

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

The enclosed application should be carefully filled out and returned to the Department of Occupational Therapy, UCA Box 5001, 201 Donaghey Avenue, HSC 300, Conway, AR 72035-0001. **The occupational therapy department application 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.** UCA will not be responsible for making sure your 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.

Submit the following application materials:

1. Application for Admission to the Occupational Therapy Program (Entry-level M.S): A completed application form (two pages) must be completed and sent to the department. The application includes a question about the 30 hour admission rule. Strict criteria must be met to utilize this option. Please discuss requirements of the 30 hour rule with the OT department advisor prior to requesting this option.

***Note: ALL students who apply for admission to the OT program MUST meet with the program advisor during the Fall semester, BEFORE your application is submitted. This is to ensure that all prerequisites for admissions have been or are in the process of being completed.**

2. UCA application:
 - a. Non-UCA students: Students who have never attended the University of Central Arkansas, must submit an application for admission to the University of Central Arkansas, available from the UCA Admissions Office or the UCA website (www.uca.edu), in addition to the Department of Occupational Therapy application and other materials. These are two separate processes.
 - b. UCA students will only need to complete the Department of Occupational Therapy application.
3. Application Fee: All students enrolled in 12 hours or more at the University of Central Arkansas at the time of application are exempt from the application fee. A non-refundable application fee of \$50.00 for is required for non-UCA students and for UCA students taking less than 12 hours. Payment may be made by check or money order only. Please make payable to the Department of Occupational Therapy. Cash will not be accepted.
4. The UCA, Department of Occupational Therapy Volunteer/Observation Form: You may NOT use forms from other occupational therapy programs. A minimum of 20 hours volunteer/observation must be completed in one (1) occupational therapy setting, under the supervision of one (1) registered occupational therapist (OTR). The Volunteer/Observation Form is to be completed by the OTR, and sent directly to the department. We strongly recommend that this requirement be met **before January 1** so that all materials will be received before the deadline. Remember that the OTR is not obligated to provide this experience, but provides it as a service to prospective students.

5. College transcripts: **Official** copies of college transcripts documenting all college work completed must be sent to the Occupational Therapy Department. Non-UCA students must also submit an official transcript to the UCA Admissions office after an application for admission to the university has been completed. As a reminder, an official transcript has the institution's seal on it, and is sent by that institution's registrar's office directly to the Department of Occupational Therapy **and** the UCA Admissions office. You should request that your transcript be sent **AS SOON AS YOU RECEIVE YOUR FALL SEMESTER GRADES**.

UCA students **DO NOT** need to submit a transcript. The department will issue a check sheet. Please be sure on your application to indicate that you are, or have been, a UCA student. However, if you have also attended other colleges, you must request an official transcript from each college be sent to both the Occupational Therapy Department and the UCA Registrar's office

ADDITIONAL INFORMATION

Please do not wait until the last minute to turn in your application. Once the application for admission to the Department of Occupational Therapy form is processed, a letter will be mailed to you that will include a list of materials needed to complete your file. Another letter will be mailed when your application file is complete. You will NOT receive any notification until the official application is received. The department secretary will accept phone calls between 2:00 and 4:00 p.m. (CST) on Monday, Wednesday, and Friday **ONLY** to answer questions concerning your application status. The office phone number is (501) 450-3192.

If this is the second time you have applied to the Occupational Therapy program, you may use information (volunteer/observation form, 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.

The review of applications starts **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 GPA's. 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 guidelines are 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 student begins in **MAY INTERSESSION 2010** (all summer). It is expected that you will have completed or be currently enrolled in **ALL** prerequisite courses prior to applying for admission.

List the information requested below for each course you are enrolled in from January - May, 2010. Do not include classes that you have completed and received a grade. Your grade should be on the transcript.

Department	Course Number	Course Title	Credit Hours

The University of Central Arkansas, in making decisions regarding employment, student admission, and other functions and operations, adheres to a policy of nondiscrimination and complies with the Federal regulations and requirements as set forth in Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act of 1990.

Gender: Male Female

Race: American Indian or Alaskan Native
 Black, Non-Hispanic
 Asian or Pacific Islander
 Hispanic
 White, Non-Hispanic
 Mixed
 Other
 Non-Resident Alien (International Student)

Information regarding gender and race is requested for statistical and reporting purposes only. Completion is voluntary. Return completed application to: Department of Occupational Therapy; UCA Box 5001; 201 Donaghey Avenue; HSC 300; Conway, AR 72035-0001