CHECKLIST

APPLY EARLY! It can take up to 4-5 weeks for PTCAS to process your file, once it is complete.

Follow These Steps FIRST

☐ Review the instructions and program requirements.

☐ Create a new PTCAS application account.

☐ Complete the "**Colleges and Universities**" section first by listing EVERY institution you attended.

☐ Print the PTCAS **Transcript Matching Form** for each U.S. institution attended.

☐ Arrange for your official **transcripts** to be sent to PTCAS with the request form enclosed.

☐ Enter ALL of your **U.S. college courses** using personal copies of your transcripts.

If Required By Your Designated Programs, You Should Next…

☐ Enter all <u>GRE</u> scores on the application and arrange for ETS to send your official test scores.

☐ Complete the <u>Reference</u> section, so your evaluators have adequate time to respond.

☐ Complete the <u>PT Hours</u> section, so that a licensed PT can verify your experiences in time.

☐ Submit <u>supplemental</u> materials directly to your designated programs.

Helpful Tips

☐ Do NOT enter your **courses** from memory - Use your transcripts!

☐ Do NOT wait for PTCAS to receive all of your materials before you **submit** your application.

☐ Complete the **"Colleges and Universities"** section of the application first. PTCAS cannot post transcripts to your application until this is completed.

☐ Login to check the real-time **status** of your transcripts, references, GRE scores, and PT hour signature forms.

☐ Arrange for all materials to arrive by the **deadline**.

☐ Check your **email** DAILY for important messages from PTCAS and programs.

☐ Review your application for **accuracy** before you e-submit.

☐ **Print** a hard copy of your application for your personal records.

☐ Do **NOT** apply to a program unless you meet its admission requirements.

International Applicants and Documentation

☐ If a program requires a <u>foreign transcript evaluation</u>, contact the agency 4-6 weeks in advance.

☐ If a program requires an **original foreign transcript**, arrange for it to be sent to the program.

☐ If English is not your primary language, determine if the program requires the **TOEFL.**