



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

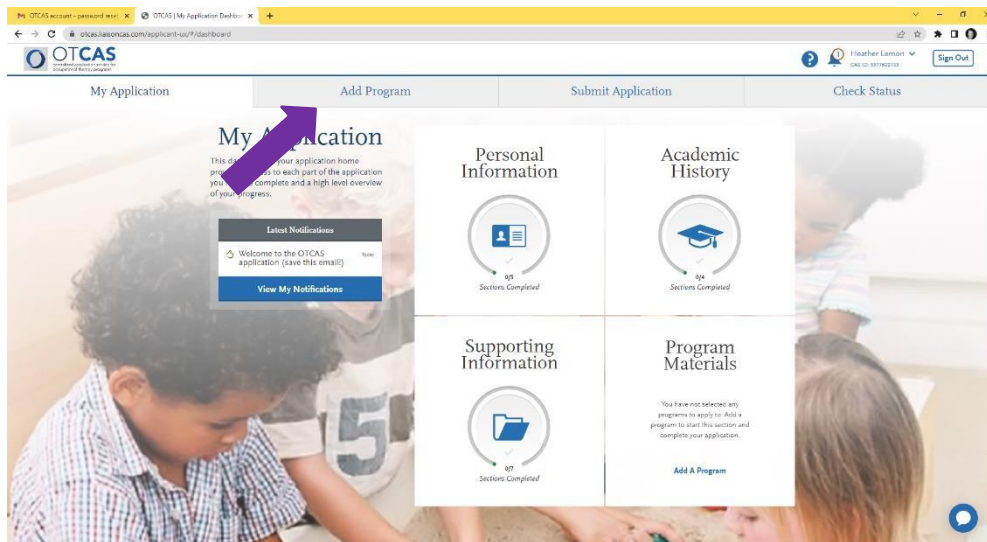
University of Central Arkansas – Entry Level Doctorate Program must be designated

SUBMIT APPLICATION TAB

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

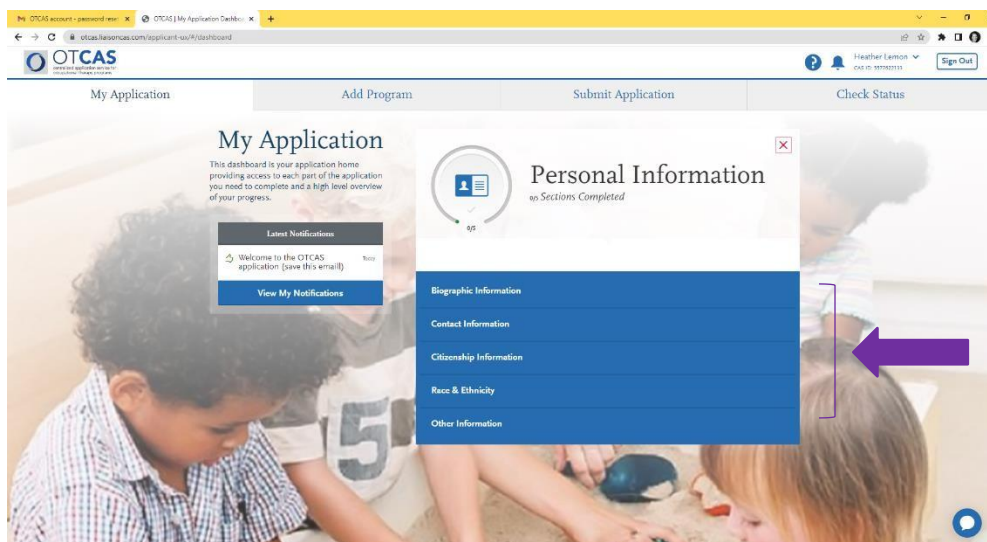
(Sections that do NOT have to be filled out for application to UCA OTD program as these will be discussed in the interview process if necessary: Evaluations (references), Observation Hours, Experiences, Achievements, Licenses and Certifications)

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

The image displays three sequential screenshots of the OTCAS (Ontario Transfer Council for Academic Standards) application dashboard, illustrating the 'Academic History' section.

Top Screenshot: My Application Dashboard
The dashboard shows the 'My Application' tab selected. A sidebar on the left lists 'Academic History' with a progress indicator '1/4 Sections Completed'. A blue arrow points to the 'Academic History' section in the sidebar. The main content area shows a 'Welcome to the OTCAS application' message and a 'View My Notifications' button.

Middle Screenshot: Colleges Attended
The 'Colleges Attended' section is shown. It includes a sidebar with 'Colleges Attended' marked with a green checkmark. The main content area features a 'Add a College or University' button and a table of 'Colleges and Universities Attended'. The table lists 'UNIVERSITY OF CENTRAL ARKANSAS' with a 'Transcript Types' section showing 'Official Transcript' and 'Not Yet Received'. A warning box states 'Transcripts Are Required'.

Bottom Screenshot: Transcript Entry
The 'Transcript Entry' section is shown. It includes a sidebar with 'Transcript Entry' marked with a green checkmark. The main content area features a 'Start' button and a 'Need help with Transcript Entry? Watch this video.' link. A banner at the bottom reads '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.

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 error

OTCAS | Release Statement Section 1

OTCAS liaisoncas.com/applicant-us/#supportinginfo/releaseStatement

OTCAS

OTCAS

90%

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.

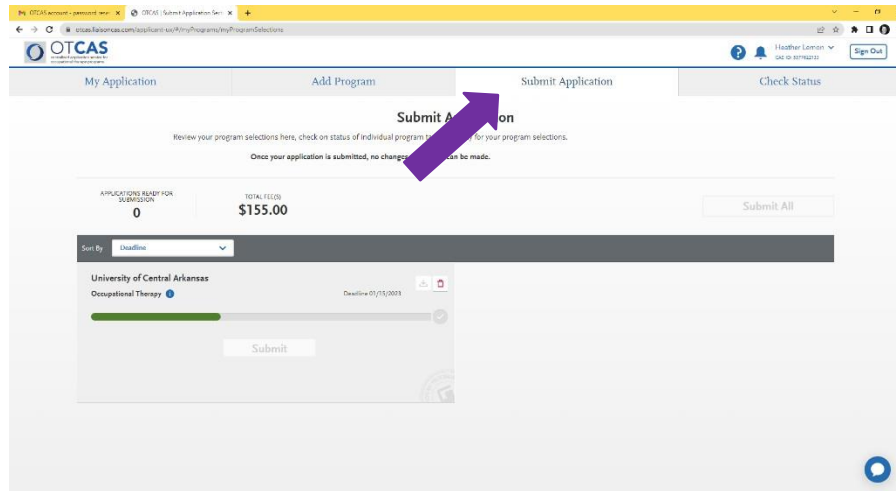
Did you:

- 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:

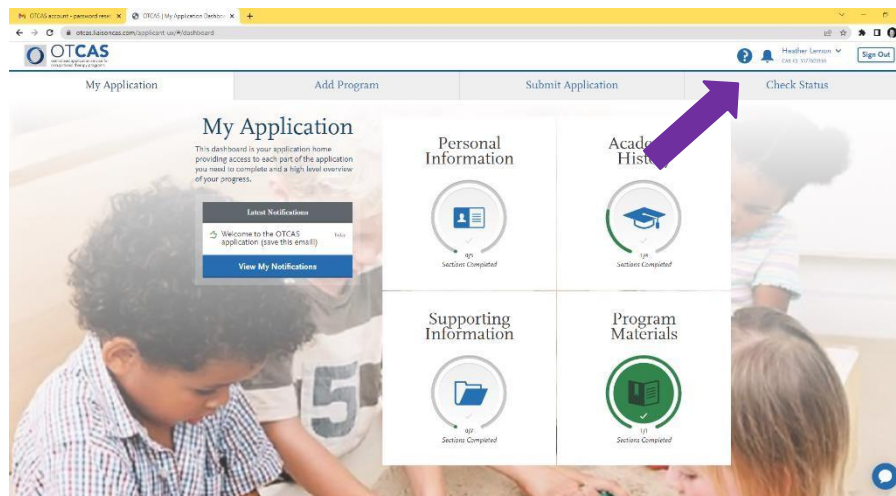
- You cannot delete any information. You can add or edit certain sections, where applicable.
- You must update your contact information (e.g., mailing address, email, etc.) if there are any changes.

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.