Williams Anna  
Last Name First Name

Alternate Name, if any: \_\_\_\_\_  
Last Name First Name

Academic Institution Name: UNIVERSITY OF GEORGIA

**Instructions to the Registrar**  
Please attach this form directly to the official transcript for the above applicant and forward the official transcript (see requirements below) in a sealed envelope directly to:

**PTCAS Transcript Processing Center**  
P.O. Box 9112  
Watertown, MA 02471

The transcript must meet the requirements below to be considered "official" by PTCAS:

- A Registrar's seal and/or legible signature indicated on the transcript.
- Must be mailed directly to PTCAS from the Registrar's Office.
- Cannot be marked "Issued to Student" or "Student Copy."
- Must reflect all relevant, current information for the student identified above.

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 may 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.

# Transcripts

PTCAS TRANSCRIPT DEPARTMENT  
PO BOX 9112  
WATERTOWN, MA 02471

OFFICIAL TRANSCRIPTS ARE REQUIRED FOR EVERY UNITED STATES AND CANADIAN COLLEGE ATTENDED, EVEN IF THE COURSES LATER TRANSFERRED TO ANOTHER INSTITUTION.

TRANSCRIPT VERIFICATION CAN TAKE UP TO SIX WEEKS

REMEMBER DO NOT SEND YOUR TRANSCRIPTS BEFORE THE APPLICATION OPENS.

**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.

**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.**

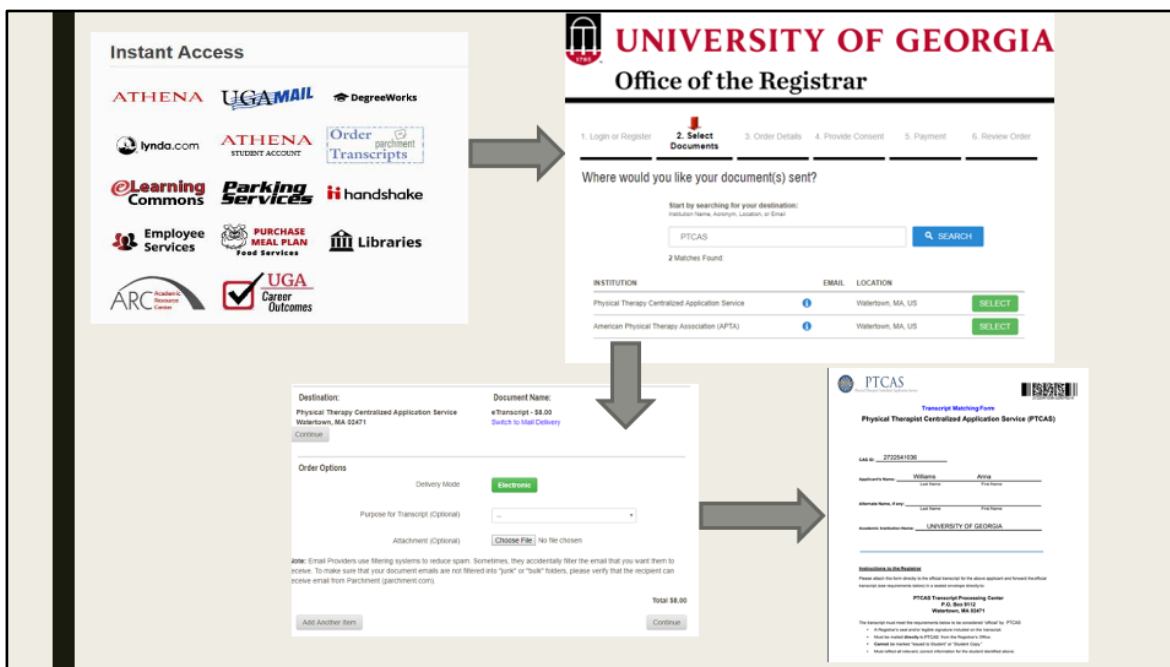
**Do not send transcripts to APTA (American Physical Therapy Association)**

**Arrange for your official transcripts to be sent to:**

**PTCAS Transcript Department**

**PO Box 9112**

**Watertown, MA 02471**



### *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



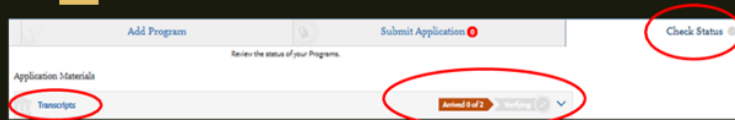
Matching Form which you will download under **“Colleges Attended.”** You will attach that form in Parchment before you complete your transcript order through UGA.

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.



## Transcript FAQ

- **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 cont'd

- **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.*

## Transcript FAQ Cont'd

- **What about transcripts from Study Abroad experiences?**

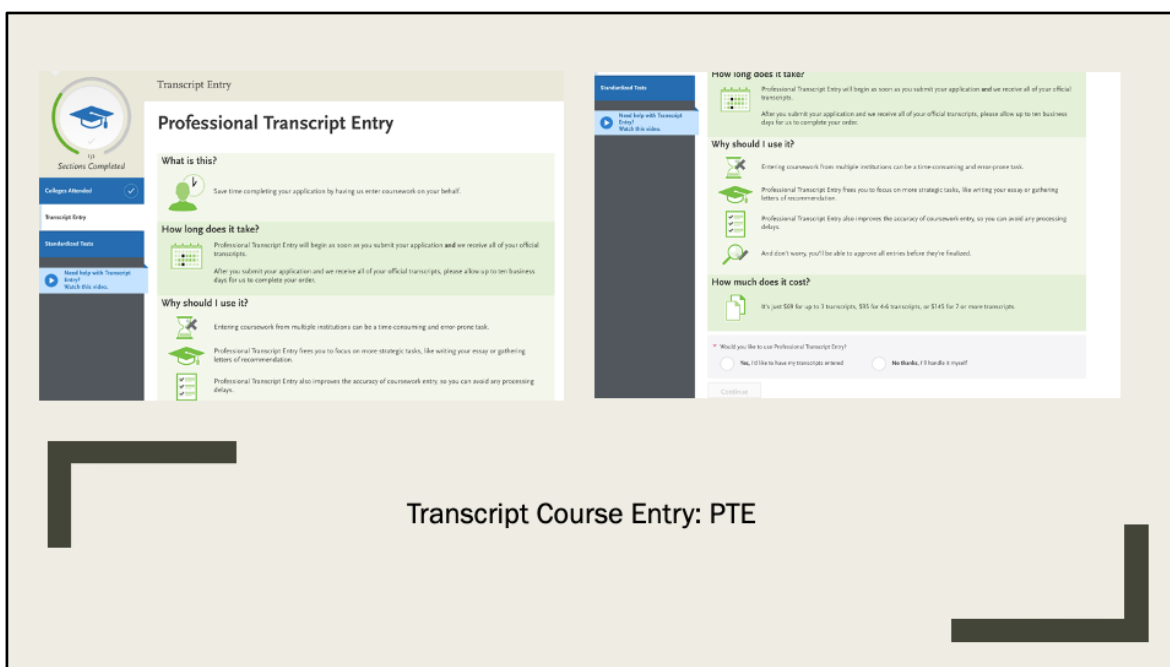
- *If you participated in a study-abroad program under the auspices of a United States institution, and the course work appears on the United States transcript as regular itemized credit, follow the steps below.*

- 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.



[https://help.liaisonedu.com/Application\\_Materials/Transcripts/Transcript\\_Entry\\_Video](https://help.liaisonedu.com/Application_Materials/Transcripts/Transcript_Entry_Video)

We are now going to watch a brief video on transcript entry.



## Transcript Course Entry: PTE

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 \$69 for up to 3 transcripts, \$95 for 4-6 transcripts and \$145 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. *Coursework entry will not begin until the application is in “complete” status, in which your submitted application, payment, and all required transcripts are received. PTCAS processing of all received transcripts can take up to 72 hours, which can delay the start of PTE. Once an application is complete, PTE can take up to 15 business days. Then, the applicant must approve this entry as soon as possible once complete so that the app file can move to verification que (which can take up to 4 more weeks!)*

UNIVERSITY OF GEORGIA Transcript

Fall August 2017 - Still Attending

Indicates required field

TERM

YEAR

ACADEMIC STATUS

COMPLETION STATUS

Fall

2018

Sophomore

Completed

COURSE CODE

COURSE TITLE

SUBJECT

CREDITS

GRADE

CAS GRADE

biol

e.g., BIO 101

1101

e.g., Introduction to Biology

Biology

3

e.g., 3.00

00

92

e.g., 85 or B

A

TRANSCRIPT COURSE ENTRY

**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. 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."**

*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.

28



# Transcript Course Entry

For non-graded courses, enter the appropriate letter abbreviation:

**CR** – Credit  
*Utilize this for AP credits and departmental exams*  
**I** – Incomplete  
**S** – Satisfactory  
**U** – Unsatisfactory  
**W** – Withdrawn  
**WF** – Withdrawn Failing  
**WP** – Withdrawn Passing

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  
*Utilize this for AP credits and departmental exams*  
**I** – Incomplete  
**S** – Satisfactory  
**U** – Unsatisfactory  
**W** – Withdrawn  
**WF** – Withdrawn Failing  
**WP** – Withdrawn Passing

# Transcript Review

Review your entries

You will be prompted to identify Honors courses, Labs, AP, Study Abroad, etc.

Once this section is completed, you can identify prerequisites that you have taken in the Program Materials section of the application.

The screenshot shows the PTCAS (Postsecondary Transcript Collection and Assessment System) interface. At the top, there are navigation tabs: 'My Application', 'Add Program', and 'Submit Application'. The main heading is 'Transcript Entry'. Below this, there is a progress bar showing 'Sections Completed' with a graduation cap icon. A sidebar on the left lists 'Colleges Attended' (checked), 'Transcript Entry' (active), and 'Standardized Tests'. The main content area contains instructions for entering transcript information, a 'Transcript Review' section with a 'Review & Finalize My Transcripts' button, and a progress bar for 'UNIVERSITY OF GEORGIA'. At the bottom, there is a 'Save Time' banner with a 'Get me more' button.

Once all courses have been entered, a blue button will appear on the Transcript Entry page which says **Review and Finalize My Transcripts**.

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.

**Transcript Review**

Did you repeat any classes?

If you had to repeat any of the courses you entered in your transcripts, then you should select "Yes" below:

☒ Yes ☐ No

[Continue](#)

**Transcript Entry**

Sections Completed

**Transcript Review**

Select Your Repeat Courses Below

[I Am Not Adding Any Repeated Courses](#)

Term	Course	Section	Grade	Credits	Repeat
Fall 2016	BIOL 101	BIOL 101	Passing	3.00	Yes
	CHEM 101	CHEM 101	Passing	3.00	Yes
	MATH 101	MATH 101	Passing	3.00	Yes
	BIO 101	BIO 101	Passing	3.00	Yes
	CHEM 101	CHEM 101	Passing	3.00	Yes
Spring 2017	CHEM 101	CHEM 101	Passing	3.00	Yes
	CHEM 101	CHEM 101	Passing	3.00	Yes
	BIO 101	BIO 101	Passing	3.00	Yes
	BIO 101	BIO 101	Passing	3.00	Yes
	BIO 101	BIO 101	Passing	3.00	Yes

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.

PTCAS  
Personal Transition Center for Academic Success

My Application Add Program Submit Application

## Transcript Entry

1/3 Sections Completed

Colleges Attended

Transcript Entry

Standardized Tests

Need help with Transcript Entry? Watch this video.

### Transcript Review

**Did you receive credit for any additional tests other than Advanced Placement exams?**

If you have course credits fulfilled by tests other than Advanced Placement exams (such as CLEP, Department Exam, Institutional Exam, International Baccalaureate, and the Regents Exam) and clearly marked as a test credit on your transcript, then you should select "Yes" below.

☐ Yes ☐ No

Continue

This is an example of what a prompt will look like.

## Other Test Credit

Transcript Entry

**Transcript Review**

**Did you receive credit for any additional tests other than Advanced Placement exams?**

If you have course credits fulfilled by tests other than Advanced Placement exams (such as CLEP, Department Exam, Institutional Exam, International Baccalaureate, and the Regents Exam) and clearly marked as a test credit on your transcript, then you should select "yes" below:

☐ Yes
 ☐ No

### Select Course Credits Fulfilled by Other Tests Below

Identify course credits fulfilled by tests other than Advanced Placement exams. Common test types include: CLEP, Department Exam, Institutional Exam, International Baccalaureate, and the Regents Exam. Please select courses only if they are identified on your transcript as a test credit.

**1** COURSES SELECTED

UNIVERSITY OF GEORGIA Transcript

I am Done, Continue

Transcript Entry

**Transcript Review**

**Did you receive credit for any additional tests other than Advanced Placement exams?**

If you have course credits fulfilled by tests other than Advanced Placement exams (such as CLEP, Department Exam, Institutional Exam, International Baccalaureate, and the Regents Exam) and clearly marked as a test credit on your transcript, then you should select "yes" below:

☐ Yes
 ☐ No

Fall 2016					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
✓ VPHY	Elements of	Physiology	3.00	95	✗
+ CHEM 1211	Freshman CI	Chemistry	3.00	92	
+ MATH 1113	Precalculus	Mathematics	3.00	89	
+ BIOL 1107	Principles of	Biology	3.00	91	
+ BIOL 1107L	Principles of	Biology	1.00	93	
+ CHEM 1211	Freshman CI	Chemistry	1.00	95	

Spring 2017					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+ CHEM 1212	Freshman CI	Chemistry	3.00		
+ CHEM 1212B	Freshman CI	Chemistry	1.00		

You may have fulfilled other credits by taking departmental exams, IB credit, etc. 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.

# Honors Course Entry

Transcript Entry

Transcript Review

Did you take any Honors Courses?

If you had any honors courses you entered in your transcripts, then you should select "Yes" below.

☐ Yes ☐ No

Transcript Entry

Transcript Review

Select Your Honors Courses Below

Identify honors courses from each college you attended.

To move between colleges, select the college name from the list on the left.

2 COURSES SELECTED [I am Done, Continue](#)

UNIVERSITY OF GEORGIA Transcript

Fall 2016					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
<input checked="" type="checkbox"/> VPHY	Elements of	Physiology	3.00	95	
<input checked="" type="checkbox"/> CHEM 1211	Principles of	Chemistry	3.00	92	
<input checked="" type="checkbox"/> MATH 1113	Precalculus	Mathematics	3.00	89	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BIOL 1107	Principles of	Biology	3.00	91	
<input checked="" type="checkbox"/> BIOL 1101L	Principles of	Biology	1.00	91	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> CHEM 1211L	Principles of	Chemistry	1.00	95	

Spring 2017					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
<input checked="" type="checkbox"/> CHEM 1212	Principles of	Chemistry	3.00		
<input checked="" type="checkbox"/> CHEM 1212L	Principles of	Chemistry	1.00		
<input checked="" type="checkbox"/> BIOL 1108	Principles of	Biology	3.00		
<input checked="" type="checkbox"/> BIOL 1108L	Principles of	Biology	1.00		
<input checked="" type="checkbox"/> PSYC 1101	Elementary I	Psychology	3.00		
<input checked="" type="checkbox"/> ARST 1080	Three-Dimensional	Art	3.00		

You will be asked to indicate honors courses you have taken. 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.

# Study Abroad Course Entry

Transcript Entry

**Did you take any courses while studying abroad?**

If any of the courses you entered in your transcripts are studied abroad, then you should select "Yes" below:

☐ Yes

☐ No

Continue

Transcript Entry

**Select Your Study Abroad Courses Below**

Identify courses you studied abroad from each college you attended.  
To move between colleges, select the college name from the list on the left.

2 COURSES SELECTED

I am Done, Continue

UNIVERSITY OF GEORGIA Transcript

Fall 2016					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+ VPHY	Elements of	Physiology	3.00	95	
+ CHEM 1211	Freshman CI	Chemistry	3.00	92	
+ MATH 1113	Pre calculus	Mathematics	3.00	89	
+ BIOL 1107	Principles of	Biology	3.00	91	
+ BIOL 1107L	Principles of	Biology	1.00	93	
+ CHEM 1211L	Freshman CI	Chemistry	1.00	95	

Spring 2017					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+ CHEM 1212	Freshman CI	Chemistry	3.00		
+ CHEM 1212L	Freshman CI	Chemistry	1.00		
+ BIOL 1108	Principles of	Biology	3.00		
+ BIOL 1108L	Principles of	Biology	1.00		
✓ PEYC 1101	Elementary I	Psychology	3.00		✗
✓ ARST 1000	Theater Director	Art	3.00		✗

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 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.*



### **Transcript Coursework Entry FAQ Cont'd**

- **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 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.
  
- **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*

The screenshot displays the PTCAS application interface. At the top, there are four tabs: "My Application", "Add Program", "Submit Application", and "Check Status". The "My Application" tab is active. On the left side, there is a sidebar with a circular progress indicator showing "Sections Completed" with a folder icon and a checkmark. Below this, a list of application sections is shown: "References", "Observation Hours", "Experiences", "Achievements", "Licenses and Certifications", "Essay", and "COVID-19 Transcript Hardships". The "COVID-19 Transcript Hardships" section is currently selected and expanded. The main content area for this section has a title "COVID-19 Transcript Hardships" and a paragraph explaining that PTCAS understands that as a result of COVID-19 college closures, some applicants may not be able to obtain official transcripts from all of the colleges and universities they have attended. To assist applicants with this hardship, PTCAS is granting some applicants an exception and allowing them to upload unofficial transcripts for their application. If you believe you need this exception, complete the following questions. A red asterisk indicates a required field. The question is: "Are you able to have an official transcript sent to PTCAS from each of the colleges and universities you attended?". There are two radio buttons, "Yes" and "No", both of which are unselected. Below the question is a "Save and Continue" button with a circular arrow icon.

My Application   Add Program   Submit Application   Check Status

## COVID-19 Transcript Hardships

PTCAS understands that as a result of COVID-19 college closures, some applicants may not be able to obtain official transcripts from all of the colleges and universities they have attended. To assist applicants with this hardship, we are granting some applicants an exception and allowing them to upload unofficial transcripts for their application. If you believe you need this exception, complete the following questions.

▸ Indicates required field

### COVID-19 Transcript Hardship

▸ Are you able to have an official transcript sent to PTCAS from each of the colleges and universities you attended?

☐ Yes   ☐ No

If any of the institutions you are requesting transcripts from are unable to send theirs due to COVID-19, you should select the COVID-19 Transcript Hardships option.



Any questions regarding transcripts before we move on to standardized tests? We have almost completed the Academic History section of the application and then we will take a quick break.

The screenshot shows a web application interface for 'Standardized Tests'. At the top, there are three tabs: 'My Application', 'Add Program', and 'Submit Application' with a red notification icon. Below the tabs, on the left, is a sidebar with a circular progress indicator labeled 'Sections Completed' showing 75% completion. Below this are two items: 'College Attended' and 'Transcript Entry', both with checkmarks. The main content area has a title 'Standardized Tests' and a paragraph of instructions: 'Please provide information about the tests you have taken or plan to take. You may add or update this information at any time prior to submission. Once you have submitted, you will be able to add additional tests as well as update the ones marked "plan to take", but you will not be able to update or delete completed tests. Enter your Test Registration IDs for all completed GRE and TOEFL tests so official scores can be properly matched to your PTCIS application.' Below the instructions is a button 'I Am Not Adding Any Standardized Tests'. Underneath, there are two sections for 'GRE' and 'TOEFL', each with a progress bar and an 'Add Test Score' button. At the bottom, there is a dashed box containing a button 'Add a Standardized Test'.

Standardized Tests is the last section in the Academic History part of the application. Here, you will add exams that you have taken. All of you should be entering GRE information, so we will move forward with that test as an example.

Enter your unofficial GRE scores OR Enter your planned GRE date

My Application Add Program Submit Application

Standardized Tests

GRE

Have you taken the test?

Yes No

When did you take this test?

Test Registration ID

Quantitative Quantitative Percentile

Verbal Verbal Percentile

Analytical Writing Analytical Writing Percentile

Save This Test

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.

*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*

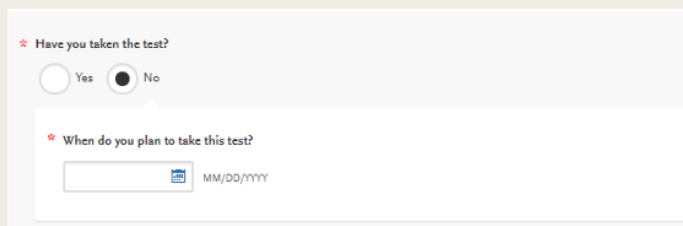
*programs may have a deadline by which they want your scores posted. Once your official GRE scores are attached to your application, they cannot be removed.*

## Standardized Tests 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 2019-2020 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](#).**
- **Reapplicants**
  - *Reapplicants must request GRE scores for new designated PT programs and new exams taken.*

## Haven't Taken GRE Yet?

- 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.

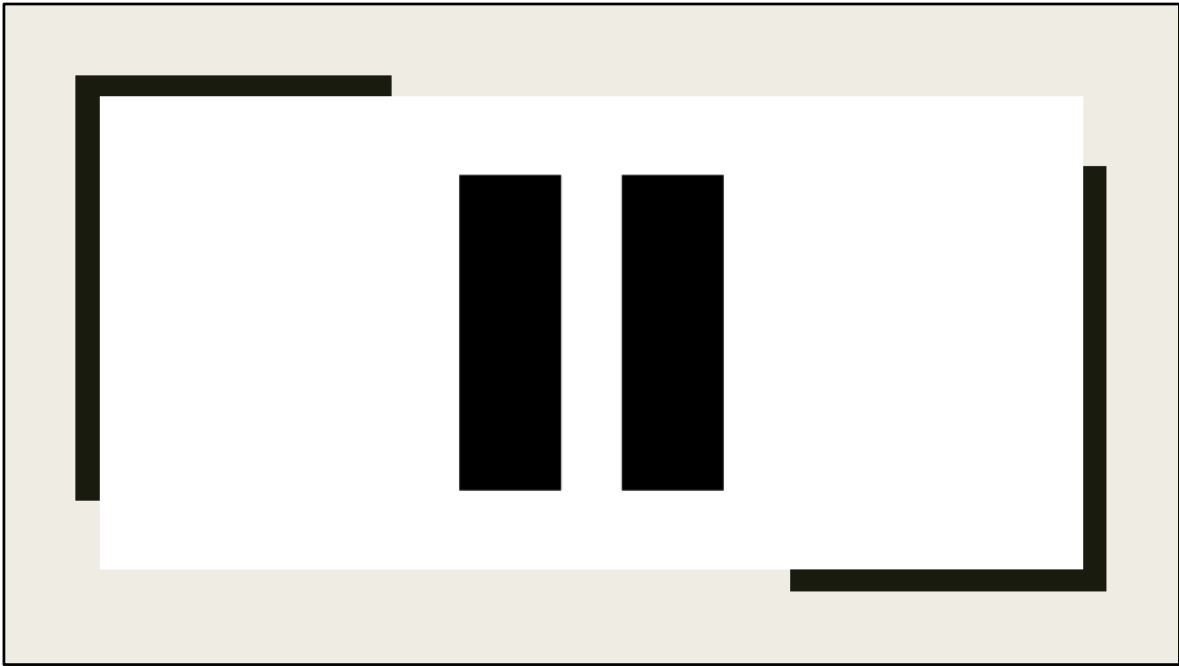


A screenshot of a web form for GRE application. The form has a light gray background. The first question is "Have you taken the test?" with a red asterisk icon to its left. It has two radio button options: "Yes" (unselected) and "No" (selected). The second question is "When do you plan to take this test?" with a red asterisk icon to its left. It features a date input field with a calendar icon on the right, followed by the text "MM/DD/YYYY".

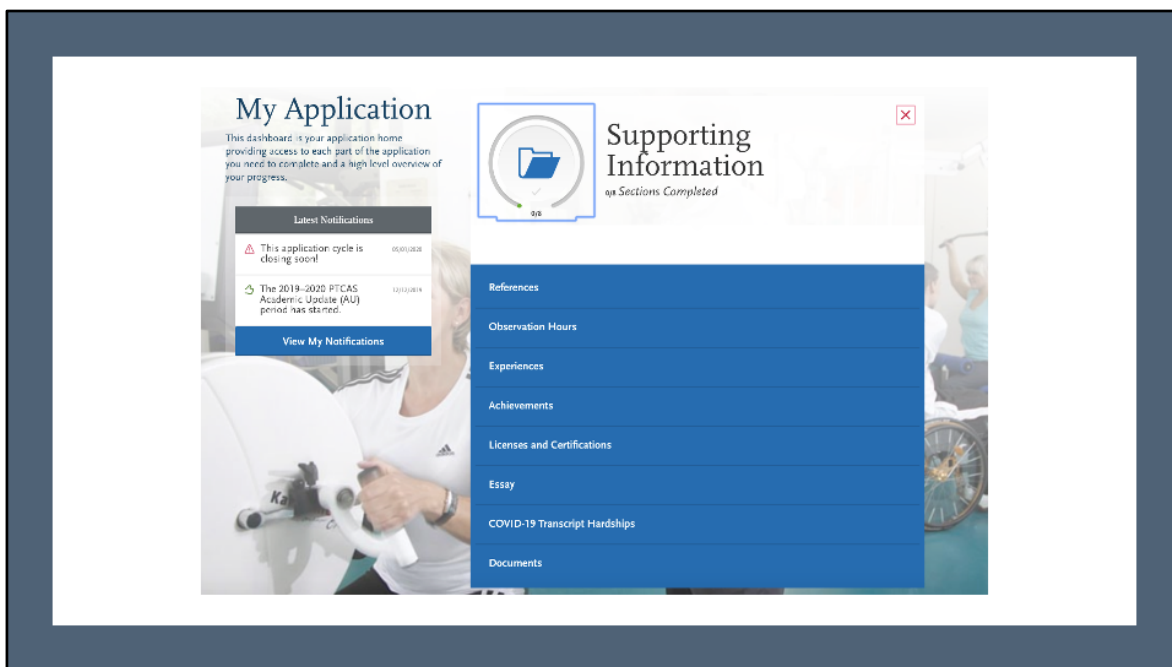


## Standardized Tests FAQ

- **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 my 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.*



Let's take a quick break and then we will wrap up when we return.



Under supporting information you will submit requests for references and enter your observation hours and experiences. This is also where you can find more information on COVID Hardships.

## References

- 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 to waive their access to the evaluation. ALWAYS waive your right to read this letter.

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.

### What your references will be evaluating:

- 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 be able to answer these questions about you and give your high rating in the provided traits.

## References will upload a letter of recommendation:

- 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

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

The screenshot shows a web application interface for adding observation hours. On the left is a vertical navigation menu with a circular progress indicator at the top showing '95 Sections Completed'. The menu items are: References, Observation Hours (highlighted), Experience, Achievements, Licenses and Certifications, and Emergency. The main content area is titled 'Add Your Observation Hours' and includes a red 'X' icon in the top right corner. Below the title, there is a brief instruction: 'Enter your paid or volunteer observation hours in this section. Not all programs require observation hours. Review online PTCAS directory for program-specific requirements. PTCAS will not determine if you met the minimum observation requirements for your designated PT programs.' A small note indicates that an asterisk (\*) denotes a required field. The form is divided into three sections: 'Facility' with fields for Facility Name, Street Address, Street Address 2, City, Country (a dropdown menu), State/Province (a dropdown menu), and Postal Code; 'Experience Dates' with fields for Start Date and End Date, both with calendar icons and default dates of MM/DD/YYYY; and 'Experience Details' with a 'Recognition Type' section containing three radio buttons: Paid, Volunteer, and Both.

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.

### 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.

The screenshot shows a web interface for uploading PT Observation Hours Documentation. At the top, it says "Upload PT Observation Hours Documentation". Below this, it lists accepted file formats: MSWord (.doc, .docx), JPEG (.jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt), with a 15MB size limit. It also includes a note for Macintosh users about file extensions and an important note about PDF uploads. The main section is titled "PT Observation Hours" and contains a blue "Add Document" button with a plus icon, followed by the text "No file chosen". At the bottom, there is a "Save and Continue" button with a circular arrow icon.

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.



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	0	0
Nursing Home/Skilled Nursing Facility/Extended Care Facility	0	0
Other Inpatient Facility	0	0
Rehabilitation/Sub-acute Rehabilitation	0	0
OUTPATIENT Settings Facility has no overnight patients	Hours Completed	Hours Planned / In Progress
Free-standing PT or Hospital Clinic	0	0
Home Health	0	0
Industrial/Occupational Health	0	0
Other Outpatient Facility	0	0
School/Pre-school	0	0
Wellness/Promotion/Events	0	0
TOTAL # OF HOURS COMPLETED FOR ALL SETTINGS	0	0

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

- ☐ General Orthopedic (musculoskeletal)
- ☐ Neurological (neuromuscular)
- ☐ Cardiovascular / Pulmonary
- ☐ Integumentary (wound management)
- ☐ Geriatrics
- ☐ Pediatrics
- ☐ Sports
- ☐ Aquatics
- ☐ Womens Health
- ☐ Other

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

## After you e-submit your application:

### You CAN:

- 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.*

### You CANNOT:

- Change PT observations that have an uploaded verification form
- Change PT observations that have already been electronically verified
- Change PT observations that were listed as "I will not have my experience verified"

**EXPERIENCES**

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.

My Application Add Program Submit Application

### Achievements

## Add Your Achievements

Update your achievements any time prior to submission. After submission, you can add more achievements. However, you cannot update or delete completed achievements. Refer to the Checklist on the program materials section of the application to determine if achievements are required for your program application.

Sections Completed 0%

References

Observation Hours

Experiences

Achievements

Licenses and Certifications

Essay

**Achievement Details**

Type

Name

Name of Presenting Organization

Issued Date

Brief description

Save This Achievement

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**

My Application Add Program Submit Application

Licenses and Certifications

### Add Your 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.

\* Indicates required field.

Type: Certifications

Type of Certification:

Issuing Organization Name:

Issued Date: MM/DD/YYYY

Valid Until: MM/DD/YYYY

State: Select State

Please upload a copy of your certification

+ Choose file No file chosen

Save & Continue

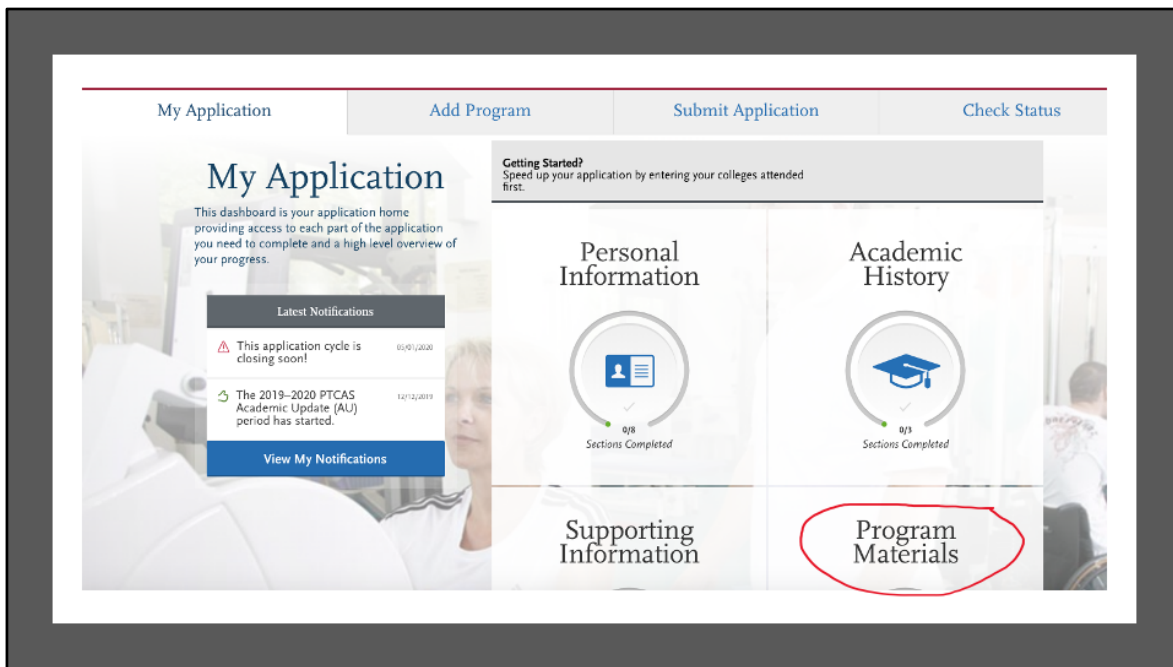
Complete items in this section for all professional licenses and certificates earned, including a physical therapist assistant and CPR license.

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

The screenshot shows the PTCAS Essay submission interface. At the top, the word "Essay" is displayed in a large, serif font on a light beige background. Below this, a blue horizontal line separates the header from the instructions. The instructions state: "Write a brief statement expressing why you would like to be considered for the programs you are applying to. [Click here](#) for more information." followed by "Once you submit your application, you cannot edit this section." A red asterisk with the text "\* Indicates required field" is positioned to the right of the instructions. Below the instructions, the word "Essay" is written in a smaller, bold, sans-serif font. Underneath, a red asterisk is followed by the prompt: "Reflect on a meaningful experience in your life and share how that experience influenced your personal growth, such as your attitudes or perceptions." A large, empty text input box is provided for the response. At the bottom right of the input box, a small status bar shows "0 word" and "0/4500".

- ✓ 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.



The final section of the application is Program Materials. This is where program specific information will be housed.




0/8  
Sections Completed

- References
- Observation Hours
- Experiences
- Achievements
- Licenses and Certifications
- Essay
- COVID-19 Transcript Hardships


## Documents

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


🔍 UPLOAD TIPS




**Review Uploaded Documents**  
The uploading process may have altered your formatting. Please review before submitting.



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



**Do Not Password Protect Your Documents**  
Protected documents will not be sent with your application.



**Conceal Your Social Security Number (SSN)**  
Only use correction fluid or a redacting marker to conceal your SSN before uploading.

**Information for Applicants Impacted by COVID-19:** PTCAS understands that as a result of COVID-19, some applicants may not be able to obtain official transcripts from all of the colleges and universities they attended. To assist applicants with this hardship, PTCAS is granting some applicants an exception and allowing them to upload unofficial transcripts for their application. If you believe you need this exception, please visit the [COVID-19 Transcript Hardships](#) page before uploading any unofficial documents here.

**Be Aware:** You must submit your application first before your unofficial transcripts are processed. Once your exception is processed, any uploaded unofficial transcripts will no longer appear on this page. Instead, you will see the transcript marked as **Arrived** in the **Check Status** section of the application.

Note that some schools may still require official transcripts before they will review your application.

**Important:** If you are able to obtain your official transcripts, you are not eligible for this exception and should not upload any documents.

## 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:

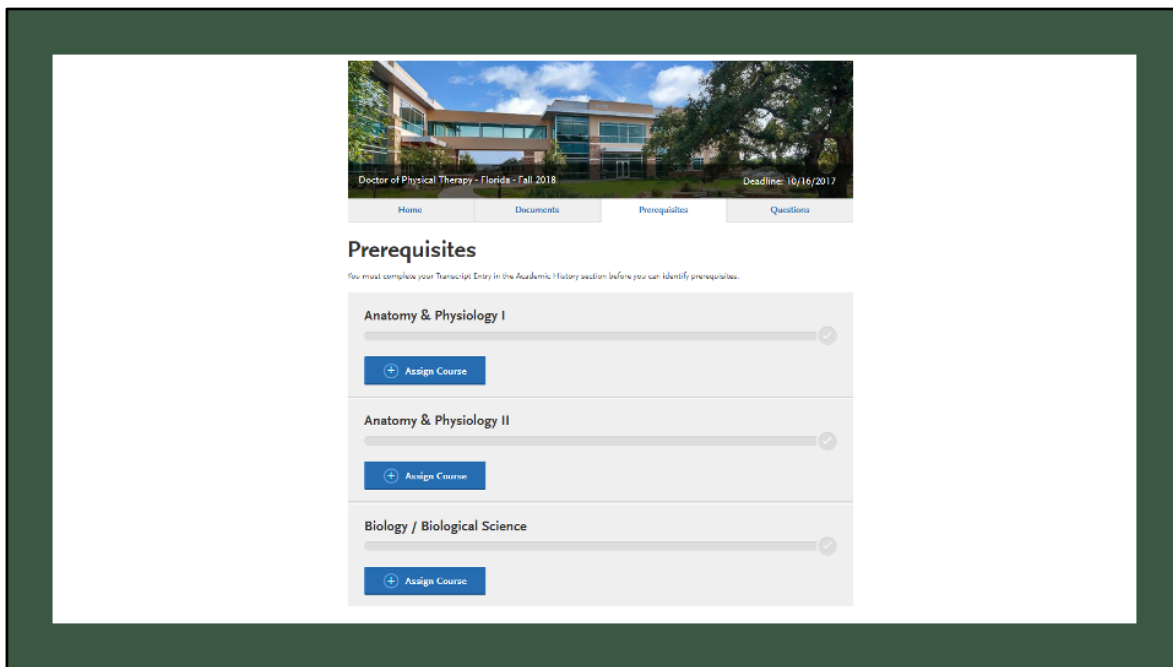
- Catalog course descriptions
- Cover letter



Writing sample  
Other

The image shows a screenshot of a web form titled "Unofficial Transcript for COVID-19 Hardship Exceptions". The form is displayed within a dark gray rectangular frame. It consists of four identical, vertically stacked sections. Each section contains the following elements from top to bottom: the text "Unofficial Transcript for COVID-19 Hardship Exceptions", a horizontal progress bar with a checkmark icon at its right end, and a blue button with a white plus icon and the text "Add Document".

This is also where you can upload documents for your COVID-19 Hardship Exception if applicable.



## Prerequisites

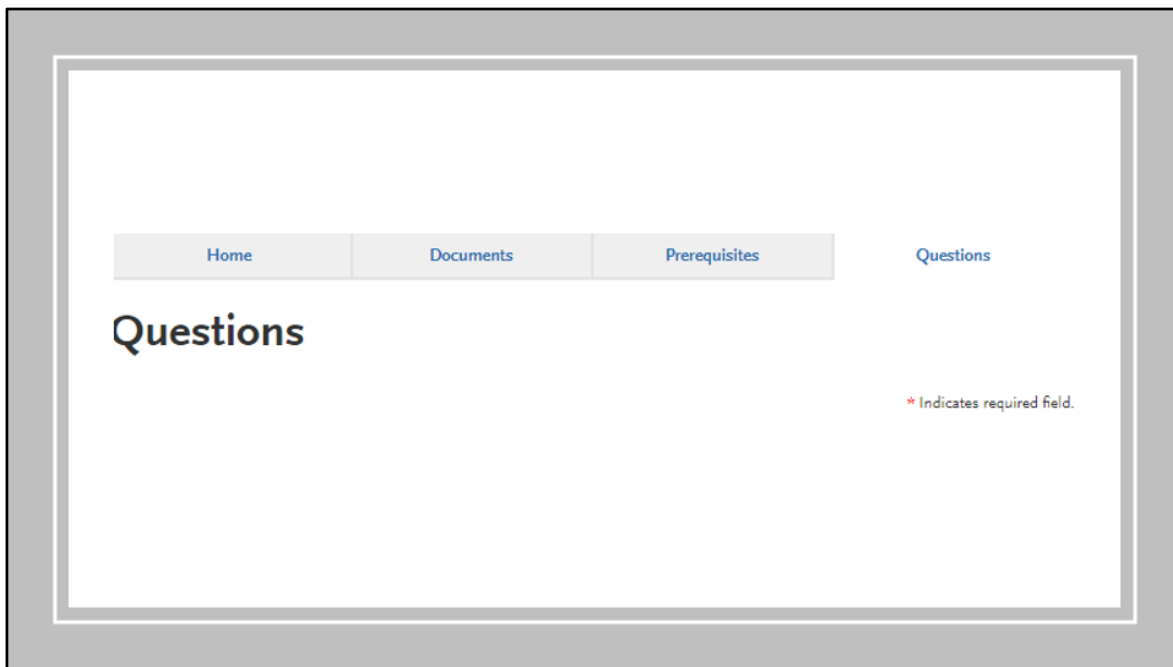
The Prerequisites tab will allow you to match your coursework to the course prerequisites for each selected program.

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

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Supplemental fee  
Official GRE scores  
Results of a physical examination

Immunization records  
Final transcripts

## Deadlines

- Apply Early!
- Deadlines are set by individual programs
- Deadlines may vary among programs
- It can take 4-6 weeks for verification process to be completed after you submit your application

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.

### **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

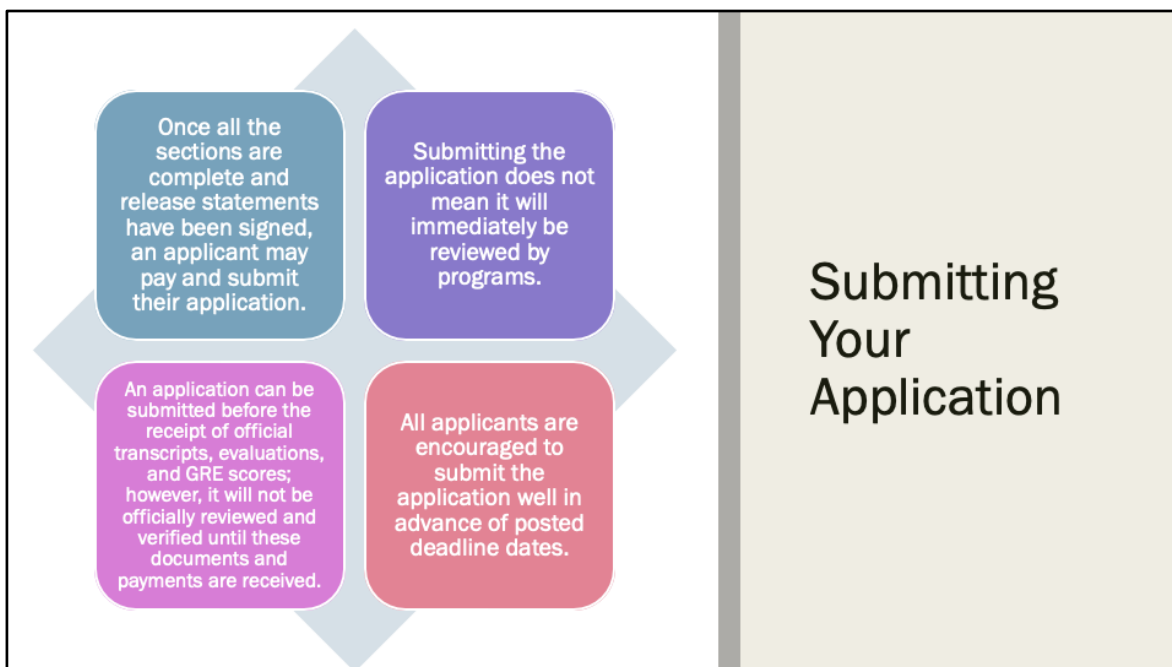
### **Will schools have the same deadline?**

No, each school has its own deadlines. View the deadlines for 2019-2020 by PT program [here](#)

## PTCAS COVID-19 Updates

- <http://www.ptcas.org/COVID-19/>
- <http://www.ptcas.org/uploadedFiles/PTCASorg/Homepage/Covid-Recommendations-for-Applicants.pdf>

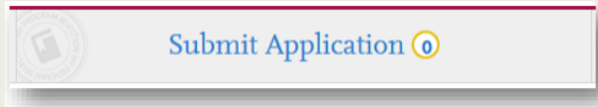
Here you can find updates regarding the impacts of COVID-19 on PTCAS.



***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
- 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.***

## Changes After Submission

- 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](#)

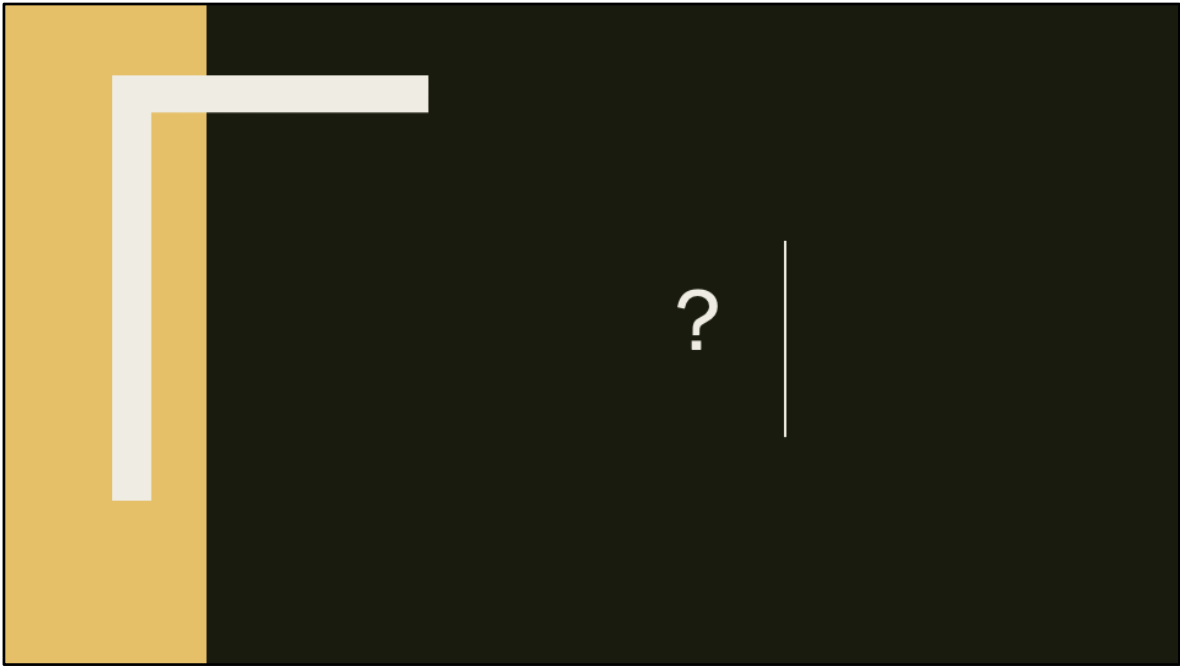
Check Status ●

- 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.





Questions? Good luck on your applications!