

When applying for the Occupational Therapy Doctoral Program at the University of Central Arkansas, only portions of the OTCAS application must be filed out before you can successfully submit your application for consideration. These include:

(These sections are all that are required for UCA OTD admissions. If you are using your OTCAS application to apply to other programs in addition to UCA, please check institutional OTCAS application requirements as they may differ from program to program)

MY APPLICATION TAB

Personal Information-

- Biographical Information
- Contact Information
- Citizenship Information
- Race & Ethnicity
- Other Information

Academic History-

- Colleges Attended
- Transcript Entry (Professional Transcript Entry NOT Required)
- Standardized Test (Only GRE section)

Supporting Information-

- Documents (Personal Statement- **Please note that while something must be submitted in this section for your application to submit the 'Personal Statement' section WILL NOT be reviewed by the Admissions Committee and will carry NO WEIGHT in your admission decision.)**
- Release Statement (Both Advisor and OTCAS Release)

ADD PROGRAM TAB

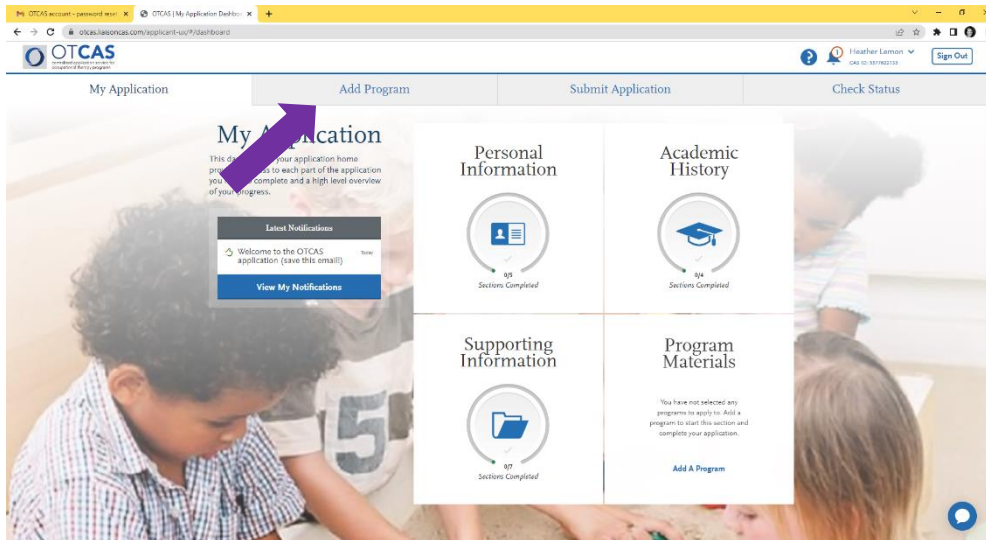
University of Central Arkansas – Entry Level Doctorate Program must be designated

SUBMIT APPLICATION TAB

Application must be submitted as soon as possible for consideration. While applications are not due until January 15th, it can take several weeks for OTCAS to verify transcripts and GRE Scores.

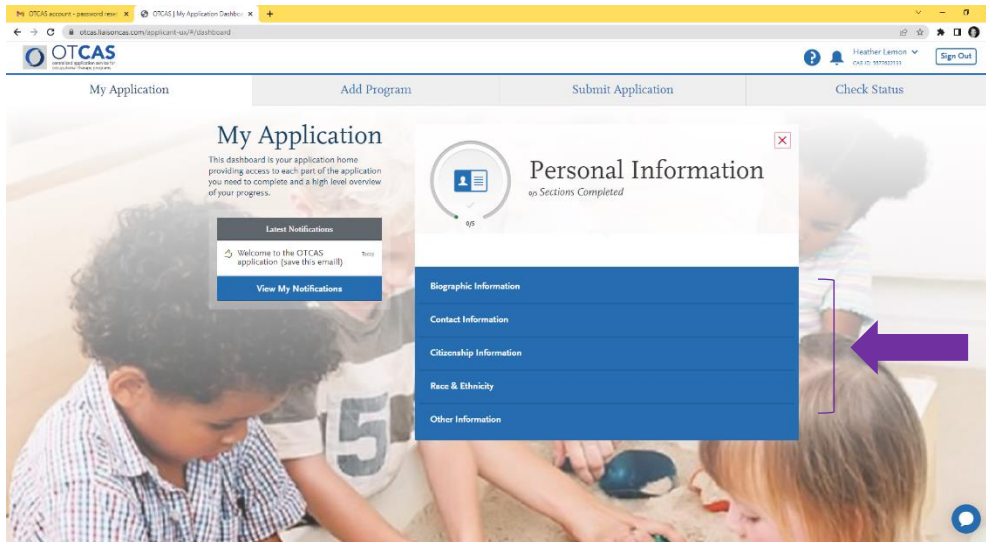
(Sections that do NOT have to be filled out for application to UCA OTD program as these will be discussed in the interview process if necessary: Evaluations (references), Observation Hours, Experiences, Achievements, Licenses and Certifications)

ALL PROGRAMS TAB



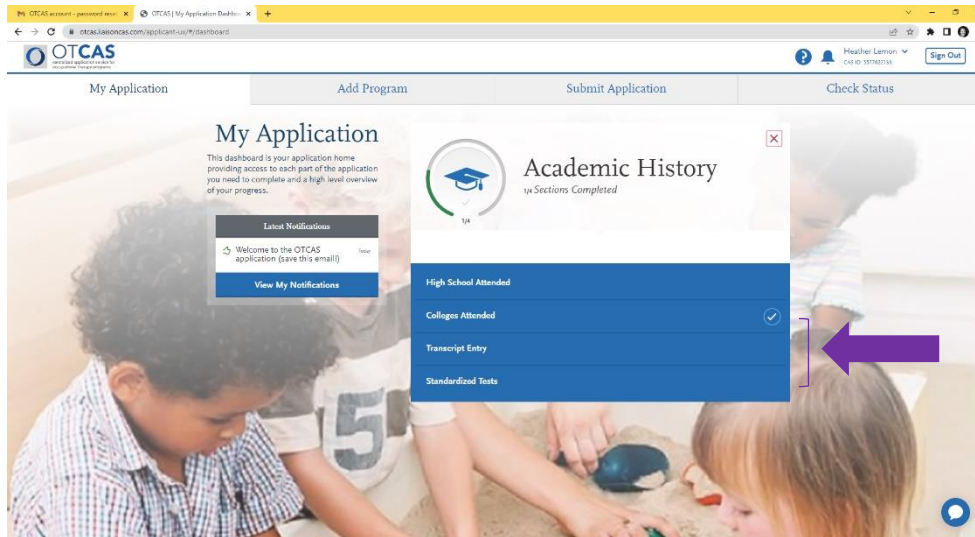
You must designate 'University of Central Arkansas - Occupational Therapy - Entry Level Doctorate' in the 'Add Program' module of the application.

MY APPLICATION TAB- PERSONAL INFORMATION

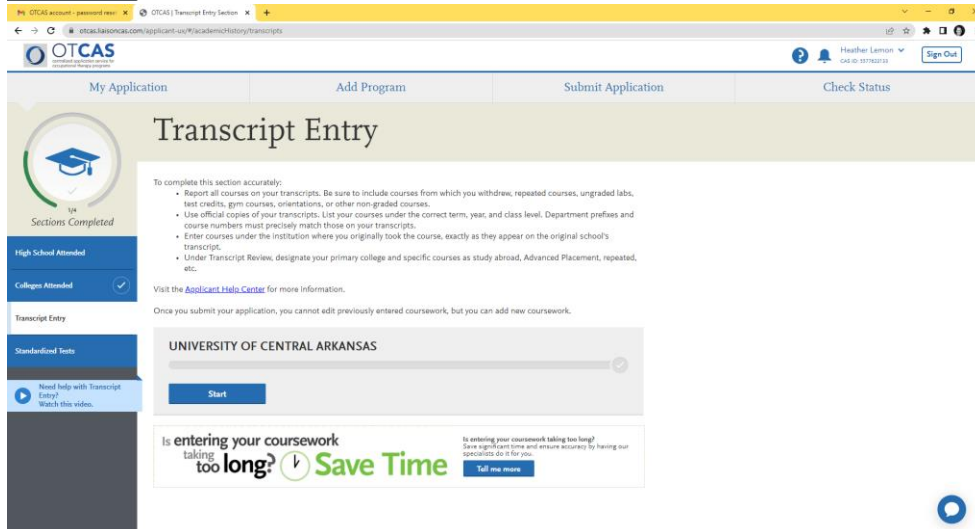
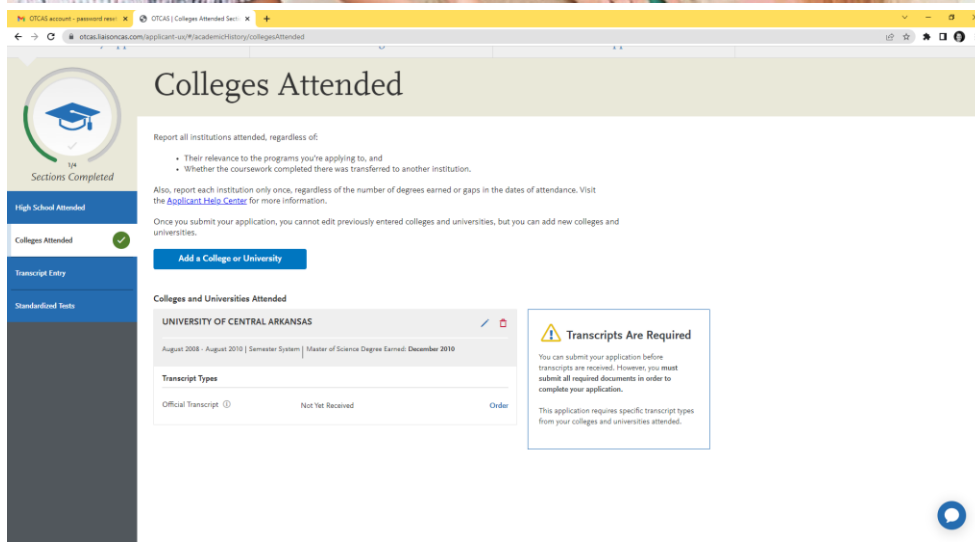


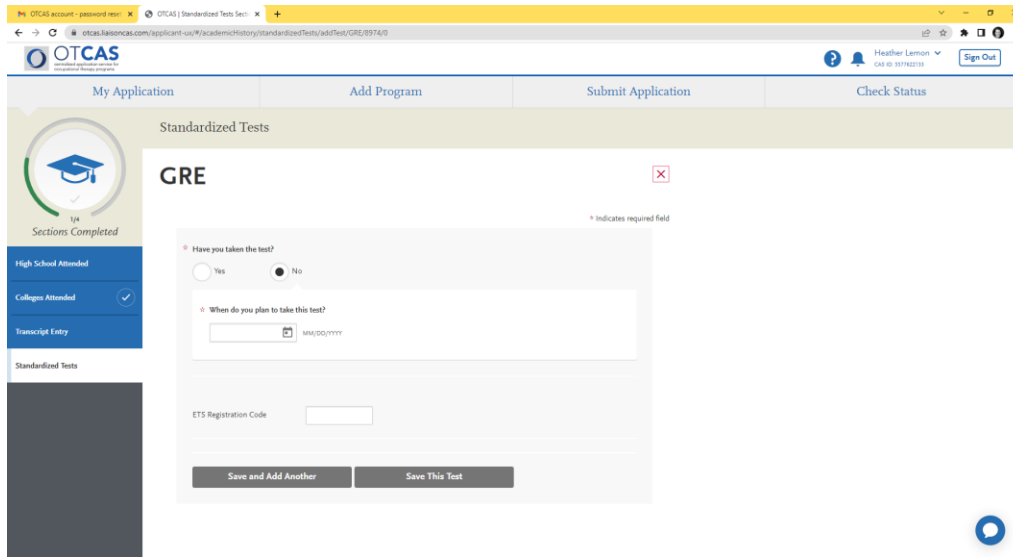
All 5 sections of your 'Personal Information' Section **MUST** be completed before you can submit your OTCAS application for the UCA OTD Program.

MY APPLICATION TAB- ACADEMIC HISTORY

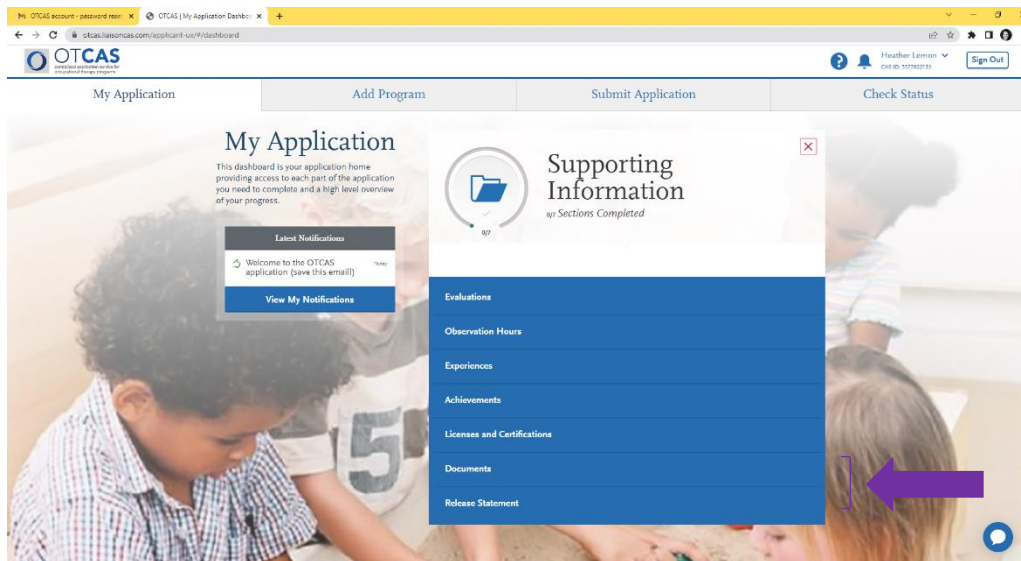


In the 'Academic History' Section, you **MUST** complete the 'Colleges Attended', the 'Transcript Entry', and the 'Standardized Test' (GRE ONLY) sections before you can submit your OTCAS application for the UCA OTD Program.





MY APPLICATION TAB- SUPPORTING INFORMATION



In the 'Supporting Information' Section, you **MUST** complete the 'Personal Statement' in the 'Documents' section, and authorize the 'Advisor Release' and 'OTCAS Release'

in the 'Release' section. ***Please note the 'Personal Statement' section WILL NOT be reviewed by the Admissions Committee and will carry NO WEIGHT in your admission decision.**

OTCAS account - password reser... OTCAS | Documents Section

otcas.hansoncas.com/applicant-us/#/supportinginfo/documents

OTCAS
Occupational Therapy Certification Board

Heather Lemon
CAS ID: 18762318
Sign Out

My Application Add Program Submit Application Check Status

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, .png, .gif. 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.

Upload required and optional documents in this section. Visit the [Applicant Help Center](#) for more information.

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

Personal Statement

[+ Add Document](#)

OTCAS account - password reser... OTCAS | Release Statement Section

otcas.hansoncas.com/applicant-us/#/supportinginfo/releaseStatement

OTCAS
Occupational Therapy Certification Board

Heather Lemon
CAS ID: 18762318
Sign Out

My Application Add Program Submit Application Check Status

Release Statement

You must review and respond to the following release statements to submit your application. Once you submit your application, your responses cannot be edited. Review these instructions and the content of the statements carefully. It's your responsibility to read and understand these statements before responding to them. Visit the [Applicant Help Center](#) for more information. * indicates required field

Advisor Release

* By selecting **Yes**, you authorize OTCAS to release parts of your OTCAS application and application status to health profession advisors and advisory committees at schools you previously attended. Your advisor can then better assist you throughout the admissions process. Once you submit your application, you cannot edit this response.

Yes No

OTCAS Release

* Before you submit your application, review this list to ensure you properly completed the OTCAS application process. If you have any questions about this list or the application process, contact OTCAS customer service for clarification.

Remember, it is your responsibility to monitor the status of your application on a regular basis.

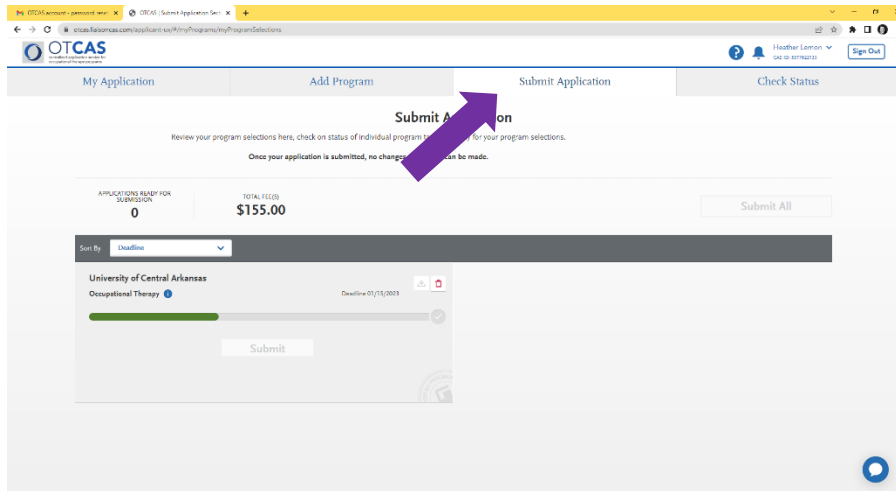
Did you:

- Request all official transcripts be sent to OTCAS?
- Enter all of your coursework from your entire academic career?
- Confirm that your evaluators received the evaluation request emails?
- Review your application for accuracy?
- Research school pages for deadline requirements and supplemental information?
- Read through the OTCAS Applicant Help Center?

Do you understand that once you submit your application:

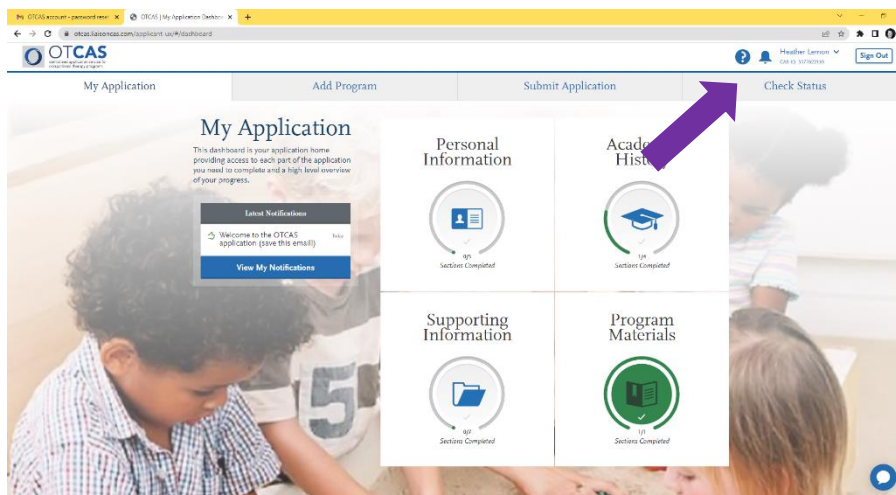
- You cannot delete any information. You can add or edit certain sections, where applicable.
- You must update your contact information (e.g., mailing address, email, etc.) if there are any changes.

SUBMIT APPLICATION TAB



After these required portions have been completed, use the 'Submit Application' tab to pay the \$155.00 submission fee and submit your application to OTCAS. **You do NOT have to wait for your transcripts and GRE scores to be received by OTCAS to submit your application.**

CHECK STATUS TAB



You can check the status of your application at any time by logging into OTCAS and utilizing the 'Check Status' tab. You will be notified through OTCAS when your transcripts and GRE scores have been received and have been verified through the system.

Your application is considered complete once:

- All program requirements are completed.
- Application is submitted and payment is received.
- Official transcripts and/or foreign evaluations are received.
- You approved your completed Professional Transcript Entry Service (PTE) if you used this service.

To return to your application at any time, navigate to <https://otcas.liasoncas.com/>. To help track your application status, visit the **Check Status** tab of your application to monitor your progress.