OTCAS Quick Start Guide and FAQs

What is OTCAS?

The Occupational Therapy Centralized Application Service (OTCAS) simplifies the process of applying to occupational therapy programs. You start by selecting the programs you wish to apply to, then you submit one application that includes all necessary materials. Once received by OTCAS, your application and materials go through a verification process before being transmitted to all of your selected programs. Click here to start your application.

How long does the application process take?

It's important you apply as early as possible since completing your application can be a lengthy process, and since application processing times vary throughout the cycle. Below is a suggested timeline that includes key actions to keep the application process on track. This timeline may need to be adjusted based on your programs’ deadlines and requirements.

<table>
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<th>Timeline</th>
<th>Key Actions</th>
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| Prior to the Start of the Application Process | 1. Research programs you wish to apply to. Pay special attention to:  
  - Cycle dates and deadline requirements.  
  - Application fees.  
  - Evaluation requirements.  
  - Minimum requirements, including prerequisites, standardized test scores, supplemental applications, foreign evaluations, etc.  
  2. Ask your schools to send you the official transcripts you'll need to enter your coursework.  
  3. Begin contacting potential evaluators to confirm their participation.  
  4. Begin drafting your personal essay.  
  5. Review the instructions in this Help Center and the OTCAS Applicant Responsibilities. |
| At Least 3 Months Prior to Deadline | 1. Create your account.  
  2. Complete the Colleges Attended section.  
  3. Complete the Evaluations section. |
| At Least 10-12 Weeks Prior to Deadline | 1. Ask your schools to send official transcripts directly to OTCAS. If there are any holds |
on your account at a school, resolve them now to avoid delays in sending transcripts.

2. Begin entering coursework into your application.
3. Check in with your evaluators to confirm that they received the evaluation request via email.

At Least 6-8 Weeks Prior to Deadline

Complete and submit your application. Review the verification process. Monitor your application for receipt of transcripts and letters of evaluation and follow up on any missing items.

At Least 4-6 Weeks Prior to Deadline

Continue monitoring your application until your status is Verified.

After Deadline

Download a copy of your application for your records.

Frequently Asked Questions (FAQs)

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<th>Coursework, Transcripts, and GPAs</th>
<th>Programs and Statuses</th>
<th>Fees and Payments</th>
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<tbody>
<tr>
<td>Do I need to send transcripts?</td>
<td>How do I remove a program?</td>
<td>Is there any other way to pay other than by credit card?</td>
</tr>
<tr>
<td>Yes, you must submit official transcripts to OTCAS. See Sending Official Transcripts for more guidelines on each type of transcript.</td>
<td>Your application must always have at least one program selected. To remove a program, first navigate to the Add Programs tab and select the desired program(s). Then navigate to the Submit Application tab and remove the undesired program(s).</td>
<td>We currently only accept payments by credit card: Visa, Mastercard, American Express, and Discover.</td>
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<tr>
<td>Where do I find the Transcript Request Form?</td>
<td></td>
<td>I want a refund. What do I need to do?</td>
</tr>
<tr>
<td>The Transcript Request Form is found in the Colleges Attended section, after you submit a college or university entry.</td>
<td></td>
<td>Refunds are not given for any reason. Review Refunding/Withdrawing Your OTCAS Application for more information.</td>
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<tr>
<td>Should I send my high school transcripts?</td>
<td></td>
<td></td>
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<tr>
<td>No.</td>
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My transfer credits are listed on my primary transcript. Do I still need to send all transcripts?

You must report all colleges and universities attended and submit official transcripts, even if your transfer credits are listed on your primary transcript. See Sending Official Transcripts for more guidelines.

Should I submit my application if I'm still waiting on transcripts, evaluations, and/or official test scores?

Yes. You can submit your application before your transcripts, evaluations, and/or official test scores are received by OTCAS.

How do I know what my primary institution is?

Your primary institution is the college or university where you earned or will earn your first undergraduate college degree.

Will OTCAS update me on the status of my application?

Your application status for each program is listed in the Check Status section of the application. OTCAS will notify you when official transcripts and evaluations are received, and when your application is verified.

Do I really have to enter all coursework?

Yes, you must enter all US and English Canadian coursework into the Transcript Entry section of the application. You can also opt to pay for Professional Transcript Entry (PTE).

How do I list my repeated courses?

OTCAS considers a course to be repeated if you enrolled in the same course (with the same course title and prefix) again at the same college or university.

Report all attempts of repeated coursework (including those that are currently in-progress or planned) and be sure to mark them as repeated during Transcript Review. Enter the number of credit hours attempted for

When will I learn about admissions decisions? Did I get in?!

You must reach out to your program(s) to learn about a school's admissions decisions.

Do fee waivers expire?

If you qualified for and were awarded a OTCAS fee waiver, your fee waiver expires in 14 days, including weekends and holidays. See OTCAS Application Fees and Fee Waivers for more information.

Why don't I see the option for a fee waiver?

OTCAS has a limited amount of fee waivers to award over a cycle. If you do not see the option to apply for a fee waiver, then all fee waivers have been awarded and none are left to be dispersed.
each course, regardless of how many credits were actually earned.

If you update a grade for a repeated course during the Academic Update period, your GPA will be updated to reflect the new grade, in addition to the grade for the initial course attempt.

Should I include foreign coursework in the Transcript Entry section?

No.

Why is my OTCAS GPA different from the GPA on my transcripts?

The OTCAS GPAs factor in all coursework taken, regardless of the college or university and any academic forgiveness policies. See Calculating Your OTCAS GPAs for more information.

I don't agree with the GPA. How do I change it?

The OTCAS GPAs factor in all coursework taken, regardless of the college or university and any academic forgiveness policies. If after reviewing your calculated coursework you find an error with your GPA, review Disputing and Correcting OTCAS Course Subjects and GPAs.