Checking to see if your application is complete

Information is available electronically to applicants to verify the completeness of their application; therefore, the Occupational Therapy Department no longer informs applicants by e-mail if application materials have been received.

Your application packet must meet all of the following criteria to be reviewed for Fall 2018 consideration. To determine if your application is complete, please refer to the following information:

1. **Colorado State University Graduate School - Must be complete by January 5, 2018**
   
   **Complete application:** CSU Graduate School application checklist indicates that all items have been received except for the official transcripts.

2. **OT Departmental application materials – Must be complete by January 5, 2018**
   
   **Prerequisite information and OT master’s admissions essay**
   
   **Complete application:** Received a confirmation e-mail verifying that you submitted this information.

3. **OTCAS application and fee - Must be submitted by January 5, 2018**

   OTCAS application must be in one of the following application statuses by January 5, 2018.
   
   **Please check your status on OTCAS:**
   
   - “Received>Awaiting Materials” (Your application and fee have been submitted)
   - “Materials Received>Verifying” (Your application is complete)
   - “Verified” (Your application has been processed and your GPA has been calculated)

4. **OTCAS Academic update (if applicable) - Must be complete by January 31, 2018**

   Academic update and official transcripts submitted to OTCAS are required if both of the following two conditions apply:
   
   - You completed Fall 2017 courses but OTCAS verified your application without these Fall 2017 grades and
   - You submitted your OTCAS application prior to completing your degree (e.g., you completed your degree in Fall 2017 or are completing your degree in Spring 2018 or Summer 2018)

*Please note:*

- Official transcripts do not need to be received by OTCAS by January 5; however, official transcripts must be received by OTCAS by January 31.
- References do not need to be received by OTCAS by January 5; however, references must be received by OTCAS by January 31.
- Applications do not need to be verified by OTCAS by January 5; however, verification of your application by OTCAS must be completed by January 31.
- Academic update (if applicable) does not need to be processed by January 5; however, must be completed by January 31.