



## University of Central Arkansas OTCAS Instruction Guide

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

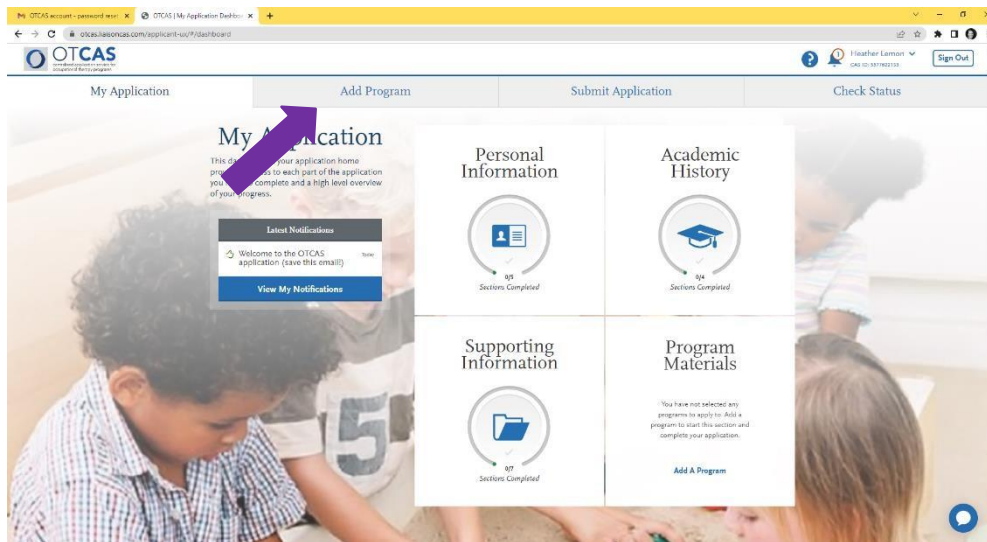
University of Central Arkansas – Entry Level Doctorate Program must be designated

## SUBMIT APPLICATION TAB

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

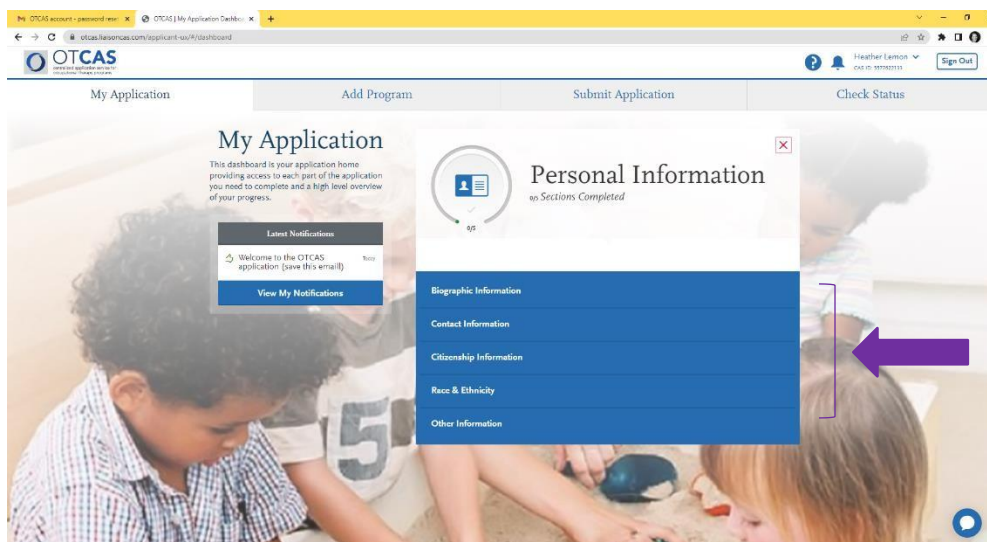
(Sections that do NOT have to be filled out for application to UCA OTD program as these will be discussed in the interview process if necessary: Evaluations (references), Observation Hours, Experiences, Achievements, Licenses and Certifications)

## 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

The screenshot shows the OTCAS application dashboard. The 'My Application' tab is selected, and the 'Academic History' section is highlighted. A purple arrow points to the 'Colleges Attended' link in the left sidebar. The 'Colleges Attended' section is shown, with a table of colleges and universities attended. The table has columns for 'Colleges and Universities Attended', 'Transcript Types', and 'Order'. The first entry is 'UNIVERSITY OF CENTRAL ARKANSAS' with 'Official Transcript' and 'Not Yet Received'. A warning box states 'Transcripts Are Required' and 'You can submit your application before transcripts are received. However, you must submit all required documents in order to complete your application.' The 'Transcript Entry' section is also shown, with a 'Start' button and a 'Save Time' banner.

My Application

Academic History

Colleges Attended

Transcript Entry

Standardized Tests

Colleges and Universities Attended

UNIVERSITY OF CENTRAL ARKANSAS

August 2008 - August 2010 | Semester System | Master of Science Degree Earned December 2010

Transcript Types

Official Transcript (1) Not Yet Received Order

Transcripts Are Required

You can submit your application before transcripts are received. However, you must submit all required documents in order to complete your application.

This application requires specific transcript types from your colleges and universities attended.

Transcript Entry

Start

Is entering your coursework taking too long? Save Time

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.

OTCAS account - password reset x OTCAS | Standardized Tests Section x

OTCAS | Standardized Tests Section x

My Application Add Program Submit Application Check Status

Standardized Tests

GRE

1/4 Sections Completed

High School Attended

Colleges Attended

Transcript Entry

Standardized Tests

Have you taken the test?

Yes No

When do you plan to take this test?

ETS Registration Code

Save and Add Another Save This Test

## MY APPLICATION TAB- SUPPORTING INFORMATION

OTCAS account - password reset x OTCAS | My Application Dashboard x

OTCAS | My Application Dashboard x

My Application Add Program Submit Application Check Status

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

Welcome to the OTCAS application (save this email)

View My Notifications

Supporting Information

8/7 Sections Completed

Evaluations

Observation Hours

Experiences

Achievements

Licenses and Certifications

Documents

Release Statement

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 reset
OTCAS | Documents Section

OTCAS
Heather Lamon
GAS ID: 107420131
Sign Out

My Application
Add Program
Submit Application
Check Status

Sections Completed

Evaluations
Observation Hours
Experiences
Achievements
Licenses and Certifications
Documents
Release Statement

## 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.

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

**Accepted File Types**  
doc, docx, pdf, rtf, txt, xls, xlsx, ppt, pptx, 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.

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 reset
OTCAS | Release Statement Section

OTCAS
Heather Lamon
GAS ID: 107420131
Sign Out

My Application
Add Program
Submit Application
Check Status

Sections Completed

Evaluations
Observation Hours
Experiences
Achievements
Licenses and Certifications
Documents
Release Statement

## 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.

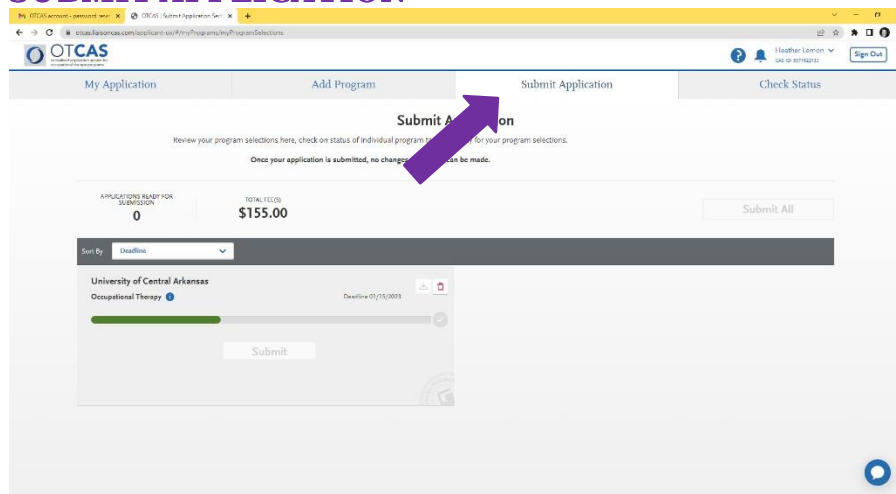
Did you:

- 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:

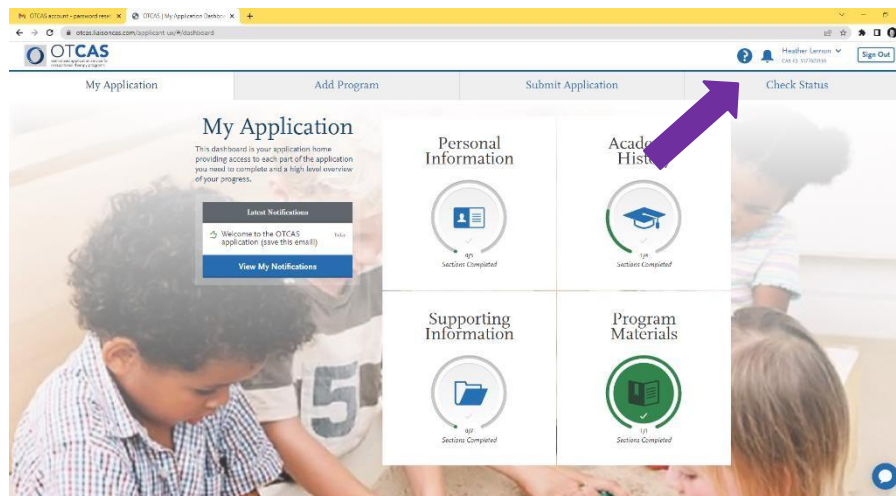
- You cannot delete any information. You can add or edit certain sections, where applicable.
- You must update your contact information (e.g., mailing address, email, etc.) if there are any changes.

## SUBMIT APPLICATION



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.liaisoncas.com/>. To help track your application status, visit the **Check Status** tab of your application to monitor your progress.