

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.

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. Please include a statement explaining your interest in the profession of occupational therapy.
- ☐ C. 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 the Graduate Next Steps mailbox 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