

Notice for Re-Applicants 2018-2019

If you applied through OTCAS for the 2016-2017 cycle and you wish to re-apply for the 2018-2019 cohort **please follow the steps below.**

- 1. Contact the OT program** (via the OT-ELM group at: ot-elm-group@sjsu.edu). Clearly title your message with the subject line: **“Re-Activation Request”**
- 2. You must re-apply through OTCAS.**
OTCAS has told us that you will be able to transfer verified transcripts from last year to this year’s application. If you have additional transcripts from courses you have completed, you will need to have those sent to OTCAS for verification. You *do not* need to re-submit your letters of recommendation. We will be able to retrieve those documents.
- 3. Application material sent in last year is on file and will be re-activated when you notify us.**
Please let us know if you wish to add or replace any documents in your file. For example, if you wish to modify or update your personal statement, or send in new or additional volunteer forms, please let us know and mail those documents to the OT department at SJSU (attention: Graduate Program Assistant).
- 4. Once you have notified us that your file is complete (no new additions or changes) and you have a complete application with OTCAS, we will date stamp your file.**
If you have indicated that you have material to add to your file at SJSU, we will indicate this on your file and wait for those documents to come in. **Your application will not be reviewed until those documents are received.**
- 5. Letter of recommendation.**
If you had a completed, verified application through OTCAS last year, we will be able to pull up your letters of recommendation and you do not need to resubmit these. *This only pertains to re-applicants who had completed, verified applications through OTCAS last year.*
- 6. You must also re-apply to GAPE. Refer to the [GAPE website](#) for details.**
- 7. If you have any questions, please email us at ot-elm-group@sjsu.edu**