Doctorate in Occupational Therapy Program
Application Checklist

Admission to the OTD Degree program in Occupational Therapy is on a once-a-year basis; students are selected for admission in the Spring semester only.

Applications are accepted beginning July 1. Application deadline for all materials is November 1st.

Note that a rolling admission policy applies – we may accept applications and fill the class before Nov. 1st. In that event, we will close the application process.

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. Personal statement explaining your interest in the profession of occupational therapy.
☐ 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.
☐ B. Official transcripts for all college level work (both 2 years and 4 years) leading up to the completion of the Bachelor Degree. Send one copy to the 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 one copy to 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 the Test Requirements 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: OT Doctorate Program  
One Washington Square  
San José, CA 95192 – 0059