Doctorate of Occupational Therapy Program
Application Instructions 2016-2017
School of Health and Rehabilitation Sciences (SHRS)

OT Admissions Vision
The Ohio State University Division of Occupational Therapy seeks self-directed learners who are resilient, insightful and ethical, and who are motivated to become empathetic occupational therapists providing evidence-based, collaborative, client-centered care. The Division selects students who display diversity in background, experience and thought and demonstrate the potential to improve people’s lives through innovation, excellence, and leadership in practice, research, education, and community service.

These instructions should be used as a reference when completing the application materials for OSU’s OTD program. The program has a three-step admission process.

1. Complete and submit an application through OTCAS (otcas.org). Applicants will only provide OTCAS with official transcripts of all current, prior and future undergraduate, graduate and professional coursework.
2. OTCAS reviews and verifies the application.
3. Verified applicants will then receive an e-mail from OSU’s Graduate and Professional Admissions Office with instructions on how to complete the OSU supplemental application and pay the supplemental application fee ($560 for domestic applicants, $70 for international). OSU’s supplemental application is not available to applicants before submission and verification of their OTCAS application. Please DO NOT send checks or cash to the OT Dept. or GP Admissions. Payments must be submitted online during the supplemental application process.

Admission Criteria
Admission to the OTD program is highly competitive. Prospective students whose applications are the most complete and who present the highest qualifications will be accepted for admission. Completion of the stated selection criteria does not assure admission to the OTD program.

1. Completion of a Bachelor’s degree:
All applicants must complete a bachelor’s degree (B.S. or B.A.) from an accredited North American college or university or comparable degree from a recognized foreign college or university prior to the start of the program.

2. Prerequisites:
The following courses or their equivalents must be completed with a C or higher to be eligible for admission. It is strongly recommended that all prospective students have their prerequisite coursework evaluated before applying to the program. To be a competitive applicant, all or most of the prerequisite courses should be completed. The following three courses must be completed NO LATER than the end of the Fall Semester prior to the start of the program: *Human Anatomy, Human Physiology and Abnormal Psychology.
Not having these three prerequisites completed by the end of Fall Semester will automatically disqualify an applicant from consideration. These three courses are a major component of the admission decision process and need to have been completed within the past five years.

*Abnormal Psychology
*Human Anatomy (lab recommended, not required)
*Human Physiology (lab recommended, not required)
Introductory or General Biology
Introductory Sociology
Intermediate or Technical Writing
Elementary or General Statistics
Medical Terminology
Applications missing prerequisites will be reviewed; however missing prerequisites may negatively affect your admission decision. To assist us in assessing eligibility, applicants will complete a Prerequisite Summary as part of the OSU supplemental application. Indicate which courses you have taken (or will take) that will fulfill the prerequisite listed. If Sociology, Intermediate Writing, Biology, Statistics, and Medical Terminology are not completed at the time of application, applicants will need to indicate the dates in which these courses will be completed.

3. GPA:
Only applicants with a cumulative undergraduate GPA of 3.0 or higher at the time of application will be evaluated for possible admission. All grades from all course work taken at accredited higher education institutions will be considered when evaluating applicants.

4. GRE:
Applicants of the OTD program are required to submit official GRE scores directly to OTCAS. The GRE can be taken once every 21 days and up to five times within a 12 month period. Test scores are valid for up to 5 years. All GRE scores should be processed by the university deadline. For more information on the GRE, please visit http://www.ets.org/gre. For information on how to register, test centers, testing dates, and seat availability, please visit: http://www.ets.org/gre/revised_general/register/centers_dates/.

5. Observation Hours:
A minimum of 40 observation hours of observation or volunteer experience in occupational therapy under the direct supervision of a licensed and registered occupational therapist is required to apply to the OTD program. Applicants must document experiences in at least two of the four following areas: mental health, acute care/rehabilitation, pediatrics/school-based setting or geriatrics. OSU does not require formal documentation; applicants are responsible for accurately documenting these hours.

6. References:
Applicants are required to submit the name and contact information of three evaluators on their OTCAS application. Evaluators must be professors or instructors, current or former employers, coaches from a collegiate sports team, and/or supervisors in a clinical or non-clinical volunteer experience. Evaluators will submit electronic evaluations through OTCAS.

7. Personal Statement:
Personal statements should include why the applicant selected Occupational Therapy, how a degree in OT relates to the applicant’s immediate and long-term professional goals, and how personal, educational, and professional backgrounds relate to the applicant’s goals, as well as information about the candidate’s breadth of OT practice, communication and interpersonal skills, compassion and empathy, and investment in life-long and self-directed learning.

8. Interview:
An interview will be offered to qualifying applicants and are by invitation only. Qualifying applicants will be invited to an open house to complete interviews.

When to Apply
For the 2016-2017 admission cycle, the OTCAS application will open on July 19th 2016 and close on November 1st 2016. Please allow 4-6 weeks for OTCAS to process and verify your application.

Graduate Fellowships
The University (UF) and Graduate Enrichment (GE) Fellowship awards cover the cost of tuition and provide a monthly stipend for the first year of the program. Fellowships are awarded on a competitive basis each year to applicants who show outstanding scholarly accomplishment and exceptional potential for graduate study.

Eligibility requirements for the UF: Students must be a U.S. resident with a cumulative undergraduate GPA of 3.6 on a 4.0 scale (or equivalent) as well as a 75th percentile average on the GRE Verbal and Quantitative components and 4.0 on the Analytical Writing component.
Eligibility requirements for the GE: Students must have a cumulative undergraduate GPA of 3.1 on a 4.0 scale (or equivalent) as well as a 40th percentile average on the GRE Verbal and Quantitative components and a 3.5 on the Analytical Writing component.

Please retain these instructions and a copy of your application for future reference.
The Occupational Therapy department will nominate the most highly qualified applicants for each award. Fellowship awards are announced March 1st and recipients’ acceptances are due April 15th. If you are interested in applying, please contact the SHRS Graduate Student Services Office.

For more information on the UF Fellowship, please visit: http://www.gradsch.osu.edu/Depo/PDF/UF.pdf

For more information on the GE Fellowship, please visit: http://www.gradsch.osu.edu/Depo/PDF/GE.pdf.

*Special Note: Those interested in applying for Fellowships need to supply 3 letters of recommendation with completed reference forms, a CV/resume and Personal Statement.

Valuing Diversity
The Ohio State University is committed to nondiscrimination, equal employment opportunity and affirmative action. This commitment is both a matter of law and moral imperative consistent with an intellectual community in which individual differences and diversity are celebrated. Accordingly, discrimination against any individual for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, disability or veteran status is specifically prohibited. Title IX of the Education Amendments of 1972 prohibits sex discrimination. Title I and Title II of the Americans with Disabilities Act (ADA) of 1990 provides equal employment opportunities and reasonable accommodation, and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in education programs and activities. Equal access to employment opportunities, admissions, educational programs and all other University activities is extended to all persons.

English Proficiency
If your native language is not English, and if English was not the primary language used in your home or the school you attended, you must take one of the following tests to determine whether your English proficiency is sufficient to enable you to achieve your academic goals at Ohio State. To be successful at Ohio State, students should possess a level of English proficiency represented by a score of at least 550 on the paper-based or 79 on the internet based Test of English as a Foreign Language (TOEFL), or a score of 82 on the Michigan English Language Assessment Battery (MELAB). An alternative English proficiency test, International English Language Testing System (IELTS) will also be accepted with scores of 7 or higher. TOEFL scores are considered an admission requirement for the Occupational Therapy program. Information and registration materials for the tests can be obtained from TOEFL at www.ets.org/toefl/, or MELAB at www.cambridgemeichigan.org/test-takers/tests/melab/.

Retention/Reapplication Information
Application materials are retained in the HRS Student Services Office for one year. The application and all supporting documents become the property of Ohio State and may not be returned to the applicant, forwarded to another institution, or duplicated for any purpose. If you wish to reapply to the next year’s class, you must submit a new OTCAS and supplemental application.

Health Information
A health review is required of all students after acceptance into the Occupational Therapy program. Information regarding this review will be sent to those admitted during the spring prior to the start of the program.

Criminal Background Check
Many states, institutions, and registration licensure boards impose severe restrictions on hiring or credentialing medical personnel who have felony or misdemeanor convictions. Accepted applicants will be required to complete a criminal background check prior to enrollment as mandated by the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO). Applicants having such a record must seek advice of the OT Dept. before pursuing a course of study leading to a profession where such restrictions might preclude licensure or employment in the profession.

Office for Disability Services
Applicants with documented disabilities who require accommodations and services are encouraged to contact the Office for Disability Services (ODS). The ODS offers a variety of services and accommodations for students with documented disabilities, including learning disabilities, hearing or visual impairments, mobility impairments, attention deficit disorders (ADD/ADHD), psychiatric or medical disabilities. Academic accommodations, auxiliary aids, and support services are individualized and based on disability documentation, functional limitations, and a collaborative assessment of needs. ODS is the designated campus office to determine appropriate accommodations for students with disabilities. Documentation of the disability for eligibility determination should be submitted to ODS as early as possible in the admissions process. For more information about academic accommodations and services for students with disabilities, contact ODS at (614) 292-3307, (614) 292-0901 (TDD), http://www.ods.ohio-state.edu/. ODS is located at 150 Pomerene Hall, 1760 Neil Ave., Columbus, Ohio 43210. Your self-referral is the only indication of your interest and need of academic services and accommodations.

The OTD program has achieved candidacy status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org.

Application Checklist
Use this checklist in collaboration with OTCAS instructions to be sure you have completed all the steps necessary to apply for admission to the OTD program.

1. Complete the online OTCAS application.
2. Complete the online OSU supplemental application.
3. Complete and submit GRE scores to OTCAS.
4. Submit TOEFL scores to OSU if applicable.
5. Complete and submit Fellowship materials, if applicable.

Contact Information
Graduate and Professional Admissions Office
The Ohio State University
P.O. Box 182004
Columbus, OH 43218-2004
(614) 292-9444
www.gpadmissions.osu.edu

OTCAS
All OTCAS related questions should be directed to otcasinfo@otcas.org

Occupational Therapy Office
406 Atwell Hall
453 West 10th Avenue
Columbus, OH 43210-1234

SHRS Graduate Student Services Office
hrsgraduateteststudentservices@osumc.edu
614-292-1706

Application and Program Questions:
Please contact hrsgraduatestudentservices@osumc.edu OR visit the program website at: http://medicine.osu.edu/hrs/ot/pages/index.aspx