Master of Science in Occupational Therapy Program
Application Checklist

Admission to the Master of Science Degree program in Occupational Therapy is on a once a year basis; students are selected for admission in the Fall semester only.

Applications are accepted beginning **October 1.** Application deadline for all materials is **February 1st.**

Note that a rolling admission policy applies (we may accept applications and fill the class before Feb. 1st; in that event, we will close the application process.) Also, beginning with the October 2016 application period we will NO LONGER accept the MAT (Miller Analogies Test). Students wishing to apply to the program must take the GRE.

**Items to be completed through OTCAS:**

- A. Application/Personal Statement
- B. All sealed official transcripts
- C. Letters of Recommendation
  
  **Note:** The Letter of Recommendation Forms *cannot* be completed by the same individual who completes the "Evaluation Form for Volunteer Experience".

**Note:** Please follow instructions on **OTCAS**

**Items to be submitted directly to the Department of Occupational Therapy at SJSU:**

- A. First page of OTCAS Application (page 1) with Personal Information, etc.
- B. Copy of the General Essay from OTCAS application. You may customize the essay if you wish.
- C. Unofficial GRE scores mailed to the department
- D. Sealed Volunteer Evaluation Forms & Right of Access forms

**Items to be submitted to GAPE:**

Application to the University through GAPE is a separate process from application to the OT Program. Items required and sent to GAPE do not come to the department.

- A. Submission of the online application to San Jose State University Graduate Admissions & Program Evaluations (GAPE) - the application form is available at [Cal State Apply](http://calstateapply.org).
- B. Official transcripts for all college level work (both 2 year and 4 year) leading up to the completion of the Bachelor Degree. Send one copy to Graduate Admissions & Program Evaluations (GAPE) and one copy to OTCAS.
C. Official transcripts for all prerequisite courses taken after the completion of the Bachelor's degree. One copy of those transcripts should be sent to OTCAS and Graduate Admissions and Program Evaluations (GAPE).

**NOTE:** Your college/university transcripts must be evaluated by Graduate Studies prior to applying. If your degree program was conducted in a language other than English, you will also need to take an English proficiency exam such as the TOEFL or the IELTS. Go to this [website](#) for more information. You may also want to contact Jessica Hernandez at (408) 924-2406 if you have any questions about your Graduate Studies & Admissions application.

Mail the completed Forms to the Occupational Therapy Department
The Department of Occupational Therapy
Attn: Master’s in OT Program
One Washington Square
San José, CA 95192 – 0059