



If you intend to submit an MUOT Application,
return this **Intent Form** and **Five 37 cent stamps**
IMMEDIATELY
(This will generate a file for incoming application)

Check One
This Application will be for:
 1st Application (Jan)
 2nd Application (May)

University of Missouri-Columbia
School of Health Professions

Department of Occupational Therapy
405 Lewis Hall - Columbia, MO 65211

INTENT TO FILE an MUOT Application for 2005

DATE _____

PRINT OR TYPE ALL INFORMATION

NAME OF APPLICANT _____ Maiden Name _____

Social Security Number _____ MU Student? YES _____ NO _____ MU Student ID (if applicable) _____

CURRENT Mailing Address _____ CITY _____ STATE _____ ZIP _____ Phone: _____

PERMANENT ADDRESS _____ CITY _____ STATE _____ ZIP _____ Phone: _____

PLEASE NOTE! IF ANY OF THE ABOVE INFORMATION CHANGES, PLEASE NOTIFY US IMMEDIATELY!

OFFICIAL TRANSCRIPTS

- All students must request that their official transcripts be sent from each college attended to MU admissions for application to MU
- **In addition**, for OT application, colleges must mail official transcripts to the Department of OT, 405 Lewis Hall, Columbia, MO 65211
- MU students must request an official transcript be sent to Department of OT from Transcript Office in Jesse Hall.

NOTE: These transcripts must be received directly from all institutions of higher education that you have attended since completing high school.
Student copies will not be accepted.

List all institutions of higher education (including MU) where you will be requesting official transcripts.

INSTITUTION	LOCATION	Received (office use only)

DO NOT WRITE BELOW THIS LINE

<u>Date Received</u>	<u>Item</u>	<u>Comments</u>	<u>Date Received</u>	<u>Item</u>	<u>Comments</u>
	Application			ACT or Equivalent	
	Autobiography			TOEFL/ TSE Scores	
	Intro to OT Course			Transcript Evaluation	
	OT Experience Forms			S05 MU Acceptance	
	Resume			MO Resident	
	Reference #1			MU Student	
	Reference #2			Interview Complete	
	Reference #3				



2005 Application • CHECKLIST

First Deadline January 31, 2005*

*May 31, 2005 deadline for 2nd Application/Selection (based on class position availability)

Steps for Completion of Application

1. RETURN APPLICATION **INTENT FORM** & Five - 37 cent stamps -IMMEDIATELY



PLEASE retain copies of application and all inserts for your records!!

Once received, applications are the property of the University and cannot be returned or copied.

Transcripts & Test Scores must come DIRECTLY FROM SOURCE to the Department of OT & NOT from the applicant

- 2. Request OFFICIAL TRANSCRIPTS from all colleges attended including MU
(Reminder: A separate copy of transcripts from other colleges must be sent to MU admissions)
- 3. APTITUDE TEST SCORES i.e. ACT, SAT (scores may be sent from high school attended)
- 4. Candidates whose native language is not English must submit TOEFL, TSE and TWE scores, if applicable.

The following documents are to be mailed together to the Department of Occupational Therapy by applicant

- 5. Completed Occupational Therapy APPLICATION
- 6. Completed OT EXPERIENCE FORMS.
- 7. 3 REFERENCES in appropriately sealed envelopes
- 8. Completed AUTOBIOGRAPHY with cover sheet
- 9. Completed RESUME.

FOR TRANSFER STUDENTS ONLY

- 10. ACCEPTANCE to MU (for Summer Semester 2005)
- 11. TRANSCRIPT EVALUATION (Request from SHP Student Affairs Office, Susan Daniel, Advisor, 573-882-8011)

Incomplete or illegible applications will not be reviewed.

The applicant is responsible for verifying complete application files prior to deadline.

WEIGHTED CRITERIA : Weighted criteria considered for the admission process are GPAs (CUM, Science, Behavioral), selected Volunteer and Work experiences, references, leadership activities, autobiography and interview.

NOTIFICATION OF ACCEPTANCE: The deadline for submission of applications is January 31, (May 31 *only if class positions open and 2nd round applications available*). Only completed applications that fulfill the required criteria are reviewed by the MUOT Admissions Committee. Notification of acceptance status, e.g. acceptance, alternate position, and non-acceptance is mailed March 15th for applications received by January 31. Second selection acceptance notice mailed 1 week after completed application received. Acceptance status is not provided by telephone.

CHANGE OF ADDRESS: Applicants should notify the Occupational Therapy Office of any change of address/phone during the application process. This enables committee to contact applicants to clarify information. MUOT Office phone: (573) 882-3988.

PREFERENCE STATUS: Preference is given to Missouri residents and MU students.

MUOT Application Information

MEDICAL TERMINOLOGY PROFICIENCY: Credit or non-credit (hospital or Voc. Tech.) courses accepted. Proof of competency must be provided such as certificate, transcript or letter from instructor.

FIELDWORK: Students are responsible for all costs associated with clinical fieldwork, such as travel, living expenses, tuition, and uniforms as required. Level II fieldwork experiences are scheduled in centers that have established educational programs and affiliation agreements with the University of Missouri-Columbia. Fieldwork placements are assigned by the fieldwork coordinator through a lottery system. **Placement at a specific facility or geographic location cannot be guaranteed.** The placement process has been developed to assure an equal opportunity for selection of each placement by each student. All required fieldwork placements must be completed within 24 months of completion of required didactic courses.

ACCREDITATION The Department of Occupational Therapy is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, 4720 Montgomery Lane, Bethesda, MD, 20814-3425, Telephone (301)652-2682; www.aota.org. Graduates are eligible to sit for the national certification examination administered by the National Board for Certification in Occupational Therapy, Inc., 800 S. Frederick, Suite 200, Gaithersburg, MD 20877-4150 (301)990-7979; www.nbcot.org. Successful completion of this exam qualifies the individual as an Occupational Therapist, Registered (OTR). States require licensure in order to practice. State licenses are based on the results of the NBCOT Certification Examination.

ADA COMPLIANCE The University of Missouri-Columbia complies with the guidelines set forth in the Americans with Disabilities Act of 1990. If you have special needs as addressed by the Americans with Disabilities Act and need assistance with this or any portion of the application process, notify us at (573)882-3988 as soon as possible. Reasonable efforts will be made to accommodate your special needs.

AFFIRMATIVE ACTION The University of Missouri-Columbia does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as disabled veteran or veteran of the Vietnam era.

FELONY STATEMENT The Disciplinary Action Committee of NBCOT may decide to deny an individual the opportunity to take the certification examination or may deny an individual certification if a person has been convicted of a felony. An unofficial NBCOT review of an individual's potential for sitting for the exam may be requested. For more information contact: NBCOT, 800 S. Frederick Ave., Suite 200, Gaithersburg, MD 20877-4150; www.nbcot.org. Many state licensing regulations deny licensure for those with felony convictions.

CRIMINAL BACKGROUND CHECK The majority of your fieldwork placements will require the completion of a criminal background check. Depending on the specific placement this may also include a fingerprint check and clearance from the Missouri Division of Family Services and Missouri Division of Aging. An undesirable report could affect a student's placement in a clinical site. If student is unable to be placed the student will not be able to complete the course and therefore would be withdrawn from the major.

FINANCIAL AID: Information available by contacting Financial Aid Office, 11 Jesse Hall, Columbia, MO 65211, (573)882-7506.

GPA INFORMATION: Three GPAs are weighted for selection

- 1) **CUM GPA*** A CUM GPA of 3.0 on a 4.0 scale of ALL undergraduate course work is required.
- 2) **Science GPA*** (Biology, Physiology, Chemistry or Physics all with lab.) No grade below a B (3.0) is accepted for the 3 weighted courses. "B!" not acceptable. The 3 required science courses must have been completed within 10 years. Science Course Waiver: At least two must be completed for GPA prior to application deadline. The required course must be completed prior to enrollment in the Professional Program. Consult OT academic advisor concerning waiver consideration.
- 3) **Behavioral Science GPA*** (General Psychology & Sociology/Anthropology). No grade below a B (3.0) is accepted for the 2 weighted courses. "B!" not acceptable.
- 4) **OT Prerequisite courses** Human Development, Abnormal Psychology and Statistics require "C" (2.0) or better. "C-" not acceptable.

***Repeated Courses:** If a course is repeated both grades earned are included in the CUM GPA. If initial grade was a "C!" or lower, only a higher repeat grade is calculated. If one of the 5 weighted courses was a "B-" or lower and is repeated, the higher grade is accepted for weighted GPA, e.g. Science GPA, Behavioral Science GPA.

Pass/Fail grades: Pass/fail grades are acceptable *except* for the 5 weighted pre-requisite courses. The OT academic advisor should be consulted.

CLEP/ADVANCED PLACEMENT SCORES: CLEP and Advanced Placement scores are accepted in accordance with the University and School of Health Professions policies. Students who have completed less than 90 credits may complete course requirements through CLEP or AP testing. CLEP or AP scores awarded for weighted pre-requisites GPAs will result in the GPA being calculated on only graded credits available.