OTCAS APPLICATION MADE EASY!

UCA OT
STEP BY STEP
INSTRUCTION GUIDE

Important OTCAS Application Deadlines

Freshman Admission Deadline – September 15

Early Assurance Admission Deadline – September 15

Regular Admission Deadline – January 15

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.

The following instruction guide will ensure that your application to the UCA OTD Department is complete. 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.

Step 1: Create Your Account

Create your OTCAS account. Select the "Create an Account" Option and complete all required information. Retain your login and password for future reference as you will periodically want to login to your account and check the status of your application once you have submitted it.

Step 2: Select Your Program

Click on the "Add Program" tab at the top of the page. In the search box in the middle of the screen, type "University of Central Arkansas". The "UCA Entry Level OTD" option will show at the bottom of your screen. Click the "+" sign to add the UCA OTD Program as a program you intend to apply to.

OTCAS
centralized application service for
occupational therapy programs

My Application	Add Program	Submit Application

Add Programs

Candidacy Status indicates that the program has applied for accreditation with the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). The students according to an approved timeline. The program must have a preaccreditation review, complete an initial on-site evaluation, and be granted Accreditation Status before its graduates are eligible to sit for Nati (NBCOT) certification exam.

Accredited Status indicates that the program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Graduates of an accre for Certification in Occupational Therapy (NBCOT) certification exam.

Find Program | View Selected Prog

University of Central Arkansas   🔍   🏷 Filters

Showing results for: ✕ Available Programs

Add	Program Name	Level	Start Year	Start Term	City	State	Delivery	Track
UNIVERSITY OF CENTRAL ARKANSAS								
+	UCA Entry Level OTD	Entry Level Doc...	2026	Fall	Conway	AR		

Step 3: Enter Your Personal Information

OTCAS requires that you complete all sections of this portion of the application. You will not be able to submit your application to the UCA OTD program or any other program until this section is **complete**. The dial next to the "Personal Information" heading will tell you the status of completion of this section.

Step 4: Complete Your Academic History

Click on the "Academic History" tile on your OTCAS dashboard. Select "Colleges Attended".

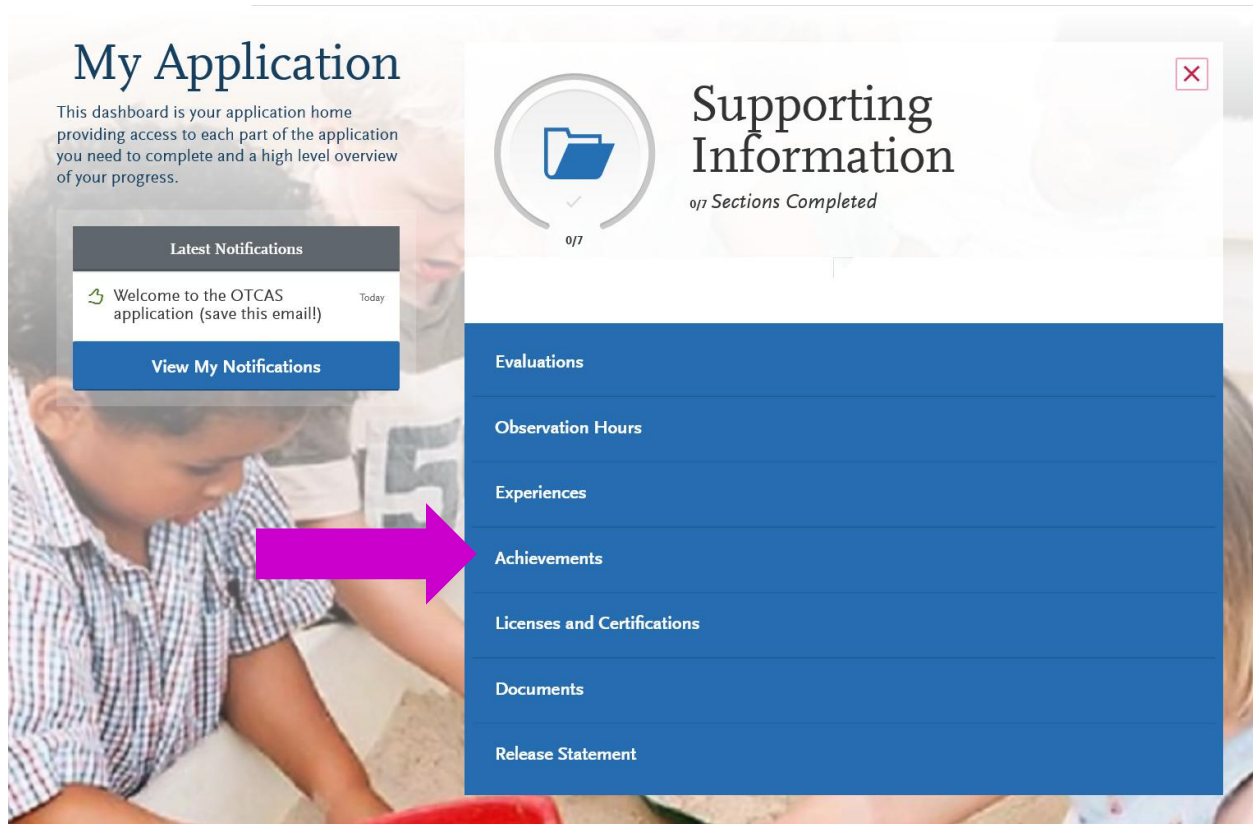Add each college or university that you have attended as an undergraduate. Click the "Add a College or University" button to add each school. Complete the required information for each school attended including dates of attendance and degree completion. Once you have entered all schools, click on "Order" for each school to order official transcripts that will then be verified by OTCAS.

Step 5: Complete the Supporting Information Section

This section is required by OTCAS to be completed, but not all information is required from the UCA OTD program to be considered. The following steps will direct you to enter exactly what is required for application to our program.

Evaluations

OTCAS requires that you complete this section. This is the equivalent of personal references. You must enter a valid email address and complete the **request** for at **least three individuals**. Please note, UCA does **not** include personal references in consideration for your admission into the program, so you are only required to **send** the request. They are not required to complete the request for you to be able to submit your application.

Observation Hours

UCA does not require observation hours. Select **"I Am Not Adding Any Observation Hours"**

Experiences

While we know you will bring a world of unique experiences to the UCA OTD program, we do not require this section. We will hear all about them in your interview!

Select **"I Am Not Adding Any Experiences"** here.

Achievements

We know you have achievements or you wouldn't be applying to OT school! All of your wonderful achievement are also what you will have an opportunity to tell us more about in your interview.

Select **"I Am Not Adding Any Achievements"** here.

Licenses & Certifications

We don't require any licenses or certifications for your application. You're going to earn them here!

Select **"I Am Not Adding Licenses & Certifications"** here.

Personal Statement

OTCAS requires that you upload a personal statement in order to submit your application. So why not have fun with it?!?!? Write a personal statement and tell us why you want to be a part of the UCA OTD family. Once you've done that, click the "+ Add Document" button under the Personal Statement section to upload your document.

Release Statement

OTCAS requires completion of this section. Select "Yes" on the Advisor Release question. "Check" that you understand the OTCAS Release and the OTCAS Certification and Authorization Statement.

Step 6: Hit Submit!

Once you have completed all of the OTCAS required sections of the application, the only thing left to do is **HIT SUBMIT!**

Once you have submitted your application, the UCA OT Department will be in touch with you at the email address that you provided. We will send information regarding interviews and we'll let you know if there is anything in your application that needs to be addressed.

So, once you've hit submit, sit back, relax and wait to hear from us. We look forward to visiting with you further about your becoming a part of the UCA OT family! Go Bears!