

Application for Admission to the Occupational Therapy Program (Entry-Level M.S)
Department of Occupational Therapy
University of Central Arkansas

Applications for admission to the Occupational Therapy Program should be carefully filled out and mail to the Department of Occupational Therapy, UCA Box 5001, 201 Donaghey Avenue, HSC 100, Conway, AR 72035-0001. **The Occupational Therapy Application Form and all supporting materials MUST be completed and submitted or postmarked by February 1. NOTE: If February 1st falls on a weekend, applications will be accepted postmarked the following Monday. It is the applicant's responsibility to assure that all materials arrive on time.** The steps involved in the application process follow. Please read the instructions carefully; failure to follow instructions can result in rejection of your application. Keep this sheet for your records.

ALL students who apply for admission to the OT program must meet with the Occupational Therapy Program Advisor during the Fall semester, before your application is submitted. This is to ensure that all pre-requisites for admissions have been or are in the process of being completed.

Submit the following application materials as noted in the table below:

Required Application Materials	UCA Students	Non UCA Students (never enrolled at UCA)
Application Form Note: The application includes a question about the 30 hour admission rule. Only students who have previously met with the Program Advisor and established a 30 hour rule contract may check this option.	Submit OT Department Application Form to the OT Department (see www.uca.edu/ot)	1. Apply to the University of Central Arkansas (see www.uca.edu/admissions/apply/) 2. Submit OT Department Application Form to the OT Department (see www.uca.edu/ot)
Application Fee of \$50.00. Payable by check or money order to: Occupational Therapy Department. No cash accepted.	1. Exempt from fee if currently enrolled in 12+ hours or more 2. All others must submit fee with OT Department Application	Submit \$50.00 fee with OT Department Application
Official transcripts from all college work completed must be sent directly from the respective college registrars. (one copy to UCA admissions and one copy to the UCA OT Dept.) Note: Arrange to have transcripts sent after fall grades are posted.	Exempt from submitting UCA transcript; must submit official transcripts from all other college work.	Submit official transcripts from all college work completed.
Volunteer Observation Form.	At least 20 hours volunteer/ observation hours must be completed in a single occupational therapy practice setting, under the supervision of one licensed occupational therapist. Forms from other occupational therapy programs will not be accepted. Note: occupational therapists are not required to provide volunteer supervision; they do so as a service to prospective students.	

ADDITIONAL INFORMATION

Application Details

1. Submit the Occupational Therapy Application Form as early as possible. Once it is received and processed, a letter will be mailed to you that will include a list of materials needed to complete your file. A second letter will be mailed when your application file is complete. You will NOT receive any notification until the official application is received.

Telephone inquiries as to application status will be accepted only between 2:00 and 4:00 p.m. (CST) on Monday, Wednesday, and Friday. The office phone number is (501) 450-5017. Email inquiries should be sent to kchambers@uca.edu.

If this is the second time you have applied to the Occupational Therapy Program, you may use information (i.e. transcripts) from the previous year. However, you must inform the Occupational Therapy Department in writing that you wish to do so. If information is more than one year old, the information will need to be updated with the current application.

Application Review and Class Selection

The review of applications begins **FEBRUARY 1**. Unless you are using the 30 hour rule, all transcripts will be used to calculate your overall GPA, your sciences GPA, and your behavioral sciences GPA. Students will be ranked based on these GPAs. As a part of the selection process, a personal interview with the Admissions Committee will be required of top ranked candidates. These candidates will also be required to write a brief essay on the day of the interview. The one page essay will be evaluated based on adequacy of response, grammatical correctness, spelling, and legibility. The following rubric is used to determine admission into the OT program: Overall GPA 40%; Interview 30%; Essay 20%; and Volunteer/Observation Experience 10%.

The Occupational Therapy Program for incoming first year students begins in May Intersession and continues throughout Summer I and Summer II semesters. All prerequisite courses must be completed with a grade of "C" or better by the conclusion of the Spring Semester. If a student is accepted into the Occupational Therapy Program but fails to complete prerequisite course work with a "C" or better prior to the beginning of May Intersession classes, he/she will be dismissed from the program.

**APPLICATION FOR ADMISSION TO THE
DEPARTMENT OF OCCUPATIONAL THERAPY**

NAME _____

*Include any other name that you may have used in your records (nicknames, maiden name, etc.).

UCA ID Number (if applicable) _____

Date of Birth _____

I want to be considered for the 30 hour admission rule*. Yes No

* Candidates must have previously completed a 30 Hour Rule contract to be eligible for this option.

LOCAL ADDRESS*:

Number & Street Phone Number

City State Zip Code

Email address

PERMANENT ADDRESS (if different from above):

Number & Street Phone Number

City State Zip Code

*Please notify us of any address changes during the application process (501-450-5017).

State of Residency _____

List all colleges, universities, vocational technical schools, etc. **(including University of Central Arkansas)** that you have attended, beginning with the most recent. **If you are not currently admitted to UCA, both the Occupational Therapy Department and the UCA Admissions office must receive official transcripts from all institutions you attended.**

Institution	Location	Dates	Degree
Attended		Attended	Obtained

I certify that this application and all submitted materials are complete and correct. I understand that misrepresentation of my credentials may result in disqualification or suspension from the program.

Applicant's Signature Date

