

**DEPARTMENT OF OCCUPATIONAL THERAPY EDUCATION  
GRADUATE MASTER OF SCIENCE DEGREE PROGRAM  
UNIVERSITY OF KANSAS MEDICAL CENTER**

**APPLICATION PROCEDURES**

**APPLICATION FORM**

Complete the Application for Admission form in full. If you are a degree-seeking applicant and you are NOT currently a student from one of the Kansas Board of Regents schools\*, you must submit a \$35 non-refundable application fee.

**APPLICATION STATEMENT**

Prepare a statement of academic interests and professional goals. Include relevant work experience and positions held, a description of your most notable professional accomplishments, and a discussion of how graduate education will contribute to the attainment of your career goals. The statement should be no more than 300 words. You may submit this information on line, or via regular mail to the OT Education Department (see address on Checklist).

**RESEARCH INTERESTS**

Briefly describe (1-2 paragraphs) the area of occupational therapy practice in which you see a need for research. You may submit this information on line, or via regular mail to the OT Education Department (see address on Checklist).

**PROFESSIONAL PROFILE**

Submit a resume or curriculum vitae; be sure to include professional activities as well as community based volunteer activities. You may submit this information on line, or via regular mail to the OT Education Department (see address on Checklist).

**TECHNICAL STANDARDS**

Complete the enclosed Technical Standard form and return it with your application materials.

**TRANSCRIPTS**

Request two copies of your transcript from the Registrar of all colleges you have attended. Transcripts must be sent directly from these institutions to the OT Education Department (see address on Checklist).

**RECOMMENDATION LETTERS**

The recommendation letterforms should be sent to three people. Those who can comment meaningfully on your work in an academic or professional setting are best suited to submit letters of recommendation. Each recommender should be instructed to complete the form, place it in a stamped, addressed envelope provided by you, and mail it (see address on Checklist). It is advisable to check back with those making the recommendations, to assure their participation.

**APPLICATION CHECKLIST**

Review the checklist provided to be sure that you have submitted all required materials. Be sure to attend to the requirements for your particular application status (degree-seeking or non-degree-seeking).

\*Kansas Board of Regents schools are: The University of Kansas, Kansas State University, Emporia State University, Ft. Hays State University, Pittsburg State University, & Wichita State University.