

# **How To Apply**



# General FAQs

- 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 **open October 1st**
- Applications **deadline** for all materials is **February 1st**
- We admit on a **rolling basis**. We may accept applications and fill the class before Feb. 1st; in that event, we will close the application process
  - Your OTCAS and department application must be completed for your application to be ready to be reviewed. The GAPE application is not rolling, but needs to be completed before the deadline.

# 3 Steps



# OTCAS

- OTCAS is an application service used by occupational therapy graduate programs. This is a separate system from our department. If you have any questions or difficulties with the portal, please contact OTCAS directly
- SJSU's MSOT application opens on OTCAS in mid-July. Please check our site for the official date
- Your OTCAS application must be **verified** before it is considered complete. Verification may take up to a couple of weeks after submitting your materials.

## ITEMS TO BE COMPLETED:

1. Application/Personal Statement
2. All official transcripts
3. Letters of Recommendation
  - a. Note: The Letter of Recommendation Forms cannot be completed by the same individual who completes the "Evaluation Form for Volunteer Experience".
  - b. You will provide OTCAS with the name and email address of the people you wish to write your LORs. OTCAS will then contact them with directions on how to submit their letters.

# SJSU MSOT Department

- All of the following materials will need to be mailed directly to our department
- Please note that our department does not receive official transcripts or official GRE scores

## ITEMS TO BE SUBMITTED:

1. First page of OTCAS Application (page 1) with Biographic Information and Contact Information
  - a. We do not require all 5 sections
2. Copy of the General Essay from OTCAS application. You may customize the essay if you wish
3. **Unofficial GRE** scores (a printed PDF)
4. Sealed Volunteer Evaluation Forms & Right of Access forms

## **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

# GAPE

- GAPE (Graduate Admissions and Program Evaluations) is separate from the Occupational Therapy Department.
  - This is the process of applying to the University. Items required and sent to GAPE do not come to the department.

## ITEMS TO BE SUBMITTED:

1. Submission of the online application to San Jose State University Graduate Admissions & Program Evaluations (GAPE) - the application form is available at Cal State Apply.
2. 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.
3. 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).
4. Official GRE scores submitted using SJSU code 4687